

TERMS AND CONDITIONS FOR ART TRAIL ARTISTS 2019

Please read and sign below in agreement:

1. The trail is open to artists and groups of artists.
2. Entry to the art trail is £30 for the 4 week period which includes the art exhibition at the launch evening in Hertford Castle on Friday 5th April. The entry fee contributes towards managing and marketing the event and 50% of the fee will go to Courtyard Arts for administering the trail. Payment will be requested once we notify you you've been successful. Cheques to be made payable to Courtyard Art Centre (Hertford Art Trail should be written on the reverse). Cash and card payments are available, contact Courtyard for details.
3. One piece of work needs to be taken to Hertford Castle for the launch of the art trail by Thursday 4th April 2019 (details to follow).
4. A commission of 15% will be payable to your allocated venue on any sales taken during the Art Trail. This also applies to any sales from the art exhibition on the preview night, which will be paid to Hertford Town Council.
5. Depending on the availability of space and number of submissions, the organisers cannot guarantee that all submissions will be selected for the trail.
6. The selection process takes place late January 2019 which will be at the absolute discretion of the Hertford Art Trail organisers after which the organisers will write to entrants to advise them of the result of the selection process and their allocated Trail venue. The decision is not negotiable.
7. All artwork submitted must be suitable for general viewing and must not contain any religious, pornographic or obscene images. Any work that is deemed unacceptable will be returned to the artist and the submission will be unsuccessful.
8. The final decision about where work is displayed will rest with the host venue and cannot be determined by the artist.
9. Artists are responsible for their own costs in respect of mounting, framing and exhibiting their work.
10. When allocated a venue, the artist is responsible for arranging the hanging/installation of their work with the host venue. Every effort must be made by the artist to minimize disruption to the usual business of the venue.
11. Artists are expected to present their work to the best they can and as a basic minimum, all 2D work must be mounted. Any work not presented to this standard may be removed from display and returned to the artist.
12. Art works must be on display for the entire duration of the Trail (Saturday 6th April to Sunday 5th May.)
13. Artists will be expected to transport and install their work, ready for public viewing by Friday 5th April 2018.
14. Artists are expected to take the lead in promoting their participation in the Hertford Art Trail, supplemented by leaflets and trail maps produced by the organisers.
15. Artists are expected to agree a date with their host venue where the artist can be at the venue to meet trail visitors and answer questions about their work.
16. Any items sold during the art trail must remain in place until the end of the Art Trail. The artist will be responsible for dealing with the buyer direct or making arrangements with the host venue as to how sales will take place. Hertford Art Trail organisers will not charge commission on any items sold.
17. At the end of the Trail, any unsold work must be removed from the host venue within 7 days, unless agreed otherwise with the venue. Failure to do so may result in the art work being disposed of and any fees incurred will be passed onto the artist.
18. All artwork must be clearly and professionally labelled by the artist and any information on the price or purchasing of the artwork is to be provided by the artist.
19. By signing this disclaimer you agree that Courtyard Arts Centre and Hertford Town Council are indemnified against any third party claim for loss, damage or breakage to property belonging to the artist whilst participating in the Trail.
20. Each artist is responsible for any risk associated with displaying their own work, be that accident to a member of the public, damage, fire or theft and is responsible for insuring their own work.

I agree to the terms and conditions shown above:

Signed: _____
Print Name: _____
Date: _____