

## Cov: Art Fair (Autumn Edition) Submissions Form

### Personal Details

Name:	Daytime Tel:
Address:	Evening Tel:
	Mobile:
	Fax:
	Email:
Post Code:	Website:

### Work to be Submitted

Painting/Canvas Based	Jewellery
Ceramics	Photography/Framed <input type="checkbox"/>
Sculpture	Textile
Other (Please Specify) _____	

### Submission Requirements

#### Options

Stall £30  
Table £25

Amount payable £

**Please submit three images of your work (may be used for promotional purposes) in JPEG format, either via C.D. or email to [emmaobrien@TheLockGallery.co.uk](mailto:emmaobrien@TheLockGallery.co.uk) (there is no need to submit images if you have sold at the art fair before)**

IMAGE #1. Title: \_\_\_\_\_ IMAGE #2. Title: \_\_\_\_\_  
IMAGE #3. Title: \_\_\_\_\_

Postal submissions should be sent to with a cheque made to Emma O'Brien to: Emma O'Brien, The Lock Gallery, Workshop 10, Canal Basin, St Nicholas Street, Coventry, CV1 4LY. Email submissions to: [emmaobrien@TheLockGallery.co.uk](mailto:emmaobrien@TheLockGallery.co.uk) with subject: Cov: Art Fair ( Autumn Edition) Submission. . **DEADLINE FOR SUBMISSIONS Friday 3rd September 2010**

### Declaration

I have submitted 3 images: I have read and understood the terms and conditions

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_



PLEASE MAKE SURE  
THAT YOU READ AND  
UNDERSTAND THE  
TERMS AND  
CONDITIONS

## **The Lock Gallery**

**COV: ART FAIR (Autumn Edition) Canal Basin**

### **TERMS AND CONDITIONS**

#### **DATES TO REMEMBER**

Deadline for submissions and payment:

**Friday 3<sup>rd</sup> September 2010**

If the Artist does not pay by the dates specified above, The Lock Gallery shall be entitled, without prejudice to any other right or remedy it may have, to withdraw acceptance or terminate the Contract. All cheques made payable to Emma O'Brien in Sterling. Payment can also be made by paypal, to emmaobrien@thelockgallery.co.uk. Cash payment will be accepted upon arrangement with The Lock Gallery. DO NOT SEND CASH IN THE POST.

#### **SALES OF GOODS AND EXHIBITS**

-The Artist may offer goods and exhibits for sale to visitors at Cov: Art Fair, all money taken will be the responsibility of the artist. Under no circumstances does The Lock Gallery accept payment on behalf of Artists. Final fees paid by artists are the total cost of the stall.  
-Whilst we hold this Fair to support independent artists by encouraging buyers and the public to attend the fair, entry into the fair does not guarantee sales for the Artist.

#### **ADMISSION TO THE VENUE**

The Artist must ensure that they are available to set up not before 9:30 on Sunday 12<sup>th</sup> September available to supervise work between the opening hours of the Fair. Artists are responsible for the curation of their own spaces.

#### **PARTICIPATION**

-The artist is obliged to use the space for the duration of the Fair and it is mandatory that they or a representative man the space during the fairs opening hours. Absent artists have been shown not to sell work, and it is in the interest of the artist, and the fair that they take responsibility for manning their stand throughout the show. Buyers are put off by an artist not being present, as they view it as unprofessional and are unlikely to buy.

#### **ALLOCATION OF SPACE**

-Space for the Fair will be allocated at the discretion of the Fair organiser, and as such cannot guarantee the precise location of the Artists work.  
-The Fair organiser may if necessary, change the location of allotted space. The Artist to whom it has been allotted may only occupy a space.  
-An artist may not sublet his/her space or any part of it.  
-An artist may not permit any non-exhibiting person to use for any purpose whatsoever his/her space. The Fair organiser and those authorised by them have the right to enter any part of the Fair venue at any time to execute works, repairs and alterations and for other purposes.  
-No compensation will be payable to the artist for damage, loss or inconvenience caused except where resulting from a negligent act or negligent omission on the Fair organisers' part.

**INDEMNITY**

-The artist will indemnify the Fair organiser, and hold the Fair organiser harmless, against and from any and all losses, damages, costs and expenses incurred by the Fair organiser that are a result of:

-Any claim made in respect of damage to persons and property caused by the Artist, the Artists works, installation, furnishings, exhibits or staff or agents;

-Any breach of the terms and conditions of this Contract by the Artist; or any claim for copyright infringement, for which the Fair organiser may be sued or held liable relating to work submitted by or through the artist or any acts or omissions of the artist or its staff or agents in connection with the Fair during the period of occupation or otherwise.

**FAILURE TO OCCUPY THE SPACE**

An Artist who fails to occupy their space by 9.30 on the dates of the fair will forfeit his/her right to occupy the space at Cov: Art Fair. The organiser may then claim full right to that space. In that event, the Artist shall remain liable for the full rental and any additional costs incurred by The Lock Gallery.

**INSURANCE**

Each Artist is responsible for seeking adequate public liability. Retain insurance and all other relevant insurance in order to keep himself/herself insured to cover his/her liabilities under this Contract. It's often during loading and unloading that accidents happen.

**ELECTRICAL SERVICES**

The Fair Organiser will use reasonable endeavours to provide common area lighting, but shall not be liable for any loss or damage due to failure or interruption of any service. No Artist is allowed to install their own power connection. Fire, Safety and security regulations must be followed.

**MAINTENANCE**

The Fair Organiser will be responsible for keeping the common areas clean. Artists will be charged the cost of making good, restoring or renewing in all cases of damage or dilapidation to the venue, such costs to be assessed by Coventry City Council

**DELIVERY AND HANGING OF EXHIBITS**

The Lock Gallery will use reasonable endeavours to ensure sufficient vehicle access to the venue to enable Exhibitors adequate time to curate their space. Each Artist must curate their own space and is responsible for arranging their art work. Whilst there are no wall spaces available, the artist is encouraged to exhibit pictures/paintings against the front of tables, (to be made safe by the artist) and can bring their own portfolio stands or print display racks.

**COLLECTION OF WORKS**

Artists are requested to take down their works by 4:15pm on Sunday 12<sup>th</sup> September . The Lock Gallery will accept no liability for Artists' work or possessions left on site after 4:30pm on Sunday 12<sup>th</sup> September

**PLEASE ENSURE THAT YOU HAVE READ AND FULLY UNDERSTOOD THE TERMS AND CONDITIONS OF COV: ART FAIR ORGANISED BY COVENTRY ARTSPACE LIMITED. YOU WILL BE REQUIRED TO ACKNOWLEDGE YOUR UNDERSTANDING OF THESE TERMS WHEN COMEPLETING YOUR SUBMISSION FORM AND WE SHALL ACCEPT THIS AS AGREEMENT BETWEEN The Lock Gallery AND THE ARTIST.**