



LEIGH ART TRAIL NEW ARTIST INFORMATION

www.leigharttrail.com email: leigharttrail0@gmail.com

Dear Artist,

Please see below a list of considerations that you will need to take into account prior to applying for selection for Leigh Art Trail. On our web site there are FAQs which we hope you will find helpful.

We suggest the points below with ** should be discussed together with your venue owner.

Finding a venue

You will be contacted by our venue coordinator who will help you as much as possible. If you have a venue in mind and it is not already allocated to another artist speak to our coordinator for advice prior to you securing the venue.

Hanging/Displaying your work **

When can you have access, prior to the start of Art Trail week, to hang your work? It always takes longer than you think!

How do you intend to display your selected work? Please be mindful of what you use to hang your work. It is the artist's responsibility to reinstate the walls to how you found them. If you need plinths etc. it is up to you to supply them.

Remember to ask the venue owner if there is a convenient time to take down your work?

Artist's statement and contact details

Your artist statement including contact details, needs to be displayed in your venue. This is important, for both visitors and the venue owner.

If you need help on your artist statement, please let us know in good time.

Consider having business cards printed. Vistaprint offer a good service and are very reasonable.

Managing sales **

You will need to consider how this is going to work best for you and your venue owner:

- Can work be purchased and taken away at the point of sale? If so, how will you replace work?
- Take payment or deposit and you deliver at the end of the Art Trail week?
- Take payment and customer collect work at end of Art Trail week?
- How is payment made?
 - If cash is the preferred method, supply a sales book or envelopes for cash sales.
 - For BACs payments, you will have to make this arrangement with the customer.
 - By credit card with prior agreement with venue owner. Please remember - You will have surcharges and you will need to reimburse the venue.



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Attending your venue during Art Trail **

It may not be possible for you to attend due to work/home commitments or the venue has not got the space for you to attend on a daily basis. You may be able to have an agreed time for a meet the artist time/day. To maximise this, please let us know so it can be put on social media and on the LAT website.

Private view **

If your venue owner is happy for you to have a private view, all elements of this must be made with full consent of the owner. Wine and soft drinks are provided at a cost to the artist. This usually takes place on the Friday night before the Trail starts. However, we are asking venue owners to open up on the Sunday which may be an ideal day to invite your friends and relations; we have found many artists also allow the public to view.

Street decoration

The Art Trail team we will be asking for help to make your venue as visible and imaginative as possible. Promotional material will be supplied: a Leigh Art Trail 'A' board to use as a street venue marker; and an estate agent-style board to display at your home - this helps advertise the Art Trail dates and will be a talking point for your neighbours and passers-by. You will need to pick these up and we will notify you when and where to collect them from.

Venue poster/Trail guides

Venue posters and Trail guides will be supplied by the LAT prior to the Art Trail week. You will be expected to help distribute extra posters and Trail guides. We will give you a time and place to pick up both.

Logo for artist use

We encourage artists to use the LAT logo on your own website and promotional material throughout the year. As a fee-paying member, your membership lasts until the following years trail. So feel free to use any material that helps promote you as an artist.

Artists insurance

You will need to arrange your own public liability Insurance we will need confirmation that you have arranged this before the Art Trail starts.

A company that many of our artists have used is A.N the annual cover is approx. £38 and this can be done on line at: www.a-n.co.uk



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Yearly subscription

The annual subscription is £60 per year we will notify you when it is due to be paid.

Donation of an auction piece

As the Art Trail is self-funded we ask every artist to donate a piece of work of your choice which is auctioned in your venue during Art Trail week. At the end of the Trail, the winning bidder will be contacted by the Art Trail Auction team. Once they have paid, we will contact you and ask you to deliver your auction piece. This promotes you as an artist, but of course if there are any problems with you delivering, the LAT Team will help where possible.

After the Trail - Commission on sales

All artists will be charged 5% on each sale. A commission form will be sent through to you after the Trail. **Although, if we have a fruitful auction result we may decide to waive the commission.**

Emails and requests for information

We will email you in the months leading up to the Trail requesting information for the website. This will include information about your venue, photographs of your work and auction piece. Everything will be explained as we go along.

We do request that you respond to **emails by return**, having to chase artists is very time consuming, all the background work and administration is done by a very small team.

AGM and meetings

We will email you when dates have been set for the AGM and for a Trail meeting, which is held a couple of months prior to the Trail.

New artist 'get together' with the team

In the spring we will have a meet and greet for the new artists together with the Art Trail team and some of our existing artists. Dates to be arranged.

Any further questions or suggestions please get in touch.

We hope you find the experience fulfilling!

Best wishes

The Art Trail team