



**POKOLBIN COMMUNITY HALL**  
**OCTOBER LONG WEEKEND**  
**Sat 3<sup>RD</sup>, Sun 4<sup>TH</sup> & Mon 5<sup>TH</sup>**

Created by Artists for Artists

Local Hunter Valley artists are invited to hire exhibition space at the inaugural Hunter Valley Art Fair.

Contact Details: Kim Lundy  
0429 995538  
huntervalleyartfair@gmail.com

Fair Opening Hours: 10am – 6pm Saturday 3<sup>rd</sup> October  
10am – 6pm Sunday 4<sup>th</sup> October  
10am – 3pm Saturday 5<sup>th</sup> October

Exhibitor Set up: Inside Exhibitors – Friday 2<sup>nd</sup> October 4-6pm and Saturday 3<sup>rd</sup> October from 7.30am  
Outside Exhibitors – Saturday 3<sup>rd</sup> October from 7.30am

Covid: QR registration will be used.  
We will have a person stationed at the entry to the venue to ensure all visitors register.  
A Covid Safe Warden will rove the exhibition during opening hours to ensure social distancing.  
If event is cancelled due to Covid restrictions a FULL refund will be issued.

Advertising: Large banner in front of Venue for the weeks leading up to event.  
Two banners on McDonald's/Broke Road round-about over weekend.  
Banners at corner of Wine Country and Broke Road over weekend.  
Giant Wind Flag outside venue over the weekend.  
Website – already online – [www.huntervalleyartfair.com.au](http://www.huntervalleyartfair.com.au)  
You will be listed as a featured artist. Pictures of your artworks will be posted.  
Facebook Page with boosted advertising - already online - @huntervalleyartfair  
You will be tagged as a featured artist. Pictures of your artworks will be posted.  
Instagram with boosted advertising - already online - @huntervalleyartfair  
Pictures of your artworks will be posted.  
5,000 DL flyers will be distributed to Pokolbin & Singleton Visitor information Centre, and  
distributed to Pokolbin accommodations.  
List event on as many websites and event pages as possible.

Stall Hire Fee Covers: Administration, venue, two covid wardens, banners, publicity and all general exhibition costs.

Coffee: Addicted to Coffee will be onsite for the weekend.

Payment: Deposit of \$100 required to book exhibit space.  
Balance due before 20<sup>th</sup> September 2020

## INSIDE EXHIBITION STALLS

- The exhibitor will be supplied with 1 x table (900mm x 1.8m) + 1 Chair if required – please confirm on booking.
- There are picture hooks already in place on the picture rails of the venue - exhibitors MUST NOT place extra hooks on the walls or picture rails of the venue.
- Exhibitors with stalls down the middle of the room will have rear partitions with a 1m side return.
- can only hang LIGHT works on their exhibition partition walls by hammering in small nails, thumbtacks or picture hooks. These are hollow timber partitions and cannot hang anything over 3kg.

## UNDERCOVER VERANDA EXHIBITION STALLS

- The exhibitor will be supplied with 1 x table (900mm x 1.8m) + 1 Chair if required – please confirm on booking.
- Please be aware the grounds cannot be secured overnight, therefore anything left on verandas by exhibitors is at their own risk.
- Artworks can only be hung on external walls of building via a means that can easily be removed with no damage (i.e. removable adhesive hooks or similar). Any damage will be billed to exhibitors.

## OUTDOOR “MARKET STYLE” EXHIBITORS

- The exhibitor must provide their own gazebo structure and furniture which fits within a 3 x 3m space.
- HVAF have 2.4m square market stall tents available for hire for \$220 for the entire event – this includes setup on Friday and removal on Tuesday and all tents are properly weighted for high wind conditions and include up to 4 walls (depending on the configuration you require).
- Please be aware the grounds cannot be secured overnight, therefore anything left onsite, outdoors, by exhibitors is at their own risk.
- Any damage to grassed areas will result in losing the full or a portion of the venue bond, this will be billed to the exhibitor/s responsible for any damage.

For further information and updates please see our website [www.huntermvalleyartfair.com.au](http://www.huntermvalleyartfair.com.au)

## TERMS AND CONDITIONS – PLEASE READ CAREFULLY

- Entry is open to all artists and makers resident of the Hunter Valley.
- Exhibitors space will only be held with deposit.
- Choice of exhibit space will be given in order of deposit received.
- Submitting a booking form prior to booking deadline does not guarantee a stall will be available as space may run out prior to the booking deadline.
- Your booking will be confirmed via email and you will be contacted if you cannot be included in the event for some reason. It is strongly advised to book early to avoid disappointment.
- Only those who have fully paid prior to event will be allowed to participate.
- HVAF reserves the right to refuse or cancel any Exhibitor for any reason at any time.
- The Exhibitor will provide a certificate of currency for current Public Indemnity Insurance. You can get quotes from different at <https://www.bizcover.com.au>
- Deposit will not be refunded if booking is cancelled by the artist.
- If balance of site cost is not received by the 20<sup>th</sup> September the organiser reserves the right to keep deposit.
- If event is cancelled due to Covid restrictions a FULL refund will be issued to the artist.
- All works must be for sale and be the works of the exhibitor.
- COPYRIGHT must be adhered to in all respects. No copies of images from magazines, books, papers, the internet or copies of Old Masters will be accepted. Rejection of works regarded as a breach of copyright will be at the discretion of HVAF.
- Exhibitors must ensure all artworks and handmade products are presented to a professional standard and ready for sale to the public.
- Paintings MUST be dry.
- Advertising: HVAF reserves the right to take photos at the event and use these photos in media and other online/print promotions. Where possible the artist will be tagged/credited with the photo.
- If photography is supplied to HVAF for promotional use by a photographer/artist these will be tagged/credited.
- ALL artwork MUST be clearly labelled with media and price. The sale price must be inclusive of GST if required.
- Exhibitors MUST have hand sanitiser available on the stall for visitors to the art fair
- Resume: Artists are encouraged to include their CV (resume) with their Entry Form.
- Insurance: Works are NOT insured by the HVAF while part of the exhibition. If you require insurance you must organise your own. HVAF takes all possible care but accepts no liability for loss or damage while works are in the exhibition.
- Due to Covid restrictions on one person can man each exhibit at any one time.
- Exhibitors must abide by covid safe standards.
- No size limit on artworks, however all artworks MUST remain inside the allocated area of your exhibition space.
- Exhibitors are responsible for providing their own bubble wrap, cardboard, tape, etc for the packaging of sold artworks. Space will be provided in the 'kitchen' area of the venue for wrapping artworks. Exhibitors MUST ONLY use their OWN packaging.
- Exhibitors are responsible for packaging sold artworks in bubble wrap and/or cardboard
- Exhibitors must be able to provide purchasers with a receipt.
- Exhibitors can either accept cash or card for the sale of artworks.
- Exhibitors are responsible for receiving and processing payments for their artworks and products.
- If an exhibitor is not able to provide credit card facilities this will be available through the HVAF. The exhibitor will be charged a 10% commission on the sales that use the HVAF credit card service. This 10% fee is payable by the artist NOT the purchaser.
- Exhibitors are responsible for their own signage.
- The Event Organiser is not liable for the failure to hold the event because of, but not limited to, strikes, accidents, terrorism, acts of nature and any event outside the Event Organiser's control.
- We encourage exhibitors to offer live demos of your creative / making processes, however, you must ensure you use drop sheets / floor mats where required and ensure these are no trip hazards (if using drop sheets on hard floors, please tape down the edges).

# Hunter Valley Art Fair Exhibitors Booking Form

Please email a copy of this booking form to [huntermvalleyartfair@gmail.com](mailto:huntermvalleyartfair@gmail.com)

FIRST NAME \_\_\_\_\_ SURNAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
POSTCODE \_\_\_\_\_

EMAIL \_\_\_\_\_

CONTACT NO. \_\_\_\_\_

PUBLIC LIABILITY POLICY No \_\_\_\_\_ Copy to be emailed with this booking form.

FACEBOOK \_\_\_\_\_ INSTAGRAM \_\_\_\_\_

WEBSITE \_\_\_\_\_

GST DECLARATION ABN: \_\_\_\_\_ (or ATO Statement by a Supplier form)

Are you a Hobby Artist with no ABN number? please circle one: YES / NO

Are you registered for GST? please circle one: YES / NO

Have you included GST in your painting prices? please circle one: YES / NO

## SITE SELECTION

1st Choice: \_\_\_\_\_

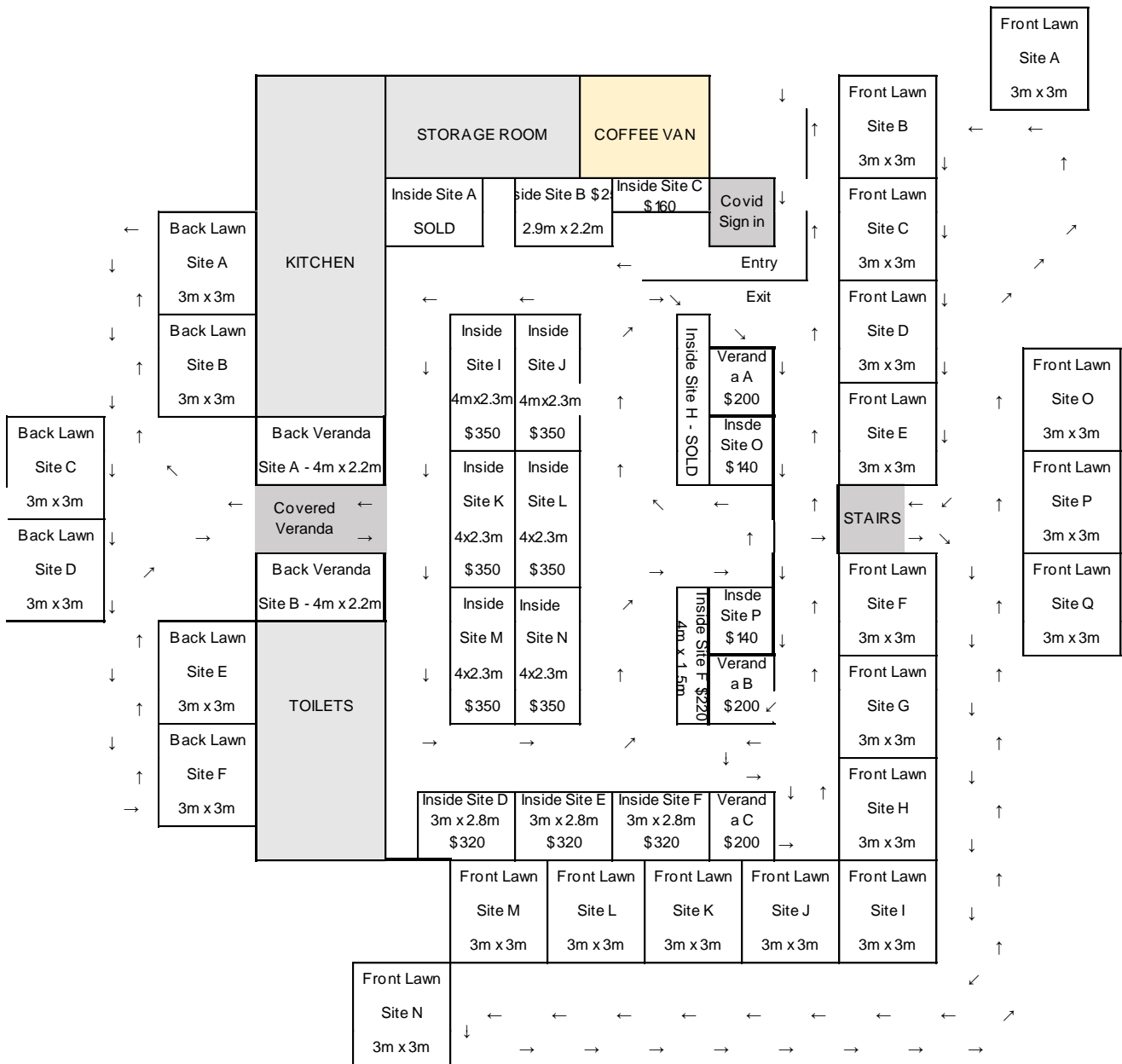
2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

Please email booking form to: [huntermvalleyartfair@gmail.com](mailto:huntermvalleyartfair@gmail.com)

Banking details for deposit will be given once booking form has been received

# Hunter Valley Art Fair Exhibitor Plan



## INSIDE

A	3m x 2.2m	SOLD
B	2.9m x 2.2m	\$250
C	2.9m x 1.5m	\$160
D	3m x 2.8m	\$320
E	3m x 2.8m	\$320
F	3m x 2.8m	\$320
G	4m x 1.5m	\$220
H	5.2m x 1.5m	SOLD
I	4m x 2.3m	\$350
F	4m x 2.3m	\$350
K	4m x 2.3m	\$350
L	4m x 2.3m	\$350
M	4m x 2.3m	\$350
N	4m x 2.3m	\$350
O	2.3m x 1.6m	\$140
P	2.3m x 1.6m	\$140

## FRONT VERANDA

A	2.4m x 2.4m	\$200
B	2.4m x 2.4m	\$200
C	2.4m x 2.4m	\$200

## BACK VERANDA

A	4m x 2.2m	\$200
B	4m x 2.2m	\$200

## FRONT LAWN – 17 sites available

All	3m x 3m	\$150
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## BACK LAWN – 6 sites available

All	3m x 3m	\$150
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