

## **Terms & Conditions Birtley House 2019**

### **A collaboration between SSS and Surrey Hills Enterprises (SHE)**

- 1 **On-line applications** must arrive by **Wednesday 30 January 2019**. Entries will be selected with the overall design and balance of the exhibition in mind.  
**The earlier your work is submitted, the better chance your work is used for publicity.**
- 2 Selection is made by the SSS Exhibition Manager and two or three other society members in accordance to SSS policy. SHE will then do a second selection.
- 3 This exhibition offers indoor and outdoor space. For all 3D work you must provide your own plinths with the works **securely fixed** to the plinths. Indoor plinths are **WHITE**, outdoor plinths are **GREY**.
- 4 **2D work must have hooks/D-rings at the back of your framed picture or box canvas (4 mm depth) paintings.**
- 5 All individual artists are requested to organise their own insurance against theft or damage. SHE nor SSS will take any responsibility as set out in the SSS Handbook.
- 6 Entry fee is £10 per accepted item. Please **do not** send any payment with your application. Payment for accepted works will be taken automatically via Go Cardless.
- 7 The sale price should be calculated **to include 30% commission**. This includes 2.5 % to cover credit card sales. All sales will be done via the SSS as agent and commission will be deducted before the artist is paid. No sculpture should be priced under £ 100.  
Tax is the responsibility of the exhibitor.
- 8 Packing and delivery of the items sold will be the responsibility of the artist, in negotiation with the purchaser. Sold artwork can only be handed over **on 2 June between 4.30 and 6 pm, on 3 June between 9 am and 12 pm**, or, delivery must be arranged at a later date between artist and purchaser.
- 9 **Handing in/set up dates are 1 and 2 May between 9 am and 2 pm.** You will get your delivery slot closer to the dates. Please make sure you are delivering your work with appropriate plinths and hanging possibilities. Any work not safe for display or hanging will be turned down.
- 10 Take down/Collection date is **Sunday 2 June between 4.30 and 6 pm or Monday 3 June between 9 am and 12 pm.**
- 11 Stewarding is expected of all exhibiting artists. Please send in your **on-line stewarding form** with your online application forms. All stewards will be trained to handle the credit card machine.
- 12 **During this exhibition you can volunteer to demonstrate your creative skills. Please indicate your willingness and area of expertise on the application forms.**
- 13 **Confirmation of acceptance will be within 2 weeks of the application deadline and we hope sincerely that you will block your diary to attend the Preview on Friday 3 May 2019.**