

# BOOKING FORM FOR PITCH NUMBER

Name: .....

Address: .....

.....

.....

Telephone Number.....

E-mail address:.....

Type Of Work To be Displayed:

Original painting/collage/drawing

One-off or limited edition print/photograph

If none of the above, please describe:.....

.....

If you would be interested in selling ceramics or other three dimensional objects, please indicate here, as we are hoping an appropriate area may come available closer to the event.

If you are happy to participate in the publicity effort for Art on the Street, please tell us a bit about yourself here:

.....

.....

.....

How did you hear about Art on the Street? .....

.....

In order to keep costs down we rely on volunteers to help with the set-up and take-down of the event. If you would like to help please tick here and we will contact you closer to the event.

All bookings must be accompanied by a completed booking form and a cheque (made payable to Art on the Street) or cash at the point of booking. Booking opens at 9.30am on Saturday 10th September at Bovilles Art Shop, 124 High Street, Maidenhead, Berkshire, SL6 1PT.

Please see FAQs for clarification of the booking process and terms and conditions of booking. We cannot accept a booking without agreement to our terms and conditions (see right). Please sign here to acknowledge and agree to the terms and conditions of the event.

Signed: .....

“Incredibly well organised”

# TERMS & CONDITIONS

The £25 booking fee is non-refundable.

Each artist is limited to no more than 4 pitches each. All work is exhibited at the artists own risk.

The organisers reserve the right to remove any work that is considered inappropriate.

Bookings can only be made in person or by post. In the event of a postal booking a member of staff at Bovilles Art Shop will choose your pitch for you. Their decision is final.

Organisers reserve the right to alter the layout of the market.

By supplying your e-mail address you agree to be contacted with relevant information from Art on the Street. We will never share your contact details with any other organisation.

Bookings must be accompanied by a completed booking form and either £25 cash or cheque (payable to Art on the Street).

Damage to display areas will incur a charge of up to £100.

In the event of extreme weather conditions, the organisers reserve the right to cancel the event.

# INFO & ADVICE ABOUT PITCHES

- Pitches are 1.75m wide x 2m high.

- Pitches are 'heras' fencing panels (the sort you might see on building sites) covered by waterproof gazebos.

- To affix your work to the display space you will require cable ties or similar - available from any good DIY shop.

- Decorating your pitch is completely fine. However, what goes up must come down .So it's probably best to keep decorations simple and striking! Bring a 'display kit' with you. Scissors, black bins bags etc. will all come in handy on the day!

- **Please note:** affixing decorations must not damage the display areas. Any damage caused must be paid for (see terms & conditions above).

- Access to the site for set up could be very busy! We recommend that you are dropped off nearby (West Street is probably best) with a friend to assist you with carrying your work.

- **Please do not bring a table with you.** The layout of the market has been approved on the basis that it can be quickly moved for emergency services access. Tables on either side of the fencing would restrict the speed at which we can move them.

# RECEIPT FOR PITCH NUMBER(S)

Art on the Street confirms that it has received £.....

Signed: .....

## PLEASE RETAIN THIS RECEIPT, AS YOU WILL NEED IT TO CHECK-IN.

On arrival, please go directly to the check-in area and present this receipt. This ensures that all pitches are taken. Should you find that you are unable to attend for any reason, please let us know as soon as you are able by calling on 01628 674656 (daytime), 07749 407533 (24 hour voicemail) or e-mailing marie@maidenheadartmarket.org.

## FREQUENTLY ASKED QUESTIONS

### What do I get for my £25?

You will receive 1.75m x 2m of display space from 10am to 4pm on 3rd December 2011. We will also be actively marketing the event for you and covering other costs, such as licenses, public liability etc. You may also choose to be included on our website artists' directory.

### How do I book my pitch?

You can book in-person from **9.30am on Saturday 10th** at Bovilles Art Shop, 124 High Street. You will be asked to select an available pitch then submit a completed booking form and either £25 cash or cheque (payable to Art on the Street) to secure the pitch. We can accept postal bookings by cheque, but your pitch will be selected for you. We cannot accept telephone bookings. All spaces are booked on a 'first come, first served' basis and the flat rate is regardless of the pitch location, so we recommend that you book as early as possible to secure the pitch you desire.

### What do I have to do once I've booked my pitch?

You need to turn up, sign in at the 'check in' point, set up your space with consideration to the highway and other artists and sell your work!

### Is there a commission structure?

No. No one will take any commission from your sales. If you choose to just exhibit and not sell, that's fine too.

### What is the procedure for set up and take down?

You will need to 'check in' between 9.00am and 9.30am at the information point (see site plan), then set up your pitch. You must be set up by 10am, as the market is advertised as open from this time. Take down is from 4pm. Please bear in mind that you will need to find your own parking and there is no vehicle access/drop off point at the market site.

### Will my work be insured on the site?

No. There will be public liability insurance in place for the event, but artists are displaying work at their own risk. However, we encourage artists to take out their own insurance for the event for their own peace of mind.

### What kind of work would be considered unsuitable?

Art On The Street is an event for everyone, so we ask that work displayed is considerate of a 'family friendly' nature. If you are at all unsure, please feel free to contact us.

### Can I share a pitch with a friend?

Yes if you don't think you have enough work to fill a pitch but would still like to take part.

### Who will look after my pitch if I need to take a break?

Try and book with a friend. That way you can provide cover for each other. You may wish to leave a mobile phone number that potential customers can ring if you are not at your space.

### What happens if I have an outdoor pitch and it rains?

All pitches will be covered by waterproof gazebos.



**SAT 3rd Dec 2011  
10am TO 4pm**

[www.maidenheadartmarket.org](http://www.maidenheadartmarket.org)

The next Art on the Street will once again be **one day only: Saturday 3rd December 2011**. The pitch size will once again be 1.75m wide and 2m high (half a sheet of fencing panel) and the price for this pitch is £25 for one day.

Our principles remain the same. Art on the Street is inclusive - supporting artists and providing them with a platform to sell where they are in control:

**There is no commission.**

**The event will not directly profit anyone but those selling work.**

**There is no catch.**

Please take some time to read the FAQs and information, then if you think Art On The Street is for you then fill in and submit your booking form



Art On the Street is proudly sponsored by...



**PLEASE NOTE:** Art on the Street is a Fine Art market selling paintings, drawings, limited edition prints, original photography or other two dimensional artwork. We are happy for artists to sell a small quantity of greetings cards or similar **IN ADDITION** to their full scale work, but we will not accept bookings for artists wishing to exclusively sell cards or other craft items.

**“The variety of art was outstanding”**

**“Great event to bring art (& life!) to Maidenhead”**