ART & CRAFT **EXHIBITION** 2019

**Warcop Parish Hall**

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**EXHIBITOR RESERVATION FORM**

* We invite local artists and craftspeople to exhibit their work at Warcop Parish Hall over the **Bank Holiday weekend of Saturday 4th May to Monday 6th May 2019**. The hall will be open to local residents and visitors from 10:00 am to 16:00 pm each day and will be supervised at all times. You can attend all or part of the exhibition if you so wish. Set up will be on **Friday 3rd May** 10:00 – 4:00 pm. All exhibits to be removed between 16:00 - 18:00 pm on Monday, 7th May, please. This year we are holding a **Private Viewing Evening to open our exhibition on Friday 3rd May 7 -9 pm**. Each exhibitor will be given two tickets for a guest to attend.
* The purpose of the exhibition is to showcase local artistic talent across a range of media. We will also have a display of over 80 children’s art from Warcop Primary School. All proceeds will go towards the Hall’s equipment fund-raising. Attendances run into the hundreds over the three days.
* Artists who wish to sell their work will be charged a 10% commission fee (12% if payed by credit card as we have a credit/debit card reader.) There is no charge if you simply want to exhibit your work. Any greetings cards sold during the exhibition will also have a 10% commission charge per card. We will provide display boards and tables, and cards for you to attach next to your work. If you are not able to attend, we will staff a sales desk and ensure you receive any proceeds, less 10%.
* As a popular feature again this year, we would welcome artist/craftspeople who can offer demonstrations or workshops, which visitors can book onto in advance to try their hands at a variety of art/craft forms. These sessions will be promoted on posters and fliers. We also plan to run a shuttle minibus to the exhibition between Appleby and Kirkby Stephen and Warcop.
* The exhibition will be promoted through The Herald, The Way, Cumbria Life, Warcop’s website [www.warcop.org.uk](http://www.warcop.org.uk), local art groups, Tourist Information Centres and by fliers placed in local hotels/B&Bs/guest houses to target visitors to the area. Visitors will pay a small entry fee to include refreshments. We intend to organise competitions/raffles for all visitors and a piece of your work donated as a prize would be very much appreciated.
* To reserve your space, please tell us your requirements by filling in the form overleaf, and then return it by post or email. If you have any further questions, or if we can be of any more help, please contact me by phone or email. (Telephone 017683 41390.)
* Insurance: on advice from our insurers, exhibitors must either take out their own insurance, or display and store their work at their own risk.
* **Deadline for return of this form will be Friday 19th April 2019. PTO**

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| **Name** |  |
| **Contact phone number(s)** |  |
| **Contact email** |  |
| **Art medium/media to be exhibited** |  |
| **Please give a brief description of your work(s)** |  |
| **Would you be interested in running a demonstration to allow people to experience your art/craft? (Approx. 30-60 mins in Meeting Room or outside if fine?) Please give details so we can book a slot for you and advertise it.** |  |
| **Do you wish to attend all 3 days? If not, please state when you will attend the exhibition.** |  |
| **Space required: Display boards are 8’x4’. Area or number of pieces on display and sizes. (Space is limited and subject to number of artists.)**  |  |
| **Table required? (6’x3’} (Yes/No) What will you display on the table?** |  |
| **Will you be selling your work? (Yes/No) If yes, there will be a 10% commission to go to Warcop Parish Hall. (12% by card reader)** |  |
| **Will you be selling cards? If yes, 10% commission (12% by card reader)** |  |
| **Raffle prize donation? We would really appreciate it if you could donate a small piece of your work for our fantastic raffle!** **(Yes/No) Please give details.** |  |
| **Any other requirements or information:** |  |

Please return this completed form to David Keetley via email to keetleyjd@sky.com or post to Stonehaven, Tower Court, Warcop, Cumbria, CA16 6NL **by Friday, 19th April 2019**.