

## Standen House & Garden 2023 SSS Terms and Conditions

*ALL EXHIBITORS MUST BE WILLING TO HELP IN THE RUNNING OF OUR EXHIBITIONS*

1. APPLICATIONS must arrive by **13<sup>th</sup> March 2023**. Entries will be selected with the overall design and balance of the exhibition as a major consideration.
2. NUMBER OF EXHIBITS - You can submit up to **5** pieces of sculpture to this exhibition for selection. No Edition may be higher than **50**.
3. SIZE - The size criteria for this exhibition are SMALL / MEDIUM / LARGE outdoor work and a limited number of wall/tree hanging pieces.
4. SELECTION will be made by an SSS selection team with final approval by the venue. In accordance with the SSS Policy, Artwork must be **securely fixed to a plinth** and the plinth **securely fixed into the ground**. Both plinth and sculpture to be weatherproof.
5. ENTRY FEES - **do not send any payment with this application**. The fee will be **£10** for each exhibit selected. Fees will be taken by GoCardless. Confirmation letters will be sent via email in April.
6. PRICING AND SALES - The sale price should be calculated to include **25%** commission. This includes 2.5% to cover credit card sales. No sculpture should be priced under **£100**. Tax is the responsibility of the artist. All sales will be conducted through the Society as agent and commission will be deducted before the artist is paid. Packaging or delivery arrangements shall be made by negotiation between the artist and the purchaser. They are not the responsibility of either the Society or the venue. Sold sculptures must be handed over to the buyer on takedown day by the sculptor, or representative, or later by arrangement. The Society cannot be held responsible where a payment is not honoured.
7. **HANDING IN DATE** - You will be allocated **a timeslot for Monday 5<sup>th</sup> June 2023**. Health and Safety checks will quickly follow. You must not leave the venue until your works have been checked and passed the H&S check. Special loading or unloading requirements are the responsibility of the artist and must be agreed in advance with the Exhibition Manager. **Sales Training** and **Stewarding Training** is a requirement for all exhibitors and **will take place on set up day**.
8. **TAKEDOWN DATE** is **Monday 3rd July**. You will be allocated a timeslot. Works must be collected by the Artist at the specified time only.
9. **CONFIRMATION** of acceptance to this exhibition will be sent out in April.

10. **STEWARDING** - This is a stewarded exhibition. **Exhibitors must be prepared to steward for a minimum of 4 sessions**, or ensure that their sessions are covered by a suitable replacement. **All stewards must receive our Sales Training with the new iPad system** (see 7 above). **Stewarding information forms must be returned with application forms**. Failure to do so will lead to work not being accepted for exhibition.
  
11. **INSURANCE** - All exhibitors are informed that insurance against loss, theft or damage whilst items are in transit or on site at Standen House & Gardens is the **responsibility of the artist**. The Society holds Public Liability insurance only.