

Terms & Conditions

The Calne Music & Arts Festival Exhibition is open to all artists, amateur and professional with a connection to Calne and the surrounding area.

What kind of work?

3 works per artist can be submitted for display in 2019, (we will continue to review this number to allow enough room to display work.)

Any medium - painting, printmaking, sculpture, photography, pottery, embroidery, etc.

All works must be framed and ready to hang, or if 3D works, they must be stable and safe to display on a table or plinth.

The design or composition must be the artist's original work.

Artwork must be the sole work of the artist.

Works are exhibited at the discretion of the committee.

How do I enter?

Fill in the form and return it by 5.00pm on

Thursday 26th September 2019 via email to art@cmaf.org.uk

OR

Print the form and bring it with you completed to the submission day at **Marden House Saturday 28th September between 10:00am & 2:00pm** only.

Please ensure you have clearly read all instructions detailed on this document.

There is a fee of £4 per entry payable on the submission date at Marden House, please have payment prepared.

How should it be presented?

All work must be ready for immediate hanging or display.

Your check list Tick

The picture is framed / canvas

Cord is strung on the back of the frame

The following must be written on the back of the work:

- Your name
- Address
- phone number
- the title of the picture
- the selling price

The piece is safe to exhibit

Calne Music & Arts Festival does not accept responsibility for any damage to works caused by poor or inadequate fittings.

If your proposed work is unusual dimensions please contact art@cmaf.org.uk

Procedures

Works will be included in the exhibition provided they meet the criteria listed in the 'What Kind of Work' section of this document. The decision of the exhibition organiser is final.

If any work is rejected for hanging, the artist will be contacted on the number provided on the rear of the piece and will be asked to collect the piece as soon as possible.

Exhibition organisers reserve the right to reduce the number of pieces on display should they exceed the number able to hang in the given space. Entry fees for pieces not displayed will be reimbursed.

No late entries can be accepted. Works not on the entry form will not be accepted.

Selling prices must not be changed.

Private Viewing

Thursday 3rd October 7.00pm - Marden House

Artist Cards will be issued when work is submitted, these offer you and a guest entry to the Private View and free entry to the **Artist Talk Event with Sarah Purvey and Patricia Volk Saturday 12th October 10.00am at Marden House.**

After the exhibition

Purchasers and exhibitors can collect work from Marden House on

Monday 14th October 2 – 5pm

No works may be removed before the end of the exhibition. Any works not collected by end of December 2019 will be donated to charity. Please note that packing materials cannot be stored at Marden House. Please supply these yourself when you come to collect your work.

Calne Music & Arts Festival and Marden House do not accept liability for damage to works incurred.

Sale of work

The Calne Music & Arts Festival team of volunteers will accept sales of artwork on all days including at the private viewing on Thursday 3rd October.

Buyers of art will be asked to pay a 10% deposit for the artwork, a red sold sticker will be applied to the artwork label, and the buyer will be asked to settle the balance on or before Monday 14th October.

Artists should receive payment by the end of October 2019. Payment will be selling price less 10% commission. Artists with sales will be contacted by the treasurer of Calne Music & Arts Festival to arrange payment.

Awards

There will be a number of Awards, the results of which will be announced at the Festival Finale and on social media **Sunday 13th October.**

By submitting work into the exhibition, you agree to your work being automatically entered into all competition categories where it meets the criteria.

Opening Times

The exhibition opening times are listed in the festival brochure and on the website.

Website

www.calnemusicandartsfestival.co.uk

Calne Music & Arts Festival
Exhibition Entry Form 2019

Entry Form – *please write clearly to avoid mistakes in art listings / contact details*

I wish to exhibit in the above exhibition

Artists can submit a maximum of 3 pieces of work, either framed/canvas (ready to hang) or 3D or a combination of both.

Name		Address including postcode	
Telephone		Email Address	
Mobile			
I submit for inclusion			
	Title	Medium	Sale Price
Artwork no. 1			
Artwork no. 2			
Artwork no. 3			

I am aware that CMAF will collect, hold and use some of my data for administration purposes related to my role with the Festival.

Name: **Date:**

- I would like to be added to the email mailing list for CMAF’s marketing
- I consent to images of my artwork being used in marketing material by Calne Music & Arts Festival
- I would like to be contacted about next year’s Art Exhibition

(Office use only)
 Data entered
 Payment received

Privacy Statement for Festival Participants

Your data – what we need and why

As a participant of the Calne Music & Arts Festival Open Exhibition we need some of your details to manage your artwork and any potential sales.

What data do we collect?

We will collect the following types of data:

- Name
- Email address
- Postal address
- Phone number
- Bank details (in the event of sales)
- Photos / video footage
- Details of your artwork

We check what data we hold on individuals we work with every two years and remove it if we no longer need it. If you stop participating in the exhibition, we'll make sure we stop using and / or delete any data we don't need to keep (e.g. for financial reporting).

What do we use it for?

Any of the information listed above might be needed by committee members to manage your relationship with CMAF and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, CMAF will add your email to our mailing list for the Festival's marketing / communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use (unless we are required by law to do so for a specific purpose – e.g. for financial reporting). We will sometimes use third party services (e.g. Google Drive) to store or process your data but we will always make that they are reputable and secure, and that your data is kept safe.
- If a member of CMAF asks for your contact details we will only ever share them if you consent.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer – GDPR@cmaf.org.uk