



Surrey Art Fair (Spring) 2024

1st – 3rd March

Sandown Park Racecourse, Esher KT10 9AJ

Helpful Check List

We hope this check list will be useful when it comes to sending payments and information.

Action	How and When	Actioned/Sent
Book a stand	Complete booking form as soon as possible once your application is approved. Order any extras required on the booking form.	
Pay Deposit (£200)	Pay by bacs, cheque or credit card at time of booking with booking form.	
Email 3 images and 50-word biography	At time of booking with booking form.	
1 st instalment	Wait for invoice and then pay by 10 th January 2024	
2 nd instalment/balance	Wait for invoice and then pay by 10 th February 2024	
Email copy Public Liability document	Due by 9 th February 2024	
Charity canvas (if appropriate)	Deliver Your Finished artwork to the charity stand on set up day	

Please note that once an application has been approved and a booking form and deposit received, a receipted invoice will be emailed out. Approximately 3 weeks before instalments are due invoices will be emailed for prompt payment.

FAQ

• Can anyone apply for a stand?

We welcome applications from independent artists, artists' groups and galleries.

If you have not exhibited with us before, please forward at least three images and your web details for approval by the curation panel. The aim is to retain a high caliber of art.

• When should I apply?

As soon as you receive the exhibitor pack. Once approved the stands are sold on a first come first served basis.

• Do I take payments for the sales I make?

Yes, you take the payments, and you will need the facility to take card payments.

• Is there a commission charged on sales?

There is no extra commission charged on exhibitor sales.

• Can I sell art prints at the fair?

Original limited edition prints from printmakers and signed limited edition giclee prints are most welcome on your stand. It is important that the limited edition does not exceed 100 as this will cheapen the value of your work. Unframed giclee prints should be displayed in a browser rather than hung.

• Can I sell soft furnishings at the fair?

No, we don't allow cushions and soft furnishings to be sold at the fair.

Part of the exhibitor pack for SURREY ART FAIR SPRING 2024

- **How do I hang my work?**

Stand panels are hardwood and screws are to be used not nails for hanging artwork. We suggest you bring a bradawl, screwdriver/drill, and stepladder. Suggested screws are 30-40mm in length. If your work is very heavy, please bring suitable fixings. The stand contractor will be available to help if necessary up to mid-day on the Friday. See 'Set Up & Hanging Tips' doc for more details.

- **Is there any storage?**

We have limited storage. Most exhibitors use their cars. This is a safe option as the car park is manned and separate from the visitors' car park.

Matt Smith

Director

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