



**DORSET POTTERY GROUP  
EXHIBITION AT BRIDPORT ARTS CENTRE  
20th October to 31<sup>st</sup> October 2009**

**CONDITIONS**

**GENERAL**

1. The exhibition will run from 20th October to 31<sup>st</sup> October, open 1000– 1600 Tuesdays to Saturdays. It is open to all current paid up DPG members or group members . The Private View is on 18th Oct. from 7pm to 9pm. Refreshments will be provided on a voluntary contribution basis and the Group will have to make up any cash shortfall.
2. Like last year we plan to take over the stewarding from the BAC, Each exhibitor is asked to try their utmost to cover at least half a day. In addition exhibitors may offer to be on call to cover other times at short notice
3. Exhibitors must pay the full fee when submitting the entry form giving their details and requirements. These fees cover the Gallery hire fee and help towards advertsing costs. Commission is charged by BAC at 25% on all sales
4. The Group will not charge any additional percentage to cover its own costs of running the exhibition.
- 4a Each year one Guest Potter is being invited to add their presence to the event. For 2009 we welcome Rupert Andrews of Glastonbury.

**SUBMISSION OF WORK**

5. Items for display at the exhibition should be delivered to BAC and set up by the exhibitors themselves on Sunday 18th October from 1200. Once unloaded can all exhibitors please park your vehicles in the nearby Tourist Information office pay & display car park . Please bring change for parking machine. Please do not park on the road outside (especially on the disabled parking area) as parking attendants are always

on the prowl.

6. All displays must be set up and completed by 1800 on Sunday 19th October please without exception.

7. There will be a minimum price of £5 on each exhibit, prices must be in **round pounds**. Items not for sale must be clearly marked **NFS**.

8. All exhibits must be clearly labeled with a label bearing the code letters (which will be confirmed with the acknowledgement) and a reference number which must be attached to each item where it can clearly be seen. The retail price of the item must be similarly displayed.

9. Each exhibitor should complete 3 copies of the Exhibition Entry List. Please mark one copy "BAC", one copy "ALLSOP" and the final copy is for your own reference. All exhibits must be numbered and listed individually on the Exhibition Entry Form, including those "In Reserve" (see 11).

**At the end of the exhibition the exhibitor's copy of the form must be marked to indicate those items "unsold" and cross checked with the desk copy, to agree which items have been sold. Any discrepancies must be pointed out immediately. IT IS ESSENTIAL THAT THE BAC HAVE A COPY OF THIS CROSS CHECKED LIST BEFORE ANY PAYMENTS CAN BE MADE TO EXHIBITORS.**

10. Exhibitors are requested to provide on Set up day information about themselves, including details of training, artistic influences, materials, etc. Please go to town with this and make the exhibiton a little bit special to the visitor.

11. Additional items may be left "in reserve" to be used to restock the display if items are sold, these must be included in the entry list.

12. Further items may be brought in during the exhibition, these must be similarly coded, with consecutive numbers. If any item is added or removed from display it must be made clear on the list on the desk and by leaving a separate message using the form provided for the BAC office.

#### **DISPLAY**

13. There will be no selection procedure. All work will be exhibited subject to sufficient space being available (but see 11 above). A standard size space will be approximately an 8ft by 4ft, Only one space per individual member is permitted this year. Groups may take up two spaces if they wish.

14. So as not to exclude those with small amounts to display, smaller spaces of 4ft x 4ft will be available. These will be charged accordingly.

15. We are completely relaxing rules of display as after a few members tried something different last year, the consesus was that it all added to the quality of the show so please feel free to exhibit how you wish. jWe will work on the basis that if you do a crass display then it will only damage your sales the most. We do not expect there to be many plinths available on the day and they will be in short supply and exhibitors should bring their own display. Please don't rely on the plinths being available. Best to plan ahead

#### **SALES**

17. All payments will be made by DPG direct to exhibitors after deducting the BAC commission.

18. All unsold work must be removed between 4pm and 9pm on October 31st.

19. All work sold may be taken by the purchaser at the time of sale.

19a. Donations will be collected on the desk during the exhibition and all monies used to help offset show costs.

#### **PUBLICITY**

20. DPG will issue press releases to all local papers, radio and TV, and relevant publications. Adverts are due to be placed in the View from Bridport paper, Ceramic Review, Blackmore Vale and Marshwood Vale monthly magazine.

21. Posters will be available for exhibitors to distribute.

22. Private View invitations will be distributed through exhibitors

23. The Exhibition will be announced in arts listings, on Internet websites and by e-mail messaging.

24 Exhibitors are requested to advertise the exhibition on their own websites.