New Forest Art Society

Autumn Art and Craft Sale

6th - 7th November 2021

Linden Hall Lyndhurst Community Centre

All participating members are expected to adhere to the 10 am -5pm opening hours for the two days.

Hire of space: The number of spaces is limited to a maximum of 18 so allocation will be on a first come first served basis. Members can hire a space of a table 1.8 x0.6 metres (6’ x 2’ 3 ins) plus a screen of between 1.5 -2 metres at a cost of £25.00 for the two days. Members can bring a floor card stand and/or a portfolio stand at an additional cost of £5.00 for the two days, but must follow any instructions given by the committee in respect of the placement of these items.

A space can be shared with another member. Members are required to man their space for the duration of the sale, but can organise to share the manning of their spaces. Members should aim to make their space look as professional as possible, for example, tables should be covered with a suitable covering Picture hooks will be available for use in the screens. Allocated spaces will be decided randomly, taking into account where members indicate a sharing of their spaces. There is no restriction on what members may exhibit.

Payment / use of credit/debit cards: Where members receive payment for items by cash or cheque, no commission will be taken by the Society. Purchasers can pay by credit/debit card if they wish, and you are happy for payment this way. This will be done via a central person for the two days. With card payments the member will be liable to pay the transaction charge as indicated by the treasurer, after the Art Sale and this will be deducted from the amount payable to the member.

To reserve a space : Complete the attached form and return , with payment to the treasurer to arrive no later than Monday 18th October 2021. In the event that all spaces are allocated before your form is received you will be informed by e mail (or telephone in the case of members without email) and your payment returned before the date of the art sale.

Linden Hall set up and dismantle: The room will be set up before the arrival of exhibitors. Participating members have the responsibility for setting up their space on the morning of the 6th November, in time for the 10.00 am start. The hall will be open from 8.30 am. (parking is allowed at the rear of the centre, and in the main car park, for which there is a parking charge) All participating members are expected to help with storing screens and tables at the close of the sale at 5 pm on 7th November.

Advertising of the art sale: Notification in the local press, and free local community magazines will be organised. The banner, A frame , NFAS notice board , website and Facebook page will be used. A flyer is available on the website, please print as many as you wish and distribute widely. Footfall through the sale depends on all members sharing responsibility for advertising the event. People can only purchase once they have crossed the threshold!

Committee use. Date received.

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                                            AUTUMN ART AND CRAFT SALE

                                                 6th -7th November 2021

If sharing a space please include details for all members.

Name of member(s)............................................................

Contact details. E mail........................................................

Telephone...........................................................................

Please tick/ complete the relevant statements

* I/we wish to hire 1 space as outlined in the instructions at the cost of £25.00 for the two days

\* I/ We wish to hire extra floor space for a card stand and or a portfolio stand at an additional cost of £5.00 for the two days.

If you are sharing the manning of other members space please state members name and the committee will endeavour to allocate your spaces together.

Enclose the payment ( cheques made payable to New Forest Art Society) and return to NFAS Treasurer, Mrs F Howarth, the Red House, Minstead , Lyndhurst SO43 7GG to arrive no later than 18th October 2021.

Every possible precaution will be taken to protect members work overnight. However NFAS has public liability insurance only. Members are responsible for their own insurance.

We will be expected to follow the prevailing Covid precautions to ensure the safety of members and visitors.

I agree that general photography of the art sale may be organised by the committee and may be used on the NFAS website / Facebook page or for any future advertising purposes with no fee to members.

I agree to abide by the instructions provided in respect of the art sale.

Signed.................................................

Date....................................................