

## Artists Welcome Pack

This pack contains:

### Preview Invitations, Posters & Flyers

This year's Festival will start on Friday 24th May at 7pm with a licensed preview reception and we enclose 2 tickets to share with family, and friends. This is a great opportunity to show and discuss your work with the public and meet with potential clients. Please use the enclosed posters and flyers to help promote the Festival.

### Price Labels / Sales tickets

Artist sales tickets are supplied in strips of 12 – separate by cutting along the cuts marks as directed – if you require more please contact Deborah Hall – telephone 01296 668114 or 07831707023 or email [deborahhall58@yahoo.co.uk](mailto:deborahhall58@yahoo.co.uk).

These combined tickets should be used for each article to display your name, title of the article and price. Attach the label to the reverse of your picture with only the PRICE section showing. When an article is sold the remainder of the ticket will be used to record the sale.

Each sale will be paid for at the central pay desk. Customers can pay by cash / cheque (made payable to Mentmore Arts Festival) / debit or credit card. All sales will be recorded and the **25% commission** taken away and the residue payable shortly following Festival. All items will be wrapped and labelled then taken by the customer or stored for collection.

### Set Up and Break Down

**SET UP** – is scheduled to take place 11am – 4pm on Friday 24th May. Due to the limited access to the Church, unloading must be carried out and vehicles moved before setting up stalls. All works of art must be labelled and priced before the preview starts at 7pm.

Please remember to bring extra art with you to replenish art sold during the preview and festival.

**BREAK DOWN** – the Festival closes at 5pm on Monday 27th May. Artists will be asked to pack their stalls before bringing vehicles to the access points for loading. Stewards will be on hand to assist in this process.

### Security / Health and Safety

Volunteer stewards will be on hand throughout the Festival and will be as vigilant as they can to ensure the safety of the public and art work. We would also ask that all artists' take reasonable precautions throughout the Festival to ensure their own safety and that of members of the public.

We are looking forward to seeing you on the 24th May and any further queries please contact Deborah Hall - telephone 01296 668114 or 07831707023 or email [deborahhall58@yahoo.co.uk](mailto:deborahhall58@yahoo.co.uk)

#### PLEASE NOTE:

**Pictures must be ready for hanging but hooks are NOT required.**

**No children or pushchairs are allowed on set up day due to the lack of space.**

SATURDAY 25 MAY – MONDAY 27 MAY 2019

PROCEEDS TO KEECH HOSPICE CARE, RIDING FOR THE DISABLED ASSOCIATION, HOME START & THE CHURCH

