**DECEMBER POP-UP**

**ST MARY’S CHURCH GUILDFORD 16/12/23 10am – 4.30pm**

1. **What to bring:**

Please bring your crafts, cards, paintings portfolio and frames, original prints (as in etchings, and linocuts) and any Christmas-related art.

All work has to be handmade by the artist.

The artwork will be displayed on the church chairs.

We will be allocating 10 chairs per person. However this might change depending on the number of exhibitors. Feel free to bring more artwork and see how it goes. There are also a few tables to display craftwork.

Please bring your own browser if you have one. We have two for use by exhibitors.

1. **Entry cost**

The entry cost is £14 per exhibitor (The entry fees go entirely to the church.)

You can pay cash (exact amount is appreciated) or card on the day, or bank transfer beforehand (**Lloyds: 30-93-74 a/c no 03885619).** Put member’s **surname, initials** and **“POPUP161223”**as your payment reference)

There is no commission on sales.

1. **Drop off 8am – 9.30**.

There is a small parking space in front of the church for drop-off. Otherwise you can park free on the Guildford streets usually before 8.30.

There is an accessible side door in case you are carrying trolleys.

1. **Pick up 4.30-5.30**

Please be prompt in collecting your artwork as it is a long day for the volunteers running the exhibition.

If you are having a major problem collecting please let me know on 07796160700.

1. **Booking**

We would really appreciate if you could book your space on Eventbrite to give us an idea of number of exhibitors ( <https://www.eventbrite.com/e/pop-up-at-st-marys-gas-tickets-763304884457?aff=oddtdtcreator> ). However if you can’t, you are more than welcome to turn up on the day. If you have any question please do not hesitate to contact me on 07796160700 or [ThereseFerreroArt@gmail.com](mailto:ThereseFerreroArt@gmail.com).

1. **Helpers on the day**

We welcome help on the day and if you can steward please let us know ahead of time or when you come in. It is a great opportunity to meet fellow artists in a festive setting.

1. **Insurance**

Artists are responsible for insuring their own work.

All works accepted for exhibition will be displayed entirely at the artists' risk.

We are looking forward to seeing you on the 16th of December!

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| Therese & Laura |