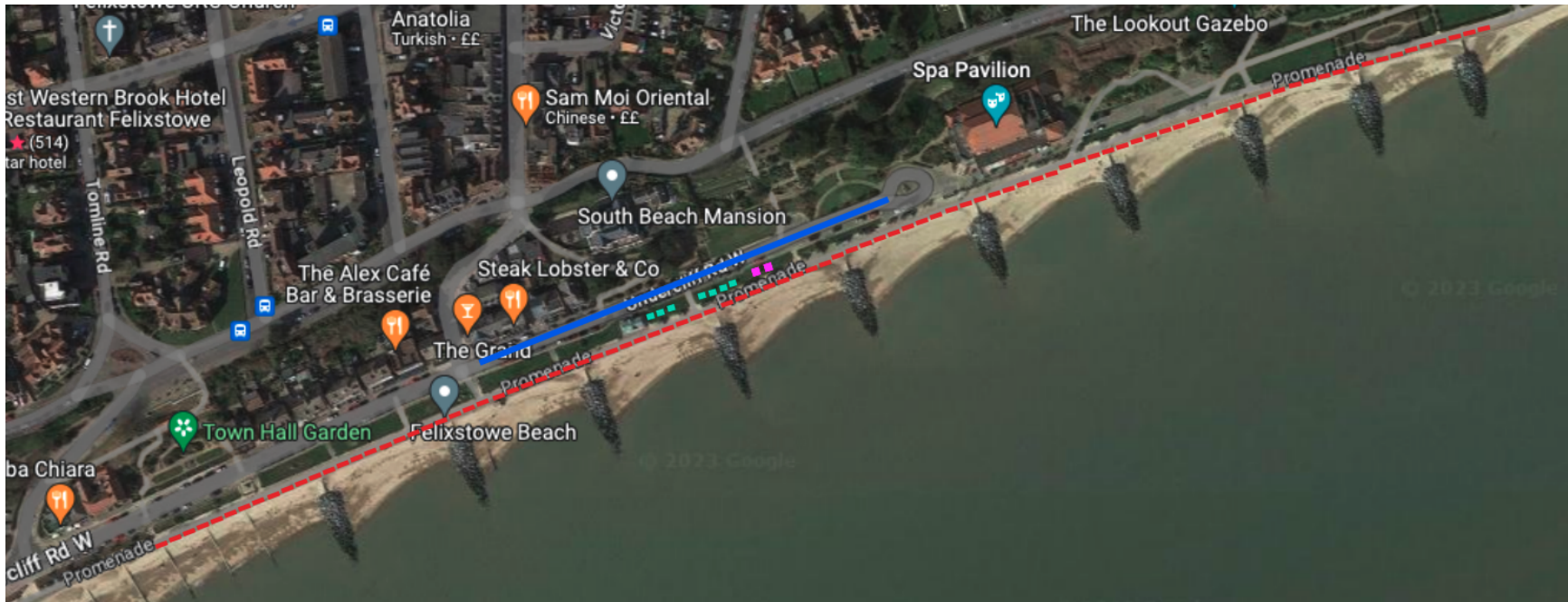


## Art on the Prom - 10am - 4.30pm - **PLEASE READ CAREFULLY**

### Access

Undercliff Road West from the bottom of Bent Hill to Spa Pavillion roundabout will be closed to the public and open exclusively for participating artists and traders for the event from 6am to 9.30am. **The Blue Line** indicates this closed road area. Access will be controlled by group - **see below** - The postcode for entrance is IP11 7DG



### Set-Up Instructions - How it will work

Panels are being set-up from 3am and will be fully erected by 6am. **There is no pitch allocation.** There are approx 90 artists who will be setting-up on fencing and to avoid overcrowding and traffic chaos we have allocated arrival and set-up time slots to all artists. These groups have been decided by application date. Early applicants got the first time slots, the last to apply got the later slot. In previous years

there seems to be no correlation with positioning and sales - so please do not worry. People walk the whole prom to browse work and usually then return to the traders who have impressed them or who they are interested in purchasing from.

Please set-up with respect and in communication with other participants. Please be aware that half and double pitches will need to be respected and given the appropriate space allocation. There will be event producers and stewards on site to support the set-up but please bring a friend or helper if you can as staff will be busy setting up the event and hosting the launch.

## Heras Fencing / Pitch Sizes

Fence panels will be set-up in pairs (see image) Each pair will consist of:

- 1 x double pitch (£190)
- 2 x single pitches (£100 each)
- 4 x half pitches (£50 each)

Please make sure you do not take more space than you have paid for. If you have any doubt, please check before arrival. The onsite team will be checking all artists pitches.

**PLEASE NOTE** - There will not be any spare panels!



## Arrival Times

If you arrive earlier than your time slot, you will not be given access until your allocated time. To avoid problems and queues please arrive at your specified arrival time. There will be organisers and traffic managers controlling access by group)

6.15 - 7.15am - **Group A**

7.20 - 8.20am - **Group B (and gazebo pitches)**

8.25 - 9.25am - **Group C**

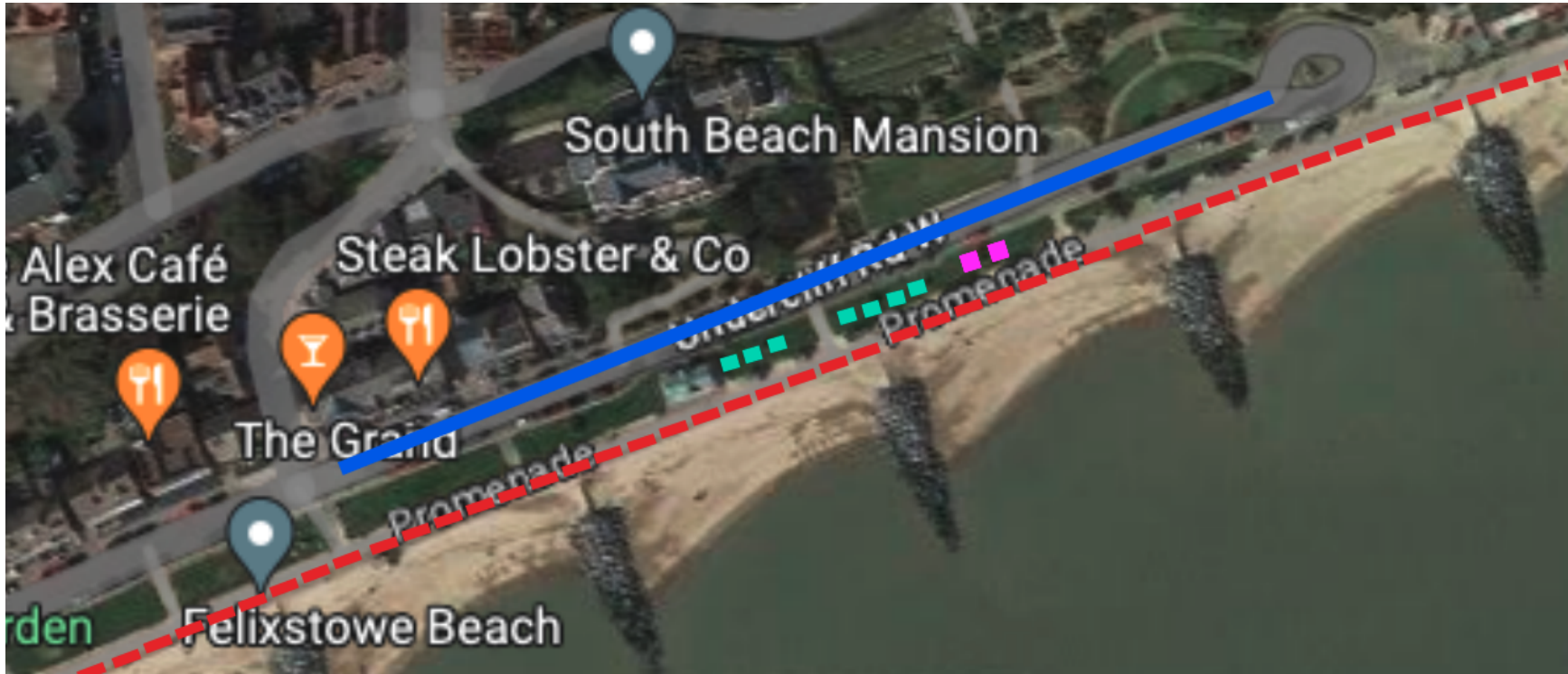
**Gazebo Pitches** - Are indicated on the map as green squares. If you have a gazebo to set up you will be in Group B.

**Half pitches** - If you have a half pitch, this is **half a fence panel**. Half pitches will need to sit in pairs, so if you have a half pitch please find another half pitch participant or fit in next to the nearest half pitch.

**Single Pitches** - Single pitches are one single fence panel.

**Double pitches** - If you have a double pitch, we recommend that you arrive at the beginning of your time slot.

**9.30am - Road reopens - cars and parking open to the public.**



### **Tables and Chairs**

You are welcome to bring tables and chairs, but there will not be any tables or chairs to borrow.

### **Hanging/display equipment**

Please make sure you bring everything you need to set-up your space including print stands, cable ties, scissors to remove them, string, hooks, or whatever you plan to use to display or hang your work.

## **Gazebo Pitches**

Gazebos will be provided by the participating artists and they will be responsible for setting them up. Gazebos need to be professional standard and will need to be weighed down or pinned down with tent pegs. Please bring everything you need to set up your gazebos safely and securely. Flimsy or badly set-up gazebos will be taken down.

## **Packing Down**

The event closes at 4.30pm and we expect everyone to be packed away by 7pm. There will be no immediate rush to clear down and we imagine that some people will want to continue to browse. If you are in a hurry to pack down, please do so after 4.30pm. As participants you are committed to trading until the event is officially closed. Please do not request to pack up before this time unless you have sold everything! It would be helpful if artists could stagger the packing down to facilitate a smooth exit.

There is no road closure or traffic management in place for the end of the event, but staff and volunteer stewards will be on hand to help where possible. Please be patient and try to be aware of others when packing down.

## **Contacts**

**Iona Hodgson - Event Manager - 07719 281078**

**Daisy Lees - Artists Liaison - 07990 802776**

**Good Luck!**