CORNERSTONE

Craft Fair 2010

application form

Cornerstone is holding it's first Craft Fair on Saturday 13 and Sunday 14 March 2010.

To be considered for the Craft Fair, you must complete sections A, B and E. Other sections (C and D) relate to other visual arts exhibiting opportunities at Cornerstone. For more information, please visit www.cornerstone-arts.org.

Please mark in the box in section A if you would also like to submit work for consideration for the Craft Boxes.

Other terms and conditions relating to the exhibition of visual arts and crafts are covered in the pages following the application forms.

Deadlines for applications

project	**deadline for application**	**notes**
Craft Fair (13 + 14 March 2010)	24 October 2009	Applications received between the deadline date and the event will be eligible, but may not be considered if the exhibition / event is already full
Craft Boxes	ongoing	

All applications should be marked **Craft Fair 2010 application**, and sent to **Cornerstone, 25 Station Road, Didcot, Oxon OX11 7NE**

Alternative formats of this publication are available on request. This includes large print, braille, audio cassette, computer disk and email.

Section A – About you, what you are applying to do and your images

Name: _____

Address: _____

Postcode: _____

Telephone No: _____

Email: _____

Website: _____

Studio location / where you create your work? _____

I am applying / submitting a proposal to exhibit:

	Sections you need to complete					
☒ Craft Fair (13+14 March 2010)	A	B			E	
☐ Craft Boxes	A	B				

Submission Details

All applications must be supported by examples of the work. A **minimum of 8 images must accompany this application.** We cannot accept references to a website.

Format images supplied in

- ☐ jpegs emailed
- ☐ jpegs on a CD
- ☐ printed

You may submit further information to supplement your application including artist's statements, relevant catalogues of work, or possible exhibition text for visitors. Please state any supplementary information included:

_____

_____

_____

How did you hear about this application process?

_____

_____

I have read and accept the terms and conditions for exhibiting at Cornerstone

Signed: _____ Date: _____

FOR OFFICE USE ONLY ☐ *Work selected for exhibition* ☐ *Work not selected – return to artist*

☐ *Gallery*	*A*	*B*	*C*			
☐ *Window Wall*	*A*	*B*		*D*		
☐ *Craft Boxes*	*A*	*B*				

☐ *Craft Fair*	*A*	*B*			*E*	
☐ *F&F Open*	*A*	*B*				

Section B – About your work

What medium do you work in?

- ☐ Architecture
- ☐ Fashion/Costume
- ☐ Mixed-media
- ☐ Plastics/Polymers
- ☐ Ceramics
- ☐ Illustration
- ☐ New media
- ☐ Printmaking
- ☐ Design
- ☐ Jewellery
- ☐ Painting
- ☐ Sculpture
- ☐ Ethnography
- ☐ Metalwork
- ☐ Photography
- ☐ Textiles

How is your work presented?

- ☐ Wall mounted
- ☐ Floor mounted
- ☐ On plinths
- ☐ Other (please specify)

What do you produce:

Please provide details of items you sell and their price range

item	minimum price	maximum price

Exhibition History – current and past (please supply additional sheets if necessary)

where	from	to

Forthcoming exhibitions (please supply additional sheets if necessary)

where	from	to

Section E – About your work

Please complete if applying for the **Craft Fair**, 13 and 14 March 2010

Your exhibition space

Please let us know below, which facilities you will require, or if you have your own display equipment, by ticking the boxes below

☐ I require a 6' x 2.3' trestle **table** (included in Craft Fair fee)

You are advised to cover your table with cloth of some kind, in order to conceal its legs and provide you with storage. You should bring enough material to cover the top, front and sides.

☐ I require a coloured **table cover**
(this costs £5 and will be added to your exhibitors fee) colour _____

☐ I have my **own stand** and display equipment

☐ I have my own lighting that **requires power sockets**
If so, how many power sockets do you require ☐ 1 ☐ 2 ☐ 3

All electrical equipment must be approved by Cornerstone's technician. All electrical equipment, where possible, should either be under 2 years old or PAT tested. Cornerstone withholds the right to stop you using any electrical equipment, should it be deemed unsuitable or unsafe.

☐ I require **chairs**, if so how many? ☐ 1 ☐ 2 ☐ 3

If selected,
Which fee is appropriate to you and therefore you will pay for participating in the Craft Fair?

☐	Both days	designer-makers who are resident in SO district or are Cornerstone Tutors	£72
☐	Both days	designer-makers who live outside SO district	£80

FOR OFFICE USE ONLY

☐	Both days	designer-makers who are resident in SO district or are Cornerstone Tutors	£72
☐	Both days	designer-makers who live outside SO district	£80
☐		tablecloth	
		TOTAL COST	

CORNERSTONE VISUAL ARTS AND CRAFTS EXHIBITION POLICY

Cornerstone is managed and funded by South Oxfordshire District Council. The gallery and other visual arts and crafts projects, exhibitions and events are for the benefit of South Oxfordshire residents, visitors and artists.

The visual arts and crafts programme's key objective is to promote and maintain a balanced programme which is accessible to audiences, supportive of artists, and provides opportunities for professional artists, school and college students, community groups, organisations, and the voluntary arts sector to exhibit in a dedicated contemporary gallery space.

We will aim to create active partnerships with artists and curators rather than be simply a 'receiving house'.

The temporary exhibitions and events programme supports the following strategic objectives of the Council, which are:

Managing our Business effectively

- Provide value for money services that meet the needs of our residents and service users
- Provide equality of access to our services

Transforming Didcot

- Develop a thriving town centre with a wider range of facilities

Improving opportunities, activities and support for young people

- Increase access to a wide range of activities for young people, which meet their needs; and support young people at risk of committing antisocial behaviour and crime

Strengthening local communities

- Support local groups to provide services and solutions in their local communities

In addition the Cornerstone has its own mission statement.

Cornerstone's mission is to create and promote a fully accessible programme of high quality arts, culture and entertainment opportunities to meet the needs and enhance the experiences of the diverse community in the district, and beyond. We will do this through live performance, participatory activities, exhibitions and outreach work and our offer will encompass all ages and abilities. Cornerstone and its arts and social provision will play a very significant part in creating a stronger community in the district and we will be a destination of a choice for stimulating and high quality creative experiences for residents of the district and beyond.

General Terms and Conditions

- **Photography**
  Cornerstone reserves the right to document exhibitions for the purpose of promoting the venue and its services. Any request by external bodies, agencies, individuals other than the press to photograph an artist's work or exhibition will be referred to the artist for approval.

- **Insurance**
  South Oxfordshire District Council does not accept responsibility for loss or damage to articles lent for temporary exhibitions, unless such loss or damage arises directly as a result of negligence on the part of the Council or its officers.
  The artist must have in place sufficient insurance cover for the works they are displaying, in respect of loss, damage and theft.

- **Freedom of Information**
  While any exhibition agreement is between Cornerstone and the exhibiting artists, and its terms and conditions will not be shared with any other party, current advice is that the details can be made known if requested under the Freedom of Information Act. If this were to happen the artists will be informed.

Craft Fair

A showcase of local and regional contemporary designer-makers, in our auditorium over the weekend – Saturday 13 and Sunday 14 March 2010.

The event will:

- include a cross-section of media
- have a larger proportion of 3D art work to 2D artwork
- ensure there is representation of makers within a radius of 30 miles of Didcot
- ensure there is representation of applications from current tutors at Cornerstone

Makers are expected to man their own stalls. Please note that goods must not be sold for agents.

No commission will be taken on craft fair sales, however there is a fee.

There will be access on Friday afternoon / evening for makers to setting up, alternatively this can be done on Saturday morning prior to opening.

Craft Boxes

Display cases in the venue will exhibit and sell 3D craft work (eg. jewellery, ceramics, textiles and paper) for periods of 4-8 weeks

Cornerstone will endeavour to maintain a balance of artists, balancing local makers and those based further afield.
Due to other events and exhibitions in the venue, the craft boxes may not always be in use.

Cornerstone will always take a commission on sales unless otherwise stated. Artists and exhibitors resident in South Oxfordshire district will pay 10% on sales of their work, and exhibitors and artists who live outside South Oxfordshire district will pay 20% commission.

Sales are dealt with by Cornerstone staff. Cheques from purchasers are made payable to South Oxfordshire District Council at the Box Office. The artist(s) or group are paid at the end of the exhibition.

Information to be supplied by the artist/designer-maker on delivery of the work:

- Brief biography and artist's commentary on the exhibition which includes details of how the work is created, why this theme etc. This will be used in interpreting the work to the venue's visitors.
- List of works to be exhibited with sale prices, for sale and insurance purposes.

- Only works which are present at Cornerstone can be sold through the project or exhibition.
- The price of items for sale cannot be altered once delivered.
- Cornerstone reserves the right to cancel an exhibition if these conditions are not fully met.
- Cornerstone reserves the right to refuse to exhibit any work deemed unsuitable for exhibiting in the gallery.
- South Oxfordshire District Council and Cornerstone reserves the right to make amendments to these Terms and Conditions.
- Cornerstone will issue the exhibitor / artist with receipt forms for each artist to complete. On deposit of work, Cornerstone staff will check off the condition of works. A copy of the receipt is given to the artist, who then brings it to check and identify collections of work at the end of the exhibition. Work will not be released to individuals who cannot produce these receipts.
- Time must be allowed for the condition of each individual work to be assessed and agreed by both the artist, or their authorised representative, and a member of Cornerstone staff. On busy submission days there may be a short wait.
- Artists must bring their receipt when collecting work, and must telephone Cornerstone with the name of their proxy if arranging for someone else to collect their work. The proxy will need to bring the artist's copy of the receipt forms.