



# Windsor Art Fair 2023

24<sup>TH</sup> – 26<sup>th</sup> November

Royal Windsor Racecourse, Windsor SL4 5EZ

## *Set Up & Hanging*

Set up is from 9am on **Friday 24th November**. You will have all day until 4.30pm to hang your stand.

On arrival at Royal Windsor Racecourse drive through the main gates, proceed up the drive and turn left to the exhibitor car park. Friendly, efficient car park staff will be on hand to direct you. Please display your exhibitor car park pass on arrival. Parking is FREE.

A member of our staff will be on hand to welcome you and issue **EXHIBITOR BADGES** – It is essential that you wear these **at all times** to help us with security. Extra generic exhibitor badges are available for any helpers you bring with you.

A **trolley** will be useful. Porters will be on hand to assist.

Despite this being an indoors event, extra clothing layers are a good idea for comfort, especially if you are near a door.

On your stand you will find a pack of information including hanging reminders, PV drinks vouchers for yourself, show guide and proof of purchase slips. Chairs and tables and other hired furniture will have been supplied where ordered. Each stand is supplied with lighting.

### **Hanging:**

Stand panels are made of hardwood and **screws** should be used, not nails, for hanging artwork. Hammering may dislodge artwork hanging on the other side of the panel. Panels are 5cm deep hollow ply. Please remove all screws at the end of the fair.

**PLEASE NOTE** the linear metre sizes quoted are approximate due to the stand construction. In some cases, a 1m panel will be nearer 1.1m or 0.9m. Please bear this in mind when planning your hanging.

Loxley will be offering their portering service which can be booked in advance and booking will be available nearer the event.

- Please supply your own screws (30mm-40mm recommended.)
- Useful tools include a bradawl, tape measure, level, pencil, screwdriver/drill and cleaning cloth. As the panels are 2.75m in height a small step ladder is also handy. There will be a limited number of step ladders available for use but to avoid waiting for one, bring your own if you can.
- Screwing into the panels is easy – start the hole with a bradawl and ideally use a powered handheld screwdriver. The screw should be inserted at least halfway. If you make a mistake with the screw positioning a picture will probably cover it but we can give you filler to make good.
- The panels will support reasonable hanging weight but if your artwork is particularly heavy, please bring suitable fixings. Stand contactors are on site during set up day until 12.00 noon to assist with hanging heavy artwork by adding batons to the walls if necessary. If you need help, then please arrive in the morning.
- It is the responsibility of exhibitors to place/hang their own work.
- Please be sensitive to exhibitors around you and, once you are set up, keep within your stand floor space with stand furniture and browsers etc.

- We recommend bringing a small table for leaflets and business cards and a guest book for emails and comments is a really good idea. In an ideal world a high stool to rest on is preferable to a chair. If you need to rest, it is easier to engage with people if you are not actually seated. A browser for mounted work is also permitted on your stand.
- We suggest all artworks be clearly labelled with price, medium and any further information. Potential buyers like to have as much information as possible without having to ask you.
- Please use your car as storage. The exhibitor car park is close to the exhibition hall and will be manned. We have extremely limited storage.
- All stands must be ready and free of packing materials by 4.30pm.
- Once your stand is ready you are welcome to go and have a break and freshen up before the PV. Your stand will be perfectly safe with our staff in attendance. Please be back manning your stand by 5pm.
- During opening hours stands must be manned at all times but please be aware of over manning as this may block both your own artwork and that of neighbouring stands. Making friends with artists on adjoining stands helps for taking comfort breaks.

#### Take down:

**Exhibitors may only start to dismantle their stands once the fair has closed at 5pm on Sunday.** The visitor numbers will probably have thinned by then but there may well be serious art buyers still enjoying the fair, so we ask you to allow the fair to close before starting to pack up or move boxes. Failure to do this is in breach of our health and safety policy and is also basic good manners.

Please remember to remove all screws from your stand panels as the stand contractor will charge for stands left with screws still attached.

#### Proof of Purchase slips:

We will give you proof of purchase slips that will be required from buyers leaving with artwork. These are essential to help with security.

**Please give each buyer a slip to avoid them having to be queried at the exit.**

Re-cap on sales paperwork - customers should have a receipt (from you) **and** a proof of purchase slip.

#### Wrapping Table:

There is a manned wrapping area with bubble wrap and tape for sold items. Alternatively, if you prefer, you can use the facility yourself for sold artwork. Please note our staff will take all due care but are not professional packers.

#### WiFi:

The login code will be available at set up.

If you have any queries regarding the details above, please contact

E: [info@contemporaryartfairs.co.uk](mailto:info@contemporaryartfairs.co.uk)

T. 01753 591892

We are always available over the weekend of the fair with advice and support and to make sure the event runs as smoothly as possible. We also have a lovely team of helpers who are always visible and keen to help you with anything you might need. Just ask.

Contemporary Art Fairs

01753 591892

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