



ARTWAVE AT TELSCOMBE CIVIC CENTRE

Proudly supported by
Telscombe Town Council

Registration Form

Name:

Address:

Email Address:

Website:

Contact Number:

Artist's Statement (no more than 30 words):

I would like to exhibit on the following days:

I will be exhibiting:

Please attach a recent photograph of yourself including a photo of the artwork that you will be exhibiting/selling.

The fee for taking part in the Artwave festival will be £10 per session. On receipt of your registration form we will send you an invoice to be paid by 23rd August 2024. The fee includes, the official registration to Artwave, the hire of the hall, flyers/advertising the event and refreshments.

We will arrange an evening Zoom meeting nearer the time to meet everyone and discuss their requirements.

By registering for Artwave you agree to the terms and conditions supplied with this registration form.

Signed:

How the information you provide will be used

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law

ART ~ WAVE



TELSCOMBE TOWN COUNCIL

Terms and Conditions for Artwave at Telscombe Civic Centre

The dates of our exhibitions are the 7th, 13th, 14th, 20th and 21st of September from 11 am – 4 pm. Please confirm on the registration form which days you will be exhibiting.

COST

To exhibit with Artwave at Telscombe Civic Centre you will need to complete and return the registration form along with your artist's statement and photo, and pay the registration fee following receipt of an invoice by 23rd August 2024.

The fee goes towards the costs involved which include the LDC Artwave registration fee, the booking fee for the hall, flyers, advertising and refreshments.

SPACE & DISPLAY

Once we know the final number of artists and the type of work they are exhibiting, we will allocate the space for everyone in the Centre.

We can provide tables, but you will need to provide your own method for display, ie, easels. You will NOT be able to fix anything to the walls of the building.

There is a small car park at the Civic Centre.

Telscombe Town Council has a no single-use plastics policy so please aim to avoid such items during the exhibition.

You will preferably be at the Civic Centre on all days you are exhibiting to welcome visitors etc. Please indicate your availability on the registration form. There will be at least one Councillor present at all times.

The Civic Centre will be open from 10 am for setting up. You will be able to leave your work in place from the Friday to Saturday, but you will have to remove it after each Saturday as the hall has other hirers during the week. You are responsible for doing this.

Telscombe Town Council has public liability insurance, but you should ensure your work is insured against loss or damage as we will not cover this.

Telscombe Town Council will complete a risk assessment; please make sure that your exhibits are not liable to be a trip hazard.

There will be a basic First Aid kit available in the Civic Centre and you must familiarise yourself with the fire exits.

PAYMENTS

We may take payments for any works sold but will not be responsible for any errors or omissions.

GENERAL

You will have access to the kitchen, including mugs, but you are responsible for washing up and putting away anything you use.

Please respect any other users in the hall.

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