

Dear Exhibitor

Thank you for agreeing to participate in the Reading Room's contribution to Berwick's Open Gardens weekend by exhibiting your art, crafts, jewellery, cards and gifts.

Delivery and Collection

Please deliver your art work to the Reading Room on Thursday June 21st between 10am and 12 noon. If this is not possible, please contact Nicky on chstreet@btinternet.com or Claire on clairewhatley@hotmail.com to arrange a different time.

Please collect your work from the Reading Room on Sunday 24th June, between 5pm and 6.30pm, or arrange a different time.

Payments

If you aren't staying we will look after any sales on your behalf, 15% of which will be taken as a contribution to the Berwick St James Open Gardens proceeds. Payments will be settled after the 15% has been deducted, and after the event. Please advise if you are unwilling to accept cheques. We do not have card reading facilities.

If you are staying, then you can sell your items yourself, and give us 15% of the takings at the end of each day.

Responsibility.

The Reading Room committee takes no responsibility for the loss or damage of any artwork etc while it is in the RR, but the RR will be supervised at all times that it is in use. The RR will be double-locked at all times when not in use.

Picture Hanging.

The Reading Room Committee will hang the pictures. Please note that until we have all the pictures on site, we cannot be sure that there will be space to hang them all; please let us know your priorities for hanging. Every care will be taken whilst hanging the pictures.

Labelling pictures and pricing.

Please put a label on the back of each picture with your name, the title of the picture, your phone number and the price, if applicable.

Please have a hanging label on a string which will show when the picture is hung. Please have the same information on that label.



Labelling other artworks.

Please ensure ALL artworks are labelled with your name, contact details and price (if for sale).

List of artworks.

Please complete the next page, with your name at the top, and listing each artwork, with its title and price or if for exhibition only.

Please bring this sheet/sheets to the Reading Room with your art on Thursday June 21st.

Please keep a copy for yourself, and bring that on Sunday when you collect your items.