BOOKING FORM

**We look forward to welcoming you as an Exhibitor to Birtley Woodland Art Space as an Open Studio group member to exhibit and demonstrate your work in June 2024.**

**Please complete the booking form and read through the special conditions of this agreement before signing and returning to the organisers.**

## EXHIBITORS INFORMATION

|  |  |
| --- | --- |
| Contact name |  |
| Business name |  |
| Address (home or business) |  |
| Email address |  |
| Mobile telephone number |  |
| Facebook URL |  |
| Instagram URL |  |
| Website URL |  |
| Other links/URL’s |  |
| Size of pitch required  Single (3m x 3m)  Double (up to 6m x 6m) |  |
| Do you have large installations to display on-site? |  |
| Brief, >50-word description of your business for social media marketing purposes |  |
| Please confirm the dates you will be exhibiting; we hope you can join us for the duration of the event.June Dates:Friday 14th (set up & private viewing)Saturday 15thSunday 16thFriday 21stSaturday 22ndSunday 23rd |  |

**Dates**

SAOS Open Studios is running nationally throughout June. This agreement includes an exhibitor space during two weekends within June.

### Workshops

We have a separate registration document for those who wish to run workshops during SAOS. Please request our SAOS 2024 Workshops @ BWAS document for further details.

### Fees

Please make payment for your exhibitor space fee via the link provided on our website by close date of 31st January.

Single space 3m x 3m

Double space up to 6m x 3m

A 2m gap between your space and other exhibitors will be maintained.

The fee includes the following:

* SAOS group member management fee
* Birtley Woodland Art Space exhibitor space fee

## INFORMATION FOR EXHIBITORS & SPECIAL CONDITIONS

1. **Electronic flyer**

We will be producing an electronic flyer advertising the Open Studios and request that all exhibitors assist us in promoting the event.

1. **Website Links, Internet & Publication Promotion**

We will ensure that all paid up exhibitors are included in the SAOS website for Open Studios. We also undertake to advertise and promote the event and collaborative workshops via our own website, facebook, Instagram and local press. Workshops will also be promoted via our website <https://birtleywoodlandartspace.co.uk> and Surrey Hills Enterprises events page: <https://www.surreyhills.org/discover/surrey-hills/events/>

This event will also be publicised to our mailing list. We kindly ask that Exhibitors reciprocate by promoting their attendance at this event on their own website if they have one and via other forms of social networking. BWAS handle for social media is @birtleywoodlandartspace.

Please forward three images which illustrate your art or craft which we will use to promote your attendance at the Open Studios.

1. **Public liability insurance**

Exhibitors are responsible for their own public liability insurance. All exhibitors must hold a minimum of £5,000,000 public liability insurance and provide proof of this insurance cover together with a completed risk assessment form. Acceptance of this provision is a condition of entry.

1. **Exhibitor space**

Each exhibitor place will be located in and around Birtley Woodland Art Space, Exhibitors shall accept the space allotted to them and shall operate strictly within all boundaries. Displays must be confined within these boundaries and must not encroach in any way upon public walkways or neighbouring sites. Disputes or questions should be addressed to the organiser.

In advance of the event you will be sent additional event information. Exhibitors will be responsible for supplying their own pitch equipment such as Gazebo, tables and chairs.

1. **Set up**

Exhibitors will be able to set up their pitch from Friday 9th June from 8.00 a.m. each day. If you wish to leave your stand onsite overnight or for the duration of Open Studios you do so at your own risk. All cars/vans should be cleared from the site to the Exhibitors car park by 9.30 a.m. ready for opening to the public at 10.00 a.m.

1. **Weights**

It is a condition of entry for all Exhibitors to ensure they have sufficient weights and guide ropes to secure their Gazebo/display once erected.

1. **Break down**

Exhibitors will be able to break down their display from 5 p.m. each day or if a Sunday on the following day (Monday) between the hours of 9 a.m. and 4 p.m.

1. **Power**

We do not have electric power on-site and prefer you do not use a generator which can be noisy unless absolutely necessary and as agreed by the organisers in advance.

1. **Camping on-site**

Camping on site is available during the open dates for Open Studios. If you would like to camp overnight please contact the organiser to discuss further. Camping will only be allowed if agreed in advance.

1. **Camp fires**

All fires to be extinguished at the end of the day and no later than 20.00 hrs. All fires to be no larger than 1.5m x 1.5m in size. We have two fire pits that can be used on-site but must be manned when visitors are also on-site.

1. **Litter**

The Exhibitor is expected to remove from site all waste or litter found in or around their pitch at the end of each day.

1. **Site**

The Exhibitor must ensure that the site is left in a safe and tidy condition, ensuring that all materials and equipment are taken away or stored safely and securely on the site (at Exhibitor’s own risk).

1. **Environmental laws**

The Exhibitor shall comply at all times with all environmental laws and any other relevant regulations including Health and Safety legislation to ensure safety and protection of all participants and visitors to the site.

1. **Gates**

All gates and access points to the site must be kept closed when the Exhibitor or its employees, agents, participants, sub-contractors and hauliers are not on the site.

Image

If you have any special request, please note these here and we will do our best to accommodate if possible:

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By signing this agreement, you are confirming that you have read and understood the information provided and will abide by the information and special conditions required and included.

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| --- | --- |
| Exhibitor’s name (print) |  |
| Signed by (exhibitor’s signature) |  |
| Date |  |