

## AGREEMENT

**This form is a requirement for insurance purposes. Please complete:**

1. **This Agreement**
2. **Your Inventory of Exhibits (below) and**
3. **Your Inventory of Greetings Cards (below)**

<b>ARTIST NAME</b>	<b>CONTACT DETAILS – PHONE AND EMAIL</b>
<b>VENUE NAME AND ADDRESS:</b>	<b>DATE(S) OF EXHIBITION</b>
<p><b>Please tick all those that apply.</b> For the event mentioned above:</p> <p><input type="checkbox"/> I agree for payments for sales of my work to be made in cash/payment card or cheque</p> <p><input type="checkbox"/> I agree for the current payment card percentage charge (1.69%) to be levied against all my payment card sales (see table below).</p> <p><input type="checkbox"/> I understand that if the % payment card charge changes I will be informed and my permission sought to continue with card sales.</p> <p><input type="checkbox"/> I understand that all sales will be recorded and any monies due to me will be paid after the event</p> <p><input type="checkbox"/> I understand that I will pay an equal share of the event costs and that, if at the end of the event, a surplus is found, I will be reimbursed, if a shortfall is found, I will contribute an equal share to this.</p>	
<p><b>Signed (Artist)</b> _____ <b>Date</b> _____</p>	

**How/where would you like any sales income to be paid:**

**Payment Card Sales:**             BACS     PAYPAL

Insert either BACS or Paypal details:

**Cheque Sales.** Cheques should be made payable to: \_\_\_\_\_

Will be available in an envelope with your name on it in the cash box. Please pick up before the end of the last day.

**Cash Sales** – Will be available in an envelope with your name on it in the cash box. Please pick up before the end of the last day.

**When complete, print off, staple to your Inventory of Exhibits and Inventory of Greetings Cards (if any), put in a punch holed plastic pocket. Bring to venue on Setting Up Day and put in the Stewards Folder.**

Then print them all off, put all together in a punch holed plastic pocket, bring to the venue on Setting Up Day and put in the Stewards Folder.

**Card Payments – 1.69%. Interest Examples**

Price of Work	Card Reader Interest	Price of Work	Card Reader Interest	Price of Work	Card Reader Interest	Price of Work	Card Reader Interest
£5	8p	£30	51p	£55	92p	£80	£1.35
£10	17p	£35	59p	£60	£1.01	£85	£1.43
£15	25p	£40	68p	£65	£1.09	£90	£1.52
£20	34p	£45	76p	£70	£1.18	£95	£1.60
£25	42p	£50	84	£75	£1.26	£100	£1.69

**INVENTORY of EXHIBITS (USE A SEPARATE SHEET IF NECESSARY AND THE SEPARATE INVENTORY FOR GREETINGS CARDS)**

Title of Each Work Use a Separate Box for Each Work	Short description of work eg Original, Print, Medium, Surface	Size (not including any frame)	Selling Price	Comments

Artist Name \_\_\_\_\_ Signed (Artist) \_\_\_\_\_

Use a separate sheet if necessary. When complete, print off, staple to your Agreement and Inventory of Greetings Cards (If any) , put in a punch holed plastic pocket. Bring to venue on Setting Up Day and put in the Stewards Folder. Remember to update your inventory if you replenish your exhibits for any reason.

**INVENTORY OF GREETINGS CARDS**

- **YOU CAN HAVE UP TO 20 CARDS IN TOTAL**
- **YOU CAN REPLENISH YOUR STOCK WHEN THEY SELL**
- **THE STEWARDS WILL LET YOU KNOW**
- **UPDATE THIS INVENTORY IF YOU REPLENISH**

Title on Card	Number of Cards	Price of Each Card	Comments

Artist Name \_\_\_\_\_ Signed(Artist) \_\_\_\_\_

Use a separate sheet if necessary. When complete, print off, staple to your Agreement and Inventory of Exhibits, put in a punch holed plastic pocket. Bring to venue on Setting Up Day and put in the Stewards Folder. Remember to update your inventory if you replenish your exhibits for any reason.