

ART
IN THE
PEN

Exhibition Confirmation Pack

2024

FOUR STEP PLAN

1 READ THIS BROCHURE

The confirmation brochure provides full details of the event, including venue details, schedules and pen sizes. Please save a copy of this brochure to refer back to, as we don't reply to questions that are answered in this booklet as it becomes too time consuming in the final week in the run-up to the event.

Please pay particular attention to the exhibitor access/event times.

2 REGISTER YOUR VEHICLE

Event visitors will use almost all of our on-site parking. The vast majority of exhibitors will need to park in our overflow car parks during event hours. All exhibitors are still able to use the on-site car parks as normal during Set Up and Pack Up.

The College car park is a five minute walk to the auction mart and is connected to the site by one set of steps. Gateway House parking is also a five minute walk away. Exhibitor parking signs will be placed on the roundabout outside the site when you arrive on Saturday and Sunday morning.

You MUST register every vehicle linked to your stall with us. Anyone who does not register their vehicle(s) will need to use the nearest pay-and-display car park. You can find this form by visiting www.artinthepen.org.uk/invoice

3 ARRANGE PAYMENT

Your invoice will be emailed to you in around a weeks time. Our various payment methods are detailed on the invoice. The deposit must reach us by Sunday 31st March 2024 and the full payment by Friday 31st May 2024

Regrettably, your exhibition space will be released if payment is not received by these deadlines

4 SHARE OUR FACEBOOK & INSTAGRAM POSTS

Because tickets have to be pre-booked it is more crucial than ever that you share our social media posts. We will contact you with our planned social media dates so you can keep an eye out for these. In the meantime, please follow us on Facebook and Instagram.

NOTE: Only "liking" our posts will not spread awareness of the event. Please share whenever possible!

VENUE & SCHEDULE

VENUE

Skipton Auction Mart, Gargrave Road, Skipton, North Yorks, BD23 1UD

PEN SIZES

SINGLE PENS 2.6m wide by 3.3m deep by 1.5m high

DOUBLE PENS 5.2m wide by 3.3m deep by 1.5m high

GRILLS pens with grills have an additional height of 65cm. The grill is on the back on the pen only.

YOUR EXHIBITION SPACE

Your pen will only be fitted with electric and/or grills if you requested and paid for these options.

Tables will only be in your pen if you requested and paid for them at the point of application.

SET UP

FRI 16 AUGUST

EXHIBITOR PARKING

ACCESS

12.00pm - 7.00pm

on site

DAY ONE

SAT 17 AUGUST

EXHIBITOR PARKING

ACCESS

8.00am - 9.00am

your assigned off-site car park or area

EXHIBITION

9.00am - 4.00pm

your assigned off-site car park or area

DAY TWO

SUN 18 AUGUST

EXHIBITOR PARKING

ACCESS

9.00am - 10.00am

your assigned off-site car park or area

EXHIBITION

10.00am - 4.00pm

your assigned off-site car park or area

CLEAR DOWN

4.00pm - 7.00pm

on site

CARD PAYMENTS

CREDIT CARD FACILITY

Feel free to use ours if you don't have your own. There will be a signposted area for people wishing to make purchases with a credit card. We accept all major debit and credit cards via a chip and PIN machine.

CHARGES

There is a 4% charge on all credit and debit card transactions. This is charged to the exhibitor, not the customer. For example, if a customer makes a transaction for £100, we will give you £96. Please revise your prices accordingly. There are no commission charges for any purchases.

HOW IT WORKS

payment slips will be available from the Information Point, located in the Art Shop Skipton pop up shop.

- STEP 1** Fill in both sections of the slip and give it to the customer.
- STEP 2** The customer takes the slip to the Payment Point to pay.
- STEP 3** The customer pays. We then mark the slip as 'PAID'.
- STEP 4** The customer will swap the 'PAID' slip for the purchased items.

You **MUST** retain the 'PAID' payment slips to ensure we pay you the correct amount. If we do not have your bank details on file from a previous Art in the Pen, please email them to andy@artinthepen.org.uk. Payment is normally received one week after the event.

IMPORTANT DETAILS

EVENT RULES

- Exhibitors **MUST NOT** start setting up before 12.00pm
- Exhibitors **MUST** be completely set up by 7.00pm
- Exhibitors **MUST NOT** take tables from other pens.
- Exhibitors **MUST** dispose of rubbish as outlined in 'ON DEPARTURE' below
- Exhibitors **MUST** cover their work at the end of each day to protect from the elements
- Exhibitors **MUST** park in the car park or area they have been assigned during even hours.
There must be no exhibitor parking whatsoever on the back car park between 7.00pm on Friday 16 August and 4.00pm on Sunday 18 August.

In rare circumstances, exhibitors may be moved to an alternate pen on set up day.
Exhibitors will not be allowed on site outside of the times noted in the event schedule.

ON ARRIVAL

Printed floor plans will be available at the front and rear entrances to help you identify your pen.

The following will be waiting for you:

1. a welcome letter with further information (WiFi information, etc.)
2. your pen title board
3. a bin bag for your rubbish
4. table(s) - if you requested these on your application form and have paid for them

ON DEPARTURE

PLEASE DON'T BREAK DOWN YOUR STALL UNTIL 4.00PM ON THE SUNDAY

Please use the rubbish bag provided in your pen. This is for cable ties, paper, price tags, food and drink packaging. Your rubbish bag **MUST** be taken to the skip on the back carpark. Exhibitors **MUST NOT** leave rubbish, carpet, pen dressing (such as tree branches), cardboard boxes, packaging, broken glass or display stands.

FLOOR PLAN PLACEMENT

We cannot take requests for specific pens. This is because we are unable to fix grills or provide electricity to all pens. We create a floor plan for the event but will only move exhibitors to alternate pens due to unforeseen circumstances.

IMPORTANT DETAILS

CATERING

All catering is provided by High Laithe Catering, which is a separate company to us. The cafe will be open:

Friday 16 August	11.30am-4.00pm
Saturday 17 August	8.00am-4.00pm
Sunday 18 August	9.00am-4.00pm

EVENT STAFF

Staff can be found at the customer entry points. Please report anything urgent to staff members at any of the entry points. Staff will be able to contact the event organisers if required in an emergency.

VISITOR TRAFFIC

Visitor traffic will be directed to all areas. Large floor plans will be printed and placed around the exhibition area. There will also be additional signage to ensure visitors view all of the pens. Each aisle will be marked with aisle numbers to ensure visitors view the entire exhibition.

ELECTRICITY

Skipton Auction Mart can only provide electric to a limited number of pens in specific locations. Only exhibitors whose invoices state 'electric' will be able to use the electricity. At this point, you are unable to add or remove electricity.

PROTECTING YOUR WORK

Skipton Auction Mart is a working cattle mart. As such, it is not as secure from the elements. You must cover your stall and work with waterproof material overnight. Low hanging artwork should be completely protected. Any work that could be damaged by moisture or condensation should not be left on site overnight. We do not accept responsibility for any damage.

By attending Art in the Pen 2024 you agree to adhere to the above event rules and important details.

HEALTH & SAFETY

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Art in the Pen events are held in working auction marts. Please wear appropriate footwear as the floors are uneven with ridged concrete in places. All aisles must be kept clear at all times. Every effort is made to ensure the venues are as clean as possible but bear in mind that the sites are working auction marts. During the summer months, birds nest on site, which is why you must cover your work on a night. There are posts in the centre of some of the double pens. The posts can be used to display items, so please use them where possible. If they cannot be incorporated into your display, it may be necessary to put hazard tape around them. When setting up and clearing down, please ensure that no red cable ties are cut. The ties are used to secure unused gates and must be left in place.

FIRST AID

Please report any incidents or accidents to a volunteer or to the Information Point. Most volunteers are First Aiders. There will always be a minimum of two First Aiders on site.

EVACUATION PROCEDURE

If the fire alarm sounds you are required to evacuate the premises as quickly and as calmly as possible by the nearest exit and meet at the Fire Assembly Point. This is by Kingsway Veterinary practice in the car park. Please ensure that you familiarise yourself with the layout of the venue on arrival. At the Assembly Point, you will report to the Fire Steward, who will take registration.

ART IN THE PEN

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