

Cambridge Original Printmakers Biennale 2018

Terms and conditions of trading

1.0 General

1.1 The submission of an application implies acceptance of these terms and conditions and any addition, variation or amendment as is reasonably required.

1.2 “Organiser” means the Core Group and its agents.

1.3 “The Venue” means The Pitt Building, Trumpington Street, Cambridge.

1.4 “The Event” means the Cambridge Original Printmakers Biennale 2018.

1.5 “Exhibitor” means any person or organisation allocated space to display work at the Event.

2.0 Event details and times

The following times are provisional and will be confirmed nearer the time.

2.1 Event opening hours:

Doors open to the public at 10.30 am on each day between 21 and 29 September 2018

Event closes at 5.00 pm daily except on Saturday 29 September when it will close at 4 pm.

2.2 Setting up times for exhibitors will be on 20 September. Due to limits on parking space the Organiser will issue a schedule for delivery of work.

2.3 Clearance is during the following times: 4pm to 6:00 pm on Saturday 29 September 2018.

2.4 The Private View will be held during the evening of Friday 21 September 2018. All Printmakers are expected to attend this important social event and help promote it with their personal customers, friends and family.

2.5 Ideally participating Printmakers will need to be at the exhibition for two mornings or afternoons to help with invigilation. This is also a great time to arrange to meet your customers. However if any Printmaker is unable to invigilate then please discuss this with the Organiser by the beginning of September 2018.

2.6 All exhibitors are entitled to space on the Cambridge Original Printmakers website (until April 2019) and in the exhibition catalogue. The biography each exhibitor supplied on submission will be used for these entries.

3.0 Stand location, presentation and merchandise

3.1 The Exhibitor shall not extend hanging work beyond the agreed stand size.

3.2 Exhibitors will be emailed set up instructions nearer to the time of the Event including contact details regarding set-up.

3.3 The allocation and position of space is entirely at the Organiser’s discretion.

3.4 The Organiser will notify all exhibitors of the signage, size and typeface to be used.

3.5 All exhibition work must be professionally framed (no clip frames) and strung at the back of each piece using 'D' rings. Work will either be hung on screens or using the hanging system already in place in both rooms. The Organisers ask that exhibitors kindly refrain from placing any prints on the floor.

3.6 Due to the intention of the exhibition – to showcase hand-pulled original prints made by the Printmakers themselves, we are unable to accept digital or giclée prints. Photographs will also not be eligible.

3.7 The Organiser reserves the right to demand the removal from sale of any item deemed unsuitable for the Event without paying any compensation to the Exhibitor.

3.8 The Organiser reserves the right to use the exhibitors images for promotional use. All images will be acknowledged where possible.

4.0 Fees

4.1 If selected to attend the Event, the Exhibitor will be invoiced the booking fee in full. 50% of this invoice value will be payable by 15 March 2018.

4.2 The balance of the booking fee shall be paid no later than 15 July 2018.

4.3 Once the deposit has been paid there are no refunds. The Event will go ahead whatever the weather unless cancelled by the Organiser. If due to unforeseen circumstances, the Event has to be cancelled by the Organiser, the Exhibitor's stand fees will be refunded. The Organiser will not be liable for any other losses or costs incurred by the Exhibitor.

4.4 Payment by BACS/Bank Transfer is preferred:

Account Name: Cambridge Original Printmakers, Sort Code: 20-60-38 Account Number: 93102084 Your reference: Initial and surname

4.5 If payment by BACS is not possible a cheque for the payment should be made out to Cambridge Original Printmakers at 7 The Fairway, Bar Hill, Cambridge, CB23 8SR

4.6 Commission will be charged at 30% on all works sold.

5.0 Insurance and liability

5.1 Whilst the Venue and Organiser have comprehensive public liability insurance, Exhibitors are required to hold current public and product liability insurance, with cover of at least £500,000.

5.2 Each Exhibitor is requested to supply details of their insurance policy by 1 September 2018. If the policy expires between the date of the application and the date of the Event, please submit a copy of the current policy and then submit a copy of the new policy as soon as it is available.

5.3 The full cost of making good or replacing any damage caused by an Exhibitor, their employees, contractors and agents will be met by that Exhibitor.

5.4 The Exhibitor will indemnify and keep indemnified the Organiser against all actions, proceedings, costs, claims and demands which may be brought or made against the Organiser in respect of personal injury and damage to property arising directly out of the activities in connection with the Event, legal liability of the Organiser excepted.

5.5 In the event of any abandonment, postponement or limitation of an Event, or of services thereto, there shall be no claim against the Organiser.

5.6 The Exhibitor acknowledges that the Organiser is not responsible nor holds any liability for any financial losses incurred by the Exhibitor, or for any loss or damage of equipment, goods or personal belongings, or personal injury of employees working for or connected to them.

5.7 No damage to the Venue, beyond normal wear and tear, is acceptable. Any damage will incur a repair charge.

5.8 Organiser will take no responsibility for any loss.

Sue Jones, Tracey Ashman, Anna Pye, Louise Stebbing, Ric Pimentel and Steve Ashman - The Organising Core Team