**SEPTEMBER POP-UP**

**HOLY TRINITY CHURCH GUILDFORD 14/09/24 9.30am – 6.00pm**

1. **What to bring:**

* Please bring your crafts, cards, paintings, portfolio and framed pictures.
* Please ensure that the artworks look professionally presented (cellophane cover for browsers, and professional looking frames, if framed).
* Please ensure that all artwork is labelled with: The title of the artwork and the name of the artist, your email contact, your telephone contact (if you wish) and the price.
* All work has to be handmade by the artist. (If multiple prints please specify it on the label).

You do not need to bring a list of the artworks you are displaying but you can if you wish.

* The artwork will be displayed on the church chairs. We will be allocating 10 chairs per person. There are also a few tables to display craftwork.
* Please bring your own browser if you have one. We have two for use by exhibitors.

1. **Entry cost**

* The entry cost is £14 per exhibitor (The entry fees go to the church, minus GAS publicity expenses).

You can pay cash (exact amount is appreciated) or card on the day, or preferably by bank transfer beforehand (Lloyds: 30-93-74 a/c no 03885619). Put member’s surname, initials and “PUP924”as your payment reference)

* There is no commission on sales.

1. **Drop off 8am – 9.30**.

* There is a small parking space in front of the church for drop-off. Otherwise you can park free on the Guildford streets usually before 8.30.

As it is Heritage week-end I am not sure about parking on the High Street. I have sent a message to Guildford Borough Council and hope to get an answer before the 14th.

* There is an accessible side door in case you are carrying trolleys.

1. **Pick up 6.00-6.30**

* Please be prompt in collecting your artwork as it is a long day for the volunteers running the exhibition.

I f you are having a major problem collecting please let me know on 07796160700.

1. **Helpers on the day**

* This exhibition is organised and run by volunteers. We welcome help on the day and if you can steward please let us know ahead of time or when you come in. It is a great opportunity to meet fellow artists in a lovely building.

1. **Insurance**

* Artists are responsible for insuring their own work.

All works accepted for exhibition will be displayed entirely at the artists' risk.

We are looking forward to seeing you on the 14th of September!

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