

SHEFFIELD PRINT FAIR at MILLENNIUM GALLERY

Application Form

Saturday 10th May 2014, 10am – 4pm

Millennium Gallery, Sheffield

Deadline for applications 28 March 2014

Please do not send payment until your application has been confirmed – week beginning **14 April 2014**

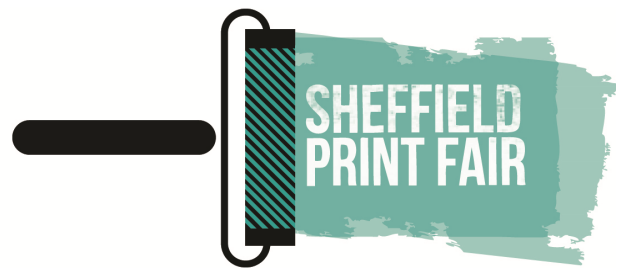
Please read the Information Sheet (below) before completing this form. Completed application forms, together with visual documentation should be sent by 28 March 2014 to: events@museums-sheffield.org.uk

Name (individual names if applying as a group sharing a table):	
Address:	
Telephone / mobile:	
Email Address:	
Website:	
Print media(s) you use:	

<p>Table Requirements £45 per stall (£37.50 +VAT) 6' trestle table & chair(s)</p>	
<p>Do you require electricity? £6 (£5 +VAT)</p>	
<p>Would you like to give a print demonstration at the fair? (delete as appropriate)</p>	<p>Yes/No</p>
<p>If 'Yes' please state the print technique for demonstration (and give details of any experience you have demonstrating it)</p>	
<p>Short artists statement (e.g. your inspirations, subject matter, why you work in this medium - 150 - 300 words)</p>	
<p>Please list any recent print fairs / art fairs / exhibitions you have recently taken part in</p>	
<p>What is the price range of your available prints?</p>	
<p>If your application is unsuccessful for this print fair would you like to be considered for future print fairs? (delete as appropriate)</p>	<p>Yes/No</p>

Details for attached images

Title	Size	Print media	Price



SHEFFIELD PRINT FAIR at MILLENNIUM GALLERY

Application Information Sheet

Event Location:

**Cadman Room
Millennium Gallery
Arundel Gate
Sheffield
S1 2PP**

Date and Time:

**Saturday 10th May 2014
10.00 am - 4.00 pm**

How To Apply

Please complete the application form fully, making sure you include:

- A short artist's statement for each exhibitor
- Visual documentation by email: 4 - 6 images per exhibitor (no larger than 1MB per image). Details for each image must be included at the end of the application form
- A copy of your Public Liability Insurance (minimum £1m)

PLEASE NOTE - If any the above listed items are not included in the application Sheffield Printmakers will be unable to consider it.

Please email your application to: events@museums-sheffield.org.uk

Deadline for applications: 28th March 2014

Applicants will be notified of decisions on: 14th April 2014

Cost

£45.00 (£37.50 +VAT) for a full table (6' x 2' trestle table plus chair - approx 1 ft space at front and side, 2 ft to rear)

The cost also includes:

- Press releases to local and regional media and interested groups
- Advertising on Museums Sheffield web and social media sites
- A poster in PDF format for exhibitors to email to their personal mailing list

The cost does not include:

- Display boards / browsers etc (other than the table mentioned above)
- Table covering
- Publicity material and mail-outs other than those listed above
- Technical support – exhibitors will set up and take down their own display
- Insurance of prints / artworks

Table Allocation

Each shortlisted seller will be offered a 6ft trestle table and 2 chairs.

In the event of cancellations, we will draw up a reserve list and may contact unsuccessful applicants to offer them a table.

We reserve the right to decline an application if necessary.

Liability, Insurance and Certification

Exhibitors are required to carry their own public liability and goods insurance to protect against damage, injury or cancellation. Museums Sheffield cannot be held responsible for any loss or damage to products or persons during the event. You must supply a copy of your insurance with your application.

Museums Sheffield cannot be held responsible or liable for any loss, injury, damage or interruption that the stallholder may suffer (whether personally or in respect of personal items or goods brought onto the site at their own risk) under any circumstances, due to but not limited to, theft, water damage, accidental damage or cancellation of the event and stallholder operations, or any other cause outside the control of Museums Sheffield. If you have any queries or concerns regarding insurance and the documents requires please contact us via events@museums-sheffield.org.uk.

Seller Responsibilities

All tables must be set up by the advertised start time of 10am. Access to the Millennium Gallery will be available from 8.30am on Saturday 10th May 2014 via our Cadman Lane entrance. You are not to clear your stall or begin to clear your stall away until the advertised finish time of 4pm. Boxes are to be stored tidily out of sight; Museums Sheffield will provide storage facilities if required.

You must not attach anything to walls, floors or ceilings that may leave a mark. Any damage will be charged to the stallholder at full replacement cost. Stallholders must not block or obstruct any emergency escape routes or public walking areas. You must leave your area clean and tidy at the end of the day. Please specify if you require access to electricity on your application form.

Stallholders are expected to display their prints appropriately - a bare table with a few scattered prints will not be acceptable! Please ensure you bring appropriate table covering / cloth.

All prints should be framed / mounted / wrapped for protection and be clearly labelled stating price, title and media

A limited number of trolleys will be provided by the venue for unloading vehicles. On completion of unloading vehicles must be parked away from entrances / delivery points

The building should be vacated by 6.00 pm

Payment

Payment should **only** be made once successful applicants have been informed and invoiced.

Payment can be made by BACS using invoice number as reference. Payment details can be found on the invoice.

Payment can be made by cheque payable to – **Museums Sheffield**. Cheques should be forwarded within **7 days** of invoice receipt to:

Events Producer
Museums Sheffield
Leader House
Sheffield S1 2LH.

PLEASE NOTE - If you do not respond within 7 days your place may be given to another Printmaker.

Cancellations

You are free to cancel your booking up to TWO WEEKS before the market, but any such cancellations will be subject to a £5 administration fee. Any cancellations made with less than TWO WEEKS notice will be subject to the full table fee, even if the table be re-let. If you are unable to attend please let us know as soon as possible.

Cancellation or postponement of the event by Museums Sheffield or by any cause outside the control of Museums Sheffield will result in a full refund of fees to the seller.

Health and Safety

All stallholders must ensure the safety of everyone who is associated with their table and those persons who may be affected by the activities carried out therein. There will be First Aiders on site provided by Museums Sheffield

Venue Information

- There will be a £1 entry fee for the event for members of the public
- No food or drink to be consumed other than that purchased at the venue
- No alcohol to be consumed on the premises
- No smoking on the premises
- No dogs except guide dogs

Contact Info

Please contact events@museums-sheffield.org.uk if you have any queries.

Selection Procedure

Notification of selection by: **14th April 2014**

Selection of the applications will be made by Sheffield Print Fair Committee

The Committee will select applications on:

- Quality of work submitted
- Originality of prints
- Professional approach

Print Media

- All prints must be the original print work of the printmaker/s
- Print media eligible for selection - monoprints / drypoints / aquatints / etchings / engravings / mezzotint / linocuts / woodcuts / wood engravings / collographs / lithographs / screenprints / original digital prints, plus combinations of the media
- Photographic or digital reproductions of work will not be selected
- Original digital prints should be printed with light-fast or archival inks.
- Work of a discriminatory / highly sensitive religious and/or offensive nature will not be considered

The decision of the Committee will be final

Demonstrations

We are planning on having 4 printmakers demonstrate their print medium to the public during the day, in a specially arranged space. Those chosen will not have to pay a stall fee.

If you are willing to demonstrate a printmaking technique at the Print Fair please include details on the Application Form.