



Brighton Photo Fringe 2018

Brighton Photo Fringe Artist T&C's BPF18

General

The Artist, and representatives from Brighton Photo Fringe and host venue agree to conduct themselves in a polite and courteous manner at all times and to work towards finding solutions and commit to maintaining good relations throughout the project. Please bear in mind that most BPF staff are volunteering and therefore giving their time for free to make the whole festival as good and enjoyable as possible for all involved.

- 1. Copyright:** The Fringe Artist retains copyright of their work at all times. BPF allows exhibition visitors to take photographs of the exhibition for their own personal use.
- 2. Publicity:** Images submitted by the Artist will be used for publicity purposes and will be published on the Brighton Photo Fringe website (www.photofringe.org). Brighton Photo Fringe will distribute a press release, publicity postcard and a Festival Guide and copies of all these materials will be available for exhibiting artists to collect from the BPF18 Hub at Phoenix Brighton in the week before the launch.

Artists are requested to actively publicise the event through their own social networks. We have provided a PDF with tips to do this.

BPF has begun a press campaign and will actively pursue press coverage. This cannot be guaranteed. We will offer a press tour. The more active you are on social media the more likely your exhibition is to be reviewed.

- 3. Insurance:** The Artist is responsible for any insurance required for work on display for the duration of the exhibition.

At Your Exhibition Venue: Brighton Photo Fringe takes no liability for loss, theft or damage of artworks, equipment or other materials whatsoever during the exhibition, hanging and transport of works, or during associated events. Any contents insurance coverage is the sole responsibility of the exhibitor and any claims must be filed and administered through the policy holder. We strongly urge exhibitors to have a written agreement with venues and to check they have public liability insurance and to get details from them for your own contents insurance. All exhibitors should have their own public liability insurance which can be purchased very reasonably from the AN here: <https://www.a-n.co.uk/about/insurance/> Documentation of work for insurance purposes is the responsibility of The Artist.

- 4. Evaluation:** Evaluation of your participation at BPF is essential for the future development of the festival and we welcome all constructive feedback. Evaluating your experience in this way is also important for the development of your own practice as an individual or group. By signing this contract you agree to complete the evaluation form attached with in the Exhibitors Pack.

We need to understand the impact the Brighton Photo Fringe makes for exhibiting artists, for audiences and for participants. We want to consider the immediate impact and the longer term and this includes whether people enjoyed the exhibitions. And we also need to collate a more numerically based evaluation: how many people came to the exhibitions and events; who they were; where they came from; how much money they spent and if they enjoyed the festival.

You, our exhibitor, are integral to helping us collate this information. We collect this information to report to Arts Council England. Without it, we will not receive future funding. BPF learns from this evaluation to improve each festival and it is your chance to help us make it better for future editions. We welcome your constructive feedback and urge you to share it as part of your evaluation process.

It is important that you look at the evaluation form before the festival so that you know what information you need to collect before the exhibition. If you have any queries please contact our festival manager Kate O'Neill at Kate@photofringe.org.

Before the exhibition:

5. Work: The Artist will ensure that the work is of exhibition quality and we advise artists to check the condition of work carefully prior to install and to check again at the end.

6. Exhibition content: BPF reserve the right to withdraw works from the festival, which are explicit, inoffensive, or in conflict with the 'moral and ethical' policies of Brighton Photo Fringe. Artists must be mindful of visitors to their exhibitions, other exhibitors or visitors to the venue. All this should be discussed with your host venue in advance.

7. Installation: The Fringe Artist is responsible for the installation of the exhibition and should supply all fixtures, equipment, hanging materials and tools. The Artist must agree with host venue on site preparation in advance. Artists must follow Health and Safety procedures and comply with requests from their host venue on all matters of health and safety. All this should be discussed with your host venue in advance.

8. Events: The Fringe Artist is encouraged to arrange a launch event or event during to the festival. Please register the event by **20 August** if you want it to be included in the printed guide. Events that miss this deadline will be posted on the website. BPF staff will endeavor to maintain a clash diary and inform participants of major clashes but this will not always be possible. BPF will social media all events but please note we have a large quantity so we cannot do multiple postings. We will amplify your own social media – the more you do, the more we will be able to repost.

BPF18 will launch on Saturday 28th September 2018 from 5pm to 7pm at Regency Town House and from 6pm to 9pm at ONCA and Phoenix with speeches at 8pm at Phoenix. Brighton Photo Biennial will launch on Friday 27th September.

During the exhibition:

9. Text panels: BPF will provide logos or branded template for each artist for to produce their own exhibition text panels or handout interpretation if wished.

10. Security: Please agree security with your venue and who is responsible for opening and closing and make sure you have an emergency contact number.

11 Sale of Works: During the period of the exhibition we recommend artists offer their work for sale. This is by no means obligatory. If works are for sale The Artist will provide a full list of works with prices to BPF staff. If the works are not available for sale, they will be listed as 'Not for Sale'. Any sales generated by the BPF team will be transacted through Brighton Photo Fringe, not the exhibitor, and payments will be made to the Artist once the transaction has been processed. Brighton Photo Fringe will deduct 10% from sales towards staffing costs in this instance.

12. Cleanliness: The Fringe Artist agrees to keep their exhibition space clean and tidy and to respect all host venue staff / volunteers working with the venue. Arrangements should be discussed with host venue in advance.

13. Documentation: BPF strongly urges the artist to make good documentary photographs of the exhibition. We ask you to share at least one image with us as soon as the exhibition opens. We can then file these images for future use to publicise the festival and for press. All images will be credited to the photographer so please ensure the file is named with the full image title and credit. Please provide a high res and low res image and title accordingly. We will not be able to use all images but we will use them in rotation.

After the exhibition:

14. Take down of works after exhibition: All exhibition spaces need to be cleared and returned to the agreed condition (i.e., as found) by time agreed with host venue. To de-install the exhibition, The Artist must make arrangements with the host venue. It is the responsibility of the Artist to organise the de-installation of their exhibition, removal of works, and tidying of space used.

15. Feedback session: BPF invites the Artist to attend a feedback session at the end of the Festival. Please note that this will take place at the First Monday event on **3 December** at Phoenix Brighton. Please note this is your diary. It is an opportunity to discuss your wishes for the next festival and feed back the success stories, challenges and lessons learned from your participation.