**Lost in Art**

 The Art Trail 14th September 2024



APPLICATION PROCESS

Thank you for your interest in exhibiting at the Lost in Art event 2024. We are delighted to launch this event and hope it will be a lovely celebration of creativity within Lostwithiel.

Please have a read through all the information provided, and ensure you submit everything that is required. Should you have any queries please email events@lostwithiel.org.uk or call Hayley Toms on 01208 367220.

DEADLINE FOR APPLICATIONS IS: FRIDAY 13TH JULY

FEEDBACK FROM LOST IN ART TEAM DATE FOR APPLICATIONS IS: 20TH JULY

SPACES MUST BE CONFIRMED (PAID) BY 31ST JULY

Please submit your completed form and additional information to events@lostwithiel.org.uk or they can be dropped into LilyBoo in Lostwithiel.

**Lost in Art Background**

This new event will be run by the Lostwithiel Business Group. The Lostwithiel Business Group exists to promote the town of Lostwithiel and our members who are in or connected to the town.

All local groups, businesses, services and trades are invited to help us keep our town and community thriving by joining the Business Group. Membership renews at our AGM in June and new members are welcome to join and enjoy the benefits. Please see below the link for the membership, if you are not already, it is worth signing up for as you will also benefit from a discounted rate for this application.

<https://www.lostwithiel.org.uk/services/join-lbg/#:~:text=Join%20the%20Lostwithiel%20Business%20Group%20%2D%20it's%20not%20just%20for%20businesses!&text=Please%20note%20that%20payment%20of,before%20your%20listing%20is%20published.&text=Recaptcha%20requires%20verification.>

We are very aware as a group of the level of talent that is in Lostwithiel and the surrounding area and we really want to celebrate this, hence why we have developed Lost in Art. We are aiming to run on an annual basis and hope to see it grow and develop each year.

**The Lost in Art Event**

For 2024 the event will run on one day, the 14th of September. The Artists Way trail will be the backbone of the event with a variety of venues being included. Are aim is to get the town buzzing with different locations around each corner. We will be involving the shops and asking them to take one of our homemade gold frames and hang it in their shop with their own art in it. For example, at LilyBoo we may perceive art as yarn and crochet hooks! There will be a kids spot the paintbrush game throughout the day and we will invite painters to the town to set up and paint throughout the day.

You will have the choice of exhibiting from your own venue or linking into one of the venues we have ready for the day.

For those of wish to exhibit from their own venue, this could be a shop, unit or their own home please note that it is essential that those venues will need to hold and share their insurance with us. We will also need to pop around to visit and see your space, just to check access and safety for people visiting.

For those who wish to join a communal area or do not have access to their own space, we will have the following venues:

Community Centre

This venue will enable us to have 20-25 stands for exhibiting.

Scout Hall

This venue will enable us to have 10 to 12 stands for exhibiting

Other venues involved will be:

The Social Club – which will be the main hub for the event. People can collect maps, ask questions, use the bathroom and grab a drink.

The Mess Hall – will provide entertainment throughout the day.

The Earl of Chatham – will be running a craft coffee morning and have some exhibition space.

**Some important things to note:**

* Exhibiting – you can choose just to exhibit your work; sell you work and/or be creating whilst you are there for the day. This information will be requested in the application form.
* Venue allocation – it is the discretion of the Lost in Art team on where people are allocated to exhibit. Whilst we do try to respond to specific requests there are lots of considerations to consider and we may not be able to meet everyone’s requirements.
* Exhibiting in your own space – you will be responsible for your space and must ensure people have safe access and a safe environment to be in please. The Business group accepts no liability for incidents, accidents or damage that occurs at your own space.
* Insurance – as mentioned you must have your public liability insurance in place and be able to provide a copy as part of the application process, please. This could be from any insurance company, AXIS offer a very reasonably priced insurance at £25 for the year which gives you the public liability insurance required, as long as you choose the Associate option. <https://axisweb.org/knowledge-base/a-comprehensive-guide-to-public-liability-insurance-for-artists-makers-and-creative-freelancers>

**Marketing**

As a team we will endeavour to do as much marketing and promotion of the event as possible. We will share links with successful applicants and would really appreciate any support in sharing this information on your own platforms.

**Application Process**

As we have set numbers for each aspect of the trail, we must implement a selection process. To ensure we have plenty of information to make this decision the application process requires the following information to be submitted:

* Completed application form
* 2-3 images of your work
* Copy of your insurance document

Once the application selection process is complete you will be contacted to confirm your space or not. If offered a space, then payment is required to secure the space. Bacs details will be provided at that point.

The application fee is:

£20 for any location around town, please indicate which location on your application form.

With a discount rate of £10 for those who are members of the Business Group.

**Cancellation Policy**

If you request cancellation, we will only be able to process a refund if we can fill your space at the event.

If for any reason, we cancel then a full refund will be given.

**On the day**

The event will be free to attend.

Those in communal areas:

All tables will be provided and chairs are available.

Please do let us know if you require electricity for the event, please note that any electrical items must have been PAT tested first.

Please note that the goods you are selling must comply with any current governing regulations if applicable.

Please ensure you remove your own rubbish on the day and not leave it at the hall.

**Please note for everyone involved the day runs from 10am to 5pm and we do request you keep your stand/own environment open for this whole period of time.**

**After the Event**

Our aim is to keep the trail alive around the town, with a clear focus on the art and making that is happening in the town and celebrating this throughout the year.

If you have become a business group member you will be able to join the Artists’ Way directory, so that people are able to contact you if they are visiting and see if they can visit to see your work. Information on this will come out after the event.

Now that’s all the serious stuff out of the way! Our aim is to have a fantastic day, full of creativity and fun. We do hope you can be part of it.

Many thanks

The Lost in Art team.