



Windsor Art Fair 2023

24TH – 26TH November

Royal Windsor Racecourse, Maidenhead Rd,

Helpful Check List

Action	How and When	Actioned/Sent
Book a stand	Complete booking form as soon as possible once your application is approved. Order any extras required on the booking form.	
Pay Deposit (£200)	Pay by bacs, cheque or credit card at time of booking with booking form.	
Email 3 images and 50-word biography	At time of booking with booking form.	
1 st instalment	Wait for invoice and then pay by 24 th July 2023	
2 nd instalment/balance	Wait for invoice and then pay by 24 th September 2023	
Email copy Public Liability document	Due by 31 st October 2023	
Prince's Trust canvas (if appropriate)	Deliver Your Finished artwork to the event	

We hope this check list will be useful when it comes to sending payments and information.

Please note that once an application has been approved and a booking form and deposit received, a receipted invoice will be emailed out. Approximately 3 weeks before instalments are due invoices will be emailed for prompt payment.

FAQ

- **Can anyone apply for a stand?**

We welcome applications from independent artists, artists' groups and galleries.

If you have not exhibited with us before, please forward at least three images and your web details for approval by the curation panel. The aim is to retain a high caliber of art.

- **When should I apply?**

As soon as you receive the exhibitor pack. Once approved the stands are sold on a first come first served basis.

- **Do I take payments for the sales I make?**

Yes, you take the payments, and you will need the facility to take card payments.

- **Is there a commission charged on sales?**

There is no extra commission charged on exhibitor sales.

- **Can I sell art prints at the fair?**

Original limited edition prints from printmakers and signed limited edition giclee prints are most welcome on your stand. It is important that the limited edition does not exceed 100 as this will cheapen the value of your work. Unframed giclee prints should be displayed in a browser rather than hung.

- **Can I sell soft furnishings at the fair?**

No, we don't allow cushions and soft furnishings to be sold at the fair.

- **How do I hang my work?**

Stand panels are hardwood and screws are to be used not nails for hanging artwork. We suggest you bring a bradawl, screwdriver/drill, and stepladder. Suggested screws are 30-40mm in length. If your work is very heavy, please bring suitable fixings. The stand contractor will be available to help if necessary up to mid-day on the Friday. See 'Set Up & Hanging Tips' doc for more details.

- **Is there any storage?**

We have limited storage. Most exhibitors use their cars. This is a safe option as the car park is manned and separate from the visitors' car park.

Matt Smith

Fair Director

Contemporary Art Fairs

01753 591892

info@contemporaryartfairs.co.uk

www.contemporaryartfairs.co.uk