



# SPRING 2026 ART FAIR entry process and T&Cs

Chalkwell Hall, Chalkwell Park, Westcliff-on-Sea SS0 8NB

Times	Fri 13 <sup>th</sup> March set up 2pm - 6pm Private View* 7:30 - 9:30pm <b>booking required</b> Sat 14 <sup>th</sup> & Sun 15 <sup>th</sup> Exhibition open to the public 10 - 4pm Sun 15 <sup>th</sup> - collection of unsold work 4:15 - 5pm
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**Reservations will be open from 10am Wed 25<sup>th</sup> February to 9pm Tues 10<sup>th</sup> March**

*Please note: Members without a registered email will receive instructions by post*

Entry procedure - *by entering you are agreeing to all T&Cs*

1. Check you are available on the dates and times for delivery and collection of works.
  - if you are not available you can still enter using the Digital Option - see 2d
2. Select your display space (£10 for one choice: a. b. or c. or £2.50 for d.)
  - a. Board - one vertical half of one side = *approx.* < 58cm wide x 116cm high
  - b. Wall - canvas only - larger works to fit an *approx.* 1m x 1m area
  - c. Table - for 3D works - perimeter per member = 60cm wide x 75cm deep
  - d. Digital - one image for displaying on the large TV screen = £2.50
3. The link to **request your space**, **book PV\* attendance** and **offer to steward**, will go live in the **Members Area** on our website Wed 25<sup>th</sup> February 10am. Only requests using this link will be accepted.
4. **Do not make any payments** until you receive confirmation that your space is available, *even if you plan to pay by cash or cheque*, please request your space and wait for email confirmation. Requests are responded to in the order they are received via link provided.
5. You can pre-plan a board share with other members, but all exhibitors' names **must** be provided in the request, including details of how board payment is going to be made.
6. All payment instructions - bank, cash or cheque - will be sent in the confirmation email.

Log in to the website **Members Area** for fuller details on the above and all other T&Cs:

- Private View\* registration - limited spaces - exhibitors have priority.
- Stewarding - please offer availability at time of booking your space
- Browsers - no pre-booking required. Max 4 per member @£1 each
- Preparation of works - labels, frames, fixtures, Browser protective sleeves
- Artist Info Sheet & Browser Form - to hand in on registration day
- Procedure for set up on Fri 13<sup>th</sup> March 2-6pm
- Collection of unsold works
- Additional T&Cs - *the small print*