

2012 Terms and Conditions.

Exhibition Dates: August 18th – 27th (Preview Evening 17th).

Application Deadline: Friday 30th March 2012.

1. General

- 1.1 Entrance to this exhibition is by invitation or selection only. If you have not previously exhibited at Celebration of Craftsmanship & Design (CCD), please send brief details of your work with six photographs that demonstrate your craftsmanship & design as instructed on the application form below.
- 1.2 The hanging fee will be £550.00, £275.00 deposit payable with your application form, the balance by Tuesday 31st July 2012. If you are selected to exhibit the deposit is non-refundable and will only be returned if CCD is unable to offer you space to exhibit. CCD takes no commission on any sales (See 6.1).
- 1.3 Three pieces of furniture may be entered (i.e. a chair is one piece). Makers of smaller items such as jewellery should agree a number of exhibits with the organiser. Furniture makers have the chance to enter one additional piece by entering the Celebration of Craftsmanship & Design Chair Competition (See Chair Competition Terms & Conditions).
- 1.4 Pieces previously exhibited can only be re-shown with the agreement of the organiser.
- 1.5 Whilst the exhibition is permanently stewarded and there is no obligation for makers to attend, exhibitors may attend the exhibition on any day and are encouraged to interact with visitors if they wish. It is highly recommended that you attend the Preview Evening and that you let us know when you will be at the show so that we can publicise this to visitors.
- 1.6 All work must be delivered to the exhibition venue on Tuesday 14th August 2012 and collected either on Monday 27th (Strictly after 5pm until 8pm) or on Tuesday 28th August 2012 unless otherwise agreed with the organiser. Exact delivery and collection schedules will be worked out nearer the time. In the event that collection is not possible for any reason exhibits will be removed from the gallery by CCD and placed in a local, commercial storage facility (See 9.1).

2. Quality & Copyright

- 2.1 All work must be of exhibition quality. The organiser reserves the right to reject any work deemed to be unsuitable at any time and no refund will be given for rejected items although a substitute piece may be allowed (See 2.3).
- 2.2 If it comes to the attention of the organiser that any piece appears to have a close resemblance to other existing work and which may therefore potentially infringe copyright or intellectual property regulations, the organiser will notify the maker. It is the maker's responsibility to take appropriate action; however, the organiser retains the right to refuse to exhibit such a piece if he deems its inclusion to be potentially detrimental to the reputation of the exhibition. A replacement piece may be permitted (See 2.3).
- 2.3 In the event that a piece is refused under clause 2.1 or 2.2 it may be possible for an exhibitor to substitute another piece at the discretion of the organiser, but this cannot be guaranteed.

3. Catalogue & Price List

- 3.1 Each exhibitor will be given an A5 page within the catalogue that will include their contact details, a 100 word description of them and their work and an image of their choice, (Unlike some previous years, this is all included in the cost of exhibiting). Images for inclusion in the catalogue must be professional quality colour photographs/transparencies or high resolution (minimum 300dpi) digital images and must be submitted to the organiser, with the 100 word description, by Friday 27th April 2012. Images should be clearly labelled with the maker's name, the piece title and the materials used and need not be of a piece that will be exhibited.
- 3.1.1 The inclusion of multiple images for an exhibitor will be at the discretion of the organiser.
- 3.1.2 Text copy will be edited by the organiser and approved by the exhibitor; final editing authority in all cases rests with the organiser.
- 3.2 Notification of what exhibitors intend to show, materials used and price should be supplied by Friday 29th June 2012. A form will be sent for completion nearer the time. This information will be included online at www.celebrationofcraftsmanship.com permanently, on the exhibits themselves at CCD and in part on a price list that will be printed additionally to the catalogue. A proof will be sent to you and alterations can be made up until Friday 10th August 2012.
- 3.3 No amendments will be considered or permitted to the price list after Friday 10th August 2012. Any amendments made after this date will only be amended if/when time permits and can only be shown on the actual piece within the exhibition and online at www.celebrationofcraftsmanship.com.

4. Press Releases & Publicity

- 4.1 The organiser will make every effort to obtain television, radio and press coverage for the exhibition.
- 4.1.1 The exhibition will be advertised in appropriate quality magazines.
- 4.1.2 Any media contacts or press packs that exhibitors feel may be useful should be forwarded to the organiser for press releases and/or complimentary invitations.
- 4.2 All exhibitors, who wish their work to be considered for inclusion in press releases, should send professional quality colour photographs/transparencies or high resolution (minimum 300dpi) digital images to the organiser at any time after they have been accepted to exhibit in 2012. Images should be clearly labelled with the maker's name, the piece title and the materials used. The exhibitor agrees that any images and copy supplied to CCD for promotional purposes may be used in 2012 or subsequent years at the discretion of the organiser.
- 4.2.1 Text copy will be edited by the organiser and approved by the exhibitor; final editing authority in all cases rests with the organiser.

4.3 High quality individual promotional literature, i.e. leaflets, brochures and business cards may be displayed in the exhibition reception area at the discretion of the organiser. Full contact details of all exhibitors will be published in the catalogue.

4.3.1 No promotional literature/material will be permitted on, in or by individual exhibits without the permission of the organiser. If exhibitors are present at the exhibition they may carry promotional literature/material with them to distribute appropriately to potential clients.

5. Private View

5.1 The private viewing of the exhibition will be Friday 17th August 2012 from 6.00 – 9.00 pm. Exhibitors will be able to enter the gallery and collect their name badges from 5.30 pm.

5.1.1 Around 1,500 complimentary catalogues and invitations to the private viewing will be sent to established and prospective clients, interior designers, architects, the press and other interested parties.

5.1.2 There will be a dress code for exhibitors in force at the private viewing (smart casual - no denims, no trainers, no tee-shirts etc.); any exhibitor attending inappropriately dressed may be refused entry.

5.1.3 The private viewing of this exhibition is regarded as the prime opportunity for interaction between client and maker. It is not a social occasion for friends and relatives, whose added presence creates overcrowding and distracts makers. Therefore invitations will be available for existing and potential clients only. Reduced rate tickets for other days are available for exhibitors to purchase in advance (See 8).

5.2 Exhibitors are encouraged to invite their own clients and will be asked to provide CCD with their names and addresses. Individual invites and complimentary catalogues will then be sent by CCD but from the individual exhibitor, inviting their client as their guest. CCD will only keep details of exhibitors' clients if the client specifically asks to be added to the CCD database.

6. Sales

6.1 No commission will be added to the selling price of the exhibits, nor expected from commissions taken as a result of the exhibition.

6.2 All cheques taken for sales during the exhibition will be made payable to the exhibitor and will be available for collection at the end of the exhibition on the breaking down day. If this is not possible i.e. the client has used one cheque to buy two pieces of work from different makers – settlement will be within 14 days.

6.3 All work sold must be delivered to the client by the exhibitor, unless other arrangements are made. The organiser must be advised of alternative arrangements.

6.3.1 CCD will make clients aware that catalogue prices do not necessarily include delivery charges and, when it is obvious that delivery may involve a significant additional charge,

will attempt to contact exhibitors where possible to discuss the options. In the event that this is not possible CCD accepts no responsibility for the subsequent collapse of a sale due to delivery charges levied by the exhibitor.

7. Website

- 7.1 Successful applicants will be asked to submit one photograph for inclusion alongside their contact details on the CCD website. This will be included until 31st December 2012 after which the photograph will be removed and the exhibitors' details added to the online, publicly accessible, archive of past exhibitors.
- 7.1.2 Once accepted to exhibit at CCD a maker's contact details will be displayed on the website until such time as they cease trading or request to be removed. The organiser will make every effort to ensure that these details are kept current but accepts no responsibility for inaccurate details should a maker change their details and not inform CCD. The organiser reserves the right to remove details of any maker that is felt to be inappropriate for inclusion.

8. Reduced Visitor Rates

- 8.1 Exhibitors will have an individual name badge produced for them which will give them entry to the exhibition at any time during normal opening hours. This badge is only transferable to another person with the permission of the organiser.
- 8.2 One complimentary ticket will be available on the door per exhibitor and will give access for one guest during normal opening hours on one day of the exhibition (Not the Private View).
 - 8.2.1 Exhibitors may purchase additional tickets in advance at a reduced cost of £3 each. These must be bought before Tuesday 31st July 2012 and will entitle one guest to enter the show (the date of entry does not need to be specified but a name of the guest is required).

9. Additional

- 9.1 Any auxiliary services required i.e. delivery; storage etc. will be charged at cost plus.
- 9.2 Insurance will be the responsibility of the exhibitor.
- 9.3 The exhibition layout will be the responsibility of the organiser.
- 9.4 The organiser and their staff will continually man the exhibition.
- 9.5 The exhibition will be signposted by the A.A.
- 9.6 The organisers will attempt to have any road works etc. that may disrupt the exhibition rescheduled but cannot accept any responsibility for events beyond their control that have a detrimental effect on the exhibition or visitor attendance.

Celebration of Craftsmanship & Design

Summary of 2012 Dates.

Friday 30 th Mar	Application Deadline
Friday 30 th Mar	Deposit Due (£275)
Friday 27 th Apr	Competitions Entry Deadline
Friday 27 th Apr	Catalogue Images and 100 Word Description Text Deadline
Friday 29 th Jun	Price List Details Deadline
Tuesday 31 st Jul	Deadline for Purchasing Tickets at Advanced Rate of £3 each
Tuesday 31 st Jul	Balance Payment Deadline (£275 Plus Any Advanced Tickets @ £3 Each)
Friday 10 th Aug	Price List Amendments Deadline
Tuesday 14 th Aug	Delivery of Exhibits to Thirlestaine Long Gallery (At Scheduled Times - TBC)
Friday 17 th Aug	Preview Evening. Maker's Arrive at 5.45 pm for 6pm Start.
Saturday 18 th Aug	Celebration of Craftsmanship & Design Opens to the Public
Monday 27 th Aug	Final Day. Winners of the Public Vote and Prize Draw are Announced at 3pm
Monday 27 th Aug	Collection of Exhibits (Strictly after 5pm, at Scheduled Times - TBC)
Tuesday 28 th Aug	Break Down and Collection of Exhibits (At Scheduled Times - TBC)