



BK 2023 Guidelines for Exhibitor on Delivering and Collecting Work.

The following guidance is aimed at assisting all Members of SCG. The guidance is a means to provide clarity and a reference point to assist you. We hope this guidance will help to ensure your work reaches its destination point of being exhibited in the state that it was intended when it left your care as makers. Please take time to read the following updated guidance before the delivery date on Thursday 27th July between 9.30am and 12.30pm. All guidance notes and instructions can be found on the SCG web site for every aspects of exhibition can be found on the SCG website.

Conditions for Acceptance of Work.

- Only the pieces of work that were entered on your online exhibitor entry form can be accepted for the exhibition on the submission day.
- If you are a full exhibitor your maximum entry of pieces is 15 items. ***Please bring all 15 items.***
- If you are a newcomer your maximum entry of pieces is 3 items. Please bring all 3 items.
- If you are withdrawing work, please notify the steward receiving your work at the venue, so that it can be deleted from the Check-in Sheets.
- Work will not be accepted before 9.30am or after 12.30pm on Thursday 27th July 2023.

Exhibition labels will have been printed, checking-in sheets printed and a spreadsheet of all work exists so it is not possible for alternative work to be substituted for withdrawn work.

- All work is accepted entirely at the maker's risk and on the understanding that neither the Southern Ceramic Group, Bishop's Palace nor the exhibition organisers will be held liable for work lost, stolen or damaged during the show.

Please note that the Group's insurance policy does not cover such losses of work or any other item that your supply to be displayed with your work e.g., lighting, stands or similar.

- Labelling Work – Each piece must have three small white self-adhesive labels. One of these will be your selling price. The other two will be identical (a safeguard in case one falls off) showing your SCG membership number followed by a full stop and then the exhibit number which matches the number for that piece on your entry details form, e.g. 501. 3
- Work without labels will not be accepted. Please see separate labelling guidance available on the SCG web site.



Arrival and Unloading of Work.

For delivering/collecting work please come to the Bishop's Palace, Canon Lane, Chichester, PO19 1PY. Canon Lane is accessed from the south of the town, via South Street. Please take care when driving in South Street and Canon Lane as these roads are restricted access and pedestrians may not expect cars. Once parked at the Bishop's Palace please enter through the doors at the end of the parking area – The Bishop's Kitchen may be found along the corridor to the right. Access for the public to the exhibition is through the cathedral precincts. Parking at the Bishop's Palace is very limited, as the picture below shows.



We require you to park there *briefly* for delivery. DO NOT park beyond the point where it says no parking for visitors / parking only for the Palace staff or Bishop. Car parking attendants will be on hand to manage traffic flow and will be wearing bright yellow high visibility jackets.

If you will need assistance with moving heavy items, due to disability, please make this known to the co-ordinator before the day so that we can make arrangements ahead of time to support you. Please do not leave it to the day, as we may not be able to assist.

We will have 64 people delivering work in a 3-hour window, so we ask for your mind to the following:

- Please limit the number of people in your party - if you need a helper to assist with unloading and carry that is OK. However we would request that animals and children should not accompany you.
- On arrival bring your boxes into the exhibition area and then re-park your car in a public car park before returning to the venue to unpack the work and sign it in.
- After unwrapping your work, place the pieces all together on a table and make yourself known to one of the check-in stewards that you are ready to check your work into BK23.
- One of the check in stewards will check in your work with you after checking that it is correctly labelled, stable, not unduly fragile, fit for purpose and has no obvious faults.

Work will be subject to a further assessment by the curating team later in the day. There is only limited storage space so please take any spare boxes away with you – we cannot guarantee that any left will still be there when the show is dismantled.



Displaying Work

Curating/displaying will be carried out by the display team during the afternoon of Thursday 27th July ready for the Members and Friends evening from 18.00-20.00 on Friday 28th July.

- Unless you have had it confirmed, please do not bring display stands, etc. to the show. Space does not permit all work submitted to be displayed at one time.
- Do not bring additional work to display during the exhibition. Any work found on display that has not been checked in by the BK23 team, or does not have an official BK23 label, will be removed from display.

Subject to satisfactory assessment, the organisers will try always to have a representative display of each exhibiting artist's work on show. As work is sold, other work available by the same artist will be used to fill the gap. Each artist should have no more than 5 items on display at any one time – this is to give an equal opportunity to all artists. Towards the end of the show this rule may be relaxed if space allows.

Collecting Work

Unsold work must either be collected after the show closes and not before.

- Please collect work between 17.30 and 18.00 on Sunday 13th August or between 9:00 am and 10:30 am on Monday 15th August.
- Please note that work should not be removed while the exhibition is in progress.
- All work must be signed out with a steward before it is taken away.

Please park elsewhere until you have packed your boxes, then collect your car and return to the Bishop's Palace to load up. Unless alternative arrangements have been made with the organisers, any work not collected is at risk of loss. Again, 64 people will be arriving to collect work, so please be mindful of this as you may need to wait to park. Car parking attendants will be on hand to manage traffic flow.

Sales Notifications

As per last year you will receive an email notification each time that one of your pieces is sold.

Payment for Sales

After the event has closed you will receive an email advising you of the amount due to you. Payments will be made as soon as practicable after the event.