



**Benenden Art Fair at Benenden Village Hall
4-6 October 2024**

Hanging will take place on Friday 4th October from 10-4pm. If you have any questions, please give Hannah Buchanan a call on 07522505759.

General Information:

- Hanging Friday 4th October 10-4pm
- Opening times Friday 4th October 6-8pm (Private View)
Saturday 5th October 10am – 5pm
Sunday 6th October 10am – 4 pm
- Venue Benenden Village Hall, The Street, Benenden, Kent,
TN17 4DE, www.benendenvillagehall.org

Stand Options:

Each panel is 1m x 2.4m high. There are stand options for the main hall, stage, and balcony.

Stand Pricing for October 2024:

2 metres + 1 spotlights (main hall)	£250 per stand
4 metres + 2 spotlights (main hall)	£350 per stand
3 metres + 2 spotlights (stage)	£300 per stand
5 metres + 2 spotlights (balcony)	£375 per stand

Applying:

- To apply to exhibit, please refer to the application form available on our website at www.benendenartfair.com.
- Applications are open from 18 March – 26 April. Selection will commence after applications close, and artists will be notified with application results via email in May.

Additional Terms:

- If artists wish to share a stand, this will incur an additional cost of £50 per artist to cover marketing costs.

- Fixings – you are allowed to use screws, nails, picture hooks etc. More information on hanging will be given nearer to the event.
- A wrapping station will be available to use during the event. Please note that there is no storage on site, please clear all wrapping/ additional works after hanging.
- No commission is charged during the event. Artists are responsible for taking their own electronic/ cash payments during the event. There will be a card machine on site if needed, but you will be charged the going rate of 1.75% per transaction.
- All artists are responsible for manning their stand during the event. We will be on site to cover your stand for rest breaks etc, but all artists are required to be present for the duration of the event.
- Free Wi-Fi and refreshments are available for the duration of the event.
- We require proof of public liability Insurance from all artists prior to the event. We will remind you of this closer to the fair.

Marketing:

- Benenden Art Fair aim to advertise the event locally 10 weeks prior to the fair. The fair will be advertised in relevant local magazines, shops, news bulletins etc. Printed flyers will be distributed locally 4 weeks prior to the fair.
- We will also be advertising the event extensively online through news channels and social media platforms.
- Flyers will be available for participating artists to be collected and distributed prior to the event.

Payment:

- Benenden Art Fair is free to apply to. Once you have been invited to participate, 50% of your stand price must be paid.
- The final instalment will be required 4 weeks before the event (6th September 2024)

If you have any questions about the fair, please do not hesitate to get in touch with us.

Fair manager:

Hannah Buchanan

benendenartfair@gmail.com

07522505759