



CONTEMPORARY ART FAIRS – NEWBURY 2022

Exhibitor set up details and reminders

Event dates: 22nd - 24th April 2022

Event venue: Newbury Racecourse, RG14 7NZ

Please see directions sheet. It is vital you follow these instructions to access the racecourse at the correct entrance. There are also AA signs to clarify the routes.

Contact number during the event 01753 591892

Welcome to both old friends and those new to us. We are really looking forward to seeing you in April for the THIRD CONTEMPORARY ART FAIRS - NEWBURY.

Set up and Breakdown Information:

- ❑ Set up is from 9am on **Friday, 22nd April**. You will have all day until 4.30pm to hang your stand.
- ❑ On arrival at Newbury Racecourse from the roundabout drive over the bridge and follow the road round to Car Park 4. Turn left into Car Park 4 and staff will direct you through two sets of white gates to the exhibitor drop off parking area. Please follow the instructions of the car park staff as to where to unload and then where you should park. The parking area is a very short distance from the fair building. See the Newbury Ground Plan. Parking is free of charge.
- ❑ Access into the exhibition hall will be signposted from the exhibitor car park.
- ❑ The fair is on two floors, most stands are on the ground floor and a **further 27 stands** are on the first floor along with the main catering, workshops, live art demo area and Prince's Trust stand. There are stairs and lifts to the first floor.
- ❑ **The exhibitor car park will be closed to car movement 15 minutes before the fair and while the fair is open to the public. If you think you might need to move your vehicle during opening hours, please park in the visitor car parking area instead. Due to health and safety reasons this safety measure will be strictly enforced by the venue. Once exhibitors have arrived the barrier will be lowered just before gates open and will not be re-opened until visitors are off the site each day. Helpers on your stand should be made aware of this too as they are more likely to be leaving at unusual times. We would be grateful if you could make a note of this to avoid any issues.**
- ❑ The on-site Coffee Yard will be open for tea, coffee, pastries, snacks and light lunch between 9am – 9pm on Friday, 22nd April
- ❑ Your **EXHIBITOR BADGES** will be in your pack stapled to your stand – It is essential that you wear them **at all times** to help us with security. Extra generic exhibitor badges are available for any helpers you bring with you.
- ❑ A **trolley** would be useful.
- ❑ Despite this being an indoor event layers are a good idea for comfort, especially if you are near a door.
- ❑ On your stand you will find a pack of useful information including hanging reminders, PV drinks vouchers, show guide, complimentary re-entry tickets and proof of purchase slips. Chairs and tables will have been supplied where requested. Each stand is supplied with lighting.
- ❑ Loxley are offering an equipment hire (easels, stools, stepladders) and porter service.

Hanging:

- Stand panels are white painted hardwood and **screws** should be used not nails for hanging artwork. Panels are 5cm deep hollow ply.
 - **PLEASE NOTE** the linear metre sizes quoted are approximate due to the stand construction. In some cases, a 1m panel will be nearer 1.1m or 0.9m. Please bear this in mind when planning your hanging.
 - Please supply your own screws (30mm-40mm recommended.)
 - Useful tools include a bradawl, tape measure, level, pencil, screwdriver/drill and cleaning cloth. As the panels are 2.75m in height a small step ladder is also useful. There will be a limited number of step ladders available to borrow but to avoid waiting for one, bring your own if you can.
 - Screwing into the panels is easy – start the hole with a bradawl and ideally use a powered handheld screw driver. The screw should be inserted at least half way. If you make a mistake with the screw positioning a picture will probably cover it but we can give you filler to make good.
 - The panels will support reasonable hanging weight but if your artwork is particularly heavy please bring suitable fixings. Stand contactors are on site during set up to assist with hanging heavy artwork by adding batons to the walls if necessary.
 - It is the responsibility of exhibitors to place/hang their own work.
- Please be sensitive to exhibitors around you by keeping within your stand floor space with stand furniture and browsers etc.
- We suggest bringing a small table for leaflets and business cards and a guest book for emails and comments is a really good idea. In an ideal world a high stool to rest on is preferable to using one of the chairs. If you need to rest it is easier to engage with people if you are not actually seated. A browser for mounted work is also permitted on your stand.
- We recommend all artwork be clearly labelled with price, medium and any further information. Potential buyers like to have as much information as possible without having to ask you.
- Storage - Please use your car as storage. The exhibitor car park is no distance and will be manned. We have very limited storage available in the exhibition hall which you are welcome to use at your own risk.
- Once your stand is ready you are welcome to go and have a break and freshen up before the Private View. Your stand will be perfectly safe with our staff in attendance. Please be back manning your stand by 5.30pm for the Private View which starts at 6pm.
- During opening hours stands must be manned at all times but please be aware of over manning as this may block both your own artwork and that of neighbouring stands. Making friends with artists on adjoining stands helps for taking comfort breaks.
- Take down:** Please only start to dismantle your stand once the fair has closed at 5pm on Sunday. The visitor numbers will probably have thinned by then but there may well be serious art buyers still enjoying the fair so **we ask you to allow the fair to close before starting to pack up or move boxes**. Failure to do this is in breach of our health and safety policy and is basic good manners.
- Please remember to remove screws from panels as the stand contractor will charge for stands left with screws still attached. Any unused proof of purchase slips can be left at the stand. Your exhibitor lanyard should be handed to a member of our team once you are leaving for the last time.

Fair opening times:

Friday 22nd April 2022

Private View 6.00pm – 9.00pm

(By invitation or ticket only)

Saturday 23rd April 2022

Open to the public 10am – 6pm

Sunday 24th April 2022

Open to the public 10am – 5pm

Sales paperwork:

Please supply buyers with a receipt from yourself **and** a CONTEMPORARY ART FAIRS proof of purchase slip.

Proof of Purchase slips: We will supply you with proof of purchase slips that buyers will require in order to exit the event with artwork. The proof of purchase is handed to a member of the event team at the exit, these are essential to help with security.

Please give each buyer a proof of purchase slip to avoid them being queried at the exit.

Wrapping Table: There is a manned wrapping area with bubble wrap and tape for sold items. Alternatively, if you prefer, you can use the facility yourself for sold artwork. Please note our staff will take all due care but are not professional packers. This service is not available for loading unsold items at the end of the fair.

Insurance: We will take every precaution to protect your artwork over the fair period days, but each exhibitor is responsible for his or her own insurance. Exhibitors should also have events public liability insurance of not less than £2 million. If you haven't emailed a copy of your PL document, please can you do so in due course. Many thanks.

Security: There is overnight security in the exhibition hall on Friday and Saturday night.

Wi-Fi: The Wi-Fi connection is good at the venue and the login code will be available at set up

Catering: There is a well-stocked café, The Coffee Yard, on the ground floor serving hot and cold drinks and some sandwich type refreshments. A much more comprehensive range of food options and licenced bar can be found on the first floor with plenty of seating looking out over the racecourse. Outdoor catering and seating will also be available weather permitting.

Another option is the onsite hotel that has a Lodge Bar open to the public from 7am to 11pm daily serving hot food and drinks.

Complimentary Drink Voucher: Each exhibitor will receive complimentary drinks vouchers for the Private View. The Private View wine is supplied by and paid for by the organisers.

Workshops: City Arts, will be running workshops in a variety of art forms. You are very welcome to take part.

If you have any queries regarding the details above, please contact Matt Smith

We will be available at all times over the weekend of the fair with helpful advice and support and to make sure the event runs as smoothly as possible.

We look forward to welcoming you to CONTEMPORARY ART FAIRS – NEWBURY

Here's to a successful and thoroughly enjoyable three days.

Matt Smith
Event Director

WINDSOREVENTS

WINDSOR EVENTS LTD

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