



HOW BAZAAR - ART HUB XMAS EVENT

Sat 30 Nov - Sun 01 Dec

TERMS & CONDITIONS

Pitch / Contract

- (a) You must pay the pitch rate (£15) upon filling out the Google form - At least **three weeks** before the event.
- (b) Pitches are limited and will only be confirmed once payment has been made.
- (c) Pitch includes x1 table, x2 chairs, some beers, access to power (bring an extension cable is possible).
- (d) Pitch sizes will vary with a minimum table size of approx 100cm x 60cm and access to some wall space.
- (e) Art Hub Studios takes NO commission on any sales.

Promo

- (a) You must supply images we can use to promote the event when filling out the Google form.
- (b) You must help with promotion in the lead up to the event, alongside Art Hub Studios.
- (c) It's really important that everyone shares the event as much as possible in order to make it a success.
- (d) We are @ArtHubLondon on the usual social channels #HowBazaar #ArtHubStudios are the tags.

Install of event

- (a) If you have any special requests, please let us know in advance - When filling in the google form.
- (b) You must be set up by 10:45AM on both days of the event.
- (c) The gallery is centred within our studio group; be considerate to studio members by:
 - (i) Keeping noise levels to a suitable level.
 - (ii) Keeping access routes and door ways to studios clear at all times.
 - (iii) Keeping kitchen area tidy. You're free to make tea and coffee.
 - (iv) Tidying your stall as much as possible before leaving at the end of each day.

During the event

- (a) You must find people to run your stall during opening hours of the event:
 - Saturday 30 November: 11AM-5PM
 - Sunday 01 December: 11AM-5PM
- (b) You must be set up by 10:45AM on both days of the event.
- (c) You must help with promotion, alongside that of Art Hub Studios. It's a joint effort.
- (d) The selling of alcohol is prohibited. BYOB is acceptable.

After the event

- (a) If you've used walls, any holes must be filled and walls painted as needed (we'll provide materials).
- (b) You must vacate the premises on Sunday 01 December by 6PM.
- (d) Please do not leave any work in the gallery space after the above date.

Cancellation

- (a) At least 2 weeks prior to the start of the event must be given in order to receive a full refund.
- (b) Less than 2 weeks and your pitch fund will not be returned.

Insurance

- (a) Entrance to our building is monitored by CCTV and access to the gallery out of hours is via x2 doors.
- (b) We will provide a space for any boxed up items to be stored overnight.

BUT

- (c) We recommend you take any valuables such as laptops away with you when you leave the space.
- (d) Our public liability insurance does not cover works/belongings.
- (e) Art Hub Studios will not be liable for damage to any equipment or artwork that occurs during the event.