



EPSOM DOWNS RACECOURSE - 4th, 5th & 6th October 2024  
**Tattenham Corner Road, Epsom KT11 5LQ**

Dear Exhibitor,

We are very much looking forward to seeing you in October. Outlined below is some key information you will find useful regarding arrival, set up, the duration of the event and finally takedown.

**Arrival on Friday 4th (Setup day)**

Setup day starts from 10.00am until 4.00pm. (Please do not arrive before 10.00am which is when the security gates open). On arrival you will be greeted by security who will direct you to a space in the car park behind the venue where you can park and unload. We have a designated area for exhibitors where you will be able to leave your vehicles all day. Whilst parked at Epsom Downs Racecourse, please be sure to display in your windscreen your yellow EXHIBITOR CAR PARK PASS which will be provided to you by security on arrival.

When you first arrive at your stand you will find a Cass Art bag. Within it, you will find your lanyard which must be worn at all times so as to help with security. Members of staff can be identified wearing red Art Surrey branded tops and will be there to help should you have any questions.

**Unloading and Hanging**

We recommend bringing a trolley to help with unloading and step ladders for hanging. Staff will be available to help you unload if required and there will be a few step ladders available on site, on a first come first served basis, (please let other exhibitors know when you have finished with them).

Please ensure your art work is ready to hang, i.e. framed with string or wires already attached. Canvased work can sit nicely on screws. For sculpture, ceramics and glass, the venue is classified as a 'naked hire', which means artists requiring plinths, tables or shelves are responsible for bringing their own to the venue and then taking them away on the Sunday evening.

Please bring a small electric drill and wood screws that have thread the full length of the shaft, (4 or 5 centimetres long are best). We will have some spare screws just in case you aren't able to source these. Once your work is in situ we recommend your labelling includes, Title, Price, Medium & Year.

**Exhibitor Stands**

Exhibitors whose layouts have been well thought out and planned in advance to fit their space and who go with the school of thought that 'less is more', we find have a better chance of selling as the impact of their stand is much more effective.

Please keep your space tidy and professional looking at all times. Browsers for prints are permitted within your stand and any stand furniture should stay within your stand boundaries. We recommend exhibitors bring a white folding stool which will help your space look professional. Corridors must be kept free of browsers and furniture for public access.

We advise your stand is manned at all times however your neighbouring exhibitor is normally happy to help if you need a quick break. Overmanning is unadvised and can reduce visibility of both yours and your neighbours works when it gets busy.

**Storage**

There is very limited storage space behind the main rows of stands at the venue. If you would like to bring spare work to replace sold work, please use your vehicles for storage along with your packing materials used for transportation. We prefer and advise not to have too many items in front of your wall space so visitors can view your work on the wall, the same way they would in a gallery setting.

## Sales

You will require your own terminal to take sales and you will keep 100% of your proceeds. Once you have taken payment and given your buyer a receipt, you must provide the buyer with a Proof of Purchase receipt. Artworks cannot leave the venue without this Proof of Purchase receipt, which your buyer should hand to a member of staff on exit.

## Café

The Racecourse Café on the first floor will be open on Friday until 4.00pm when our caterers will need to prepare for the Preview Evening bar from 5.30pm until 8.30pm. The Café will then be open again all weekend serving hot and cold drinks and light snacks.

## Wrapping Station

Our wrapping station will be manned by artPAKK offering the latest in eco-friendly art bags. Brown paper and tape is also available at the wrapping area and additional wrapping materials for fragile works. Please note that artPAKK are not professional packers but will take all due care when wrapping or using their eco-friendly artPAKK bags. If exhibitors would prefer to wrap sold works themselves the wrapping station can be used for this too. Please note: Packing materials are not free for exhibitors to use for unsold works at the end of the fair.

## Security / Insurance

We recommend that you keep your valuables on your person at all times! We have a team of security working both days and nights. We will take every precaution to protect your art over the duration of the event however it is the responsibility of exhibitors to insure their own artworks, fixtures and fittings for the duration of the fair and throughout the transportation to and from the fair. All exhibitors must send us by email Public Liability Insurance documentation of no less than £2 million at least two weeks prior to arrival.

## Takedown Sunday (from 5.00pm)

We ask exhibitors not to start taking down their artwork until 5.00pm so there is minimum disruption to the event. Failure to do this is a breach of our Health and Safety policy. It is considered good manners to wait as sales can be made right up to closing time. On takedown, please remove ALL your screws and any signage from your exhibition wall panels. Our contractors have advised us that we will be charged to remove screws, so your help would be greatly appreciated in removing everything please. Please also return your lanyards to a member of staff or leave them in your empty stand before leaving the venue.

## Event Dates, Times & Entry Prices

4th October (Friday)	5.30pm – 8.30pm	£15.00 Door Entry - Preview Evening
5th October (Saturday)	11.00am – 5.00pm	£7.50 Door Entry - Public day
6th October (Sunday)	11.00am – 5.00pm	£7.50 Door Entry - Public day

Our team will be available at all times over the weekend with helpful advice and support and to make sure the event runs as smoothly as possible. If you have any questions at the event, do not be afraid to ask.

Should you have any further questions regarding setup prior to the event please get in touch.

We are very much looking forward to welcoming you to our event at Epsom Downs Racecourse and would like to wish you a successful experience throughout the weekend.

## Fraser Renton, Carol Caiger and John Caiger

Event Directors

**Website:** [artsurrey.co.uk](https://artsurrey.co.uk)

**Facebook:** [artsurrey.co.uk](https://www.facebook.com/artsurrey.co.uk)

**Instagram:** [artsurrey](https://www.instagram.com/artsurrey)

**Tagging:** @ArtSurrey @ArtSurrey2024