



ARTPORT | 2024
Portishead Arts Festival
28th & 29th September
2024

Exhibitor's Briefing Document



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**WELCOME to ARTPORT | HOME of PORTISHEAD
 ARTS FESTIVAL.**

ArtPort is a vibrant, multi-arts festival that takes place annually in the unique and historic location of Portishead, on the edge of the Severn Estuary. Now in our fourth year.

Entirely run by volunteers, the festival and its contributors work hard to bring together a range of events and creative experiences for all age groups - a packed programme of artists and makers, workshops and live musical performances.

We hope you will be a part of it.

[WEBSITE](#)

[FACEBOOK](#)

[INSTAGRAM](#)

1. KEY DATES

Closing date for receipt of exhibitor applications	12th May
Exhibitors notified	By 17 th May
Opening Event	Friday 27 th September (evening)
Exhibition Days	
Somerset Hall	Saturday 28 th September Set up : 8 -10 am Exhibition: 10 - 4.30 pm Take Down 4.30 - 5.30pm (MUST vacate by 5.30pm as another event starts at 6pm)
Beacon Hub Complex	Saturday 28 th September - Sunday 29 th September. Set up: Fri 6.30pm - 8.30pm & Saturday 8 -10 am Exhibition: Sat: 10 - 4.30 pm; Sunday 12 - 4.30 pm Take Down 4.30 - 5.30pm

KEY CONTACTS

Wahida Phillips	Festival Secretary, Exhibition organiser, Curation	Email: artportfest@gmail.com
Steph Gay	Festival Arts Director, Exhibition organiser, Curation	Email: artportfest@gmail.com

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2. General Info

Aerial view of exhibition venues and car parking:



The exhibition spaces are in two central venues: Somerset Hall, and the Beacon Hub complex (comprising Methodist Church, Beacon Hub Café, Wesley Hall and the Beacon Hub meeting room).

There will be a maximum of 24 stalls available in Somerset Hall and 29 in Beacon Hub Complex.

There is ample parking in the main town car park close by. Public access to the exhibitor spaces is completely free, so there is no barrier to entry.

Your Online Festival Profile

We work hard to promote the festival by maintaining a vibrant and growing social media presence throughout the year. When exhibitors are confirmed, they are promoted on our website and on Instagram and Facebook. Across Facebook and Instagram we reach some 2-3000 engagements per week. Your profile will remain on the website until May next year

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We anticipate that this year's demand for pitches may exceed availability, in which case we will make selection decisions according to these criteria:

- Artist location (i.e. Portishead resident or not)
- Keeping a balance between varieties of medium (e.g. ceramics, photography, painting, etc.)
- Quality of work
- Our desire to have fresh faces in the exhibition every year

We welcome applications from artists and makers who live further afield and those who have exhibited with us before.

Specific pitches and venues cannot be reserved, and will be only be allocated to exhibitors two weeks before the festival. If there are special circumstances you would like us to take into account please let us know in the final text box on the application form.

Each venue is explained in detail later in the document.

3. Exhibition Fee

The prices for a pitch and basic profile are as follows:

Somerset Hall - 1 day	£35
Beacon Hub Complex - 2 days	£55

Please note:

4. Hours of opening to the public

- Somerset Hall - Saturday 28th September: 10.00am - 4.30pm
- Beacon Hub Complex - Saturday 28th September: 10.00am - 4.30pm
- Sunday 29th September: 12 pm – 4.30pm

Important note: As part of your contract with the festival, please do not begin to take down your pitch before the stated closing time - this is off-putting to fellow artists and visitors who often return to make a last minute purchase.



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5. Your Presence

Someone - preferably yourself - should be present at your stall during opening hours except for brief periods for refreshments etc.

6. We Need Your Help

We are an event *entirely* staffed and organised by volunteers. We ask that exhibitors who are able-bodied, help by giving 2 hours of their time to distribute publicity flyers, in the run up to the festival. Details will follow.

7. WiFi

Public wifi is available in all venues; passwords will be provided.

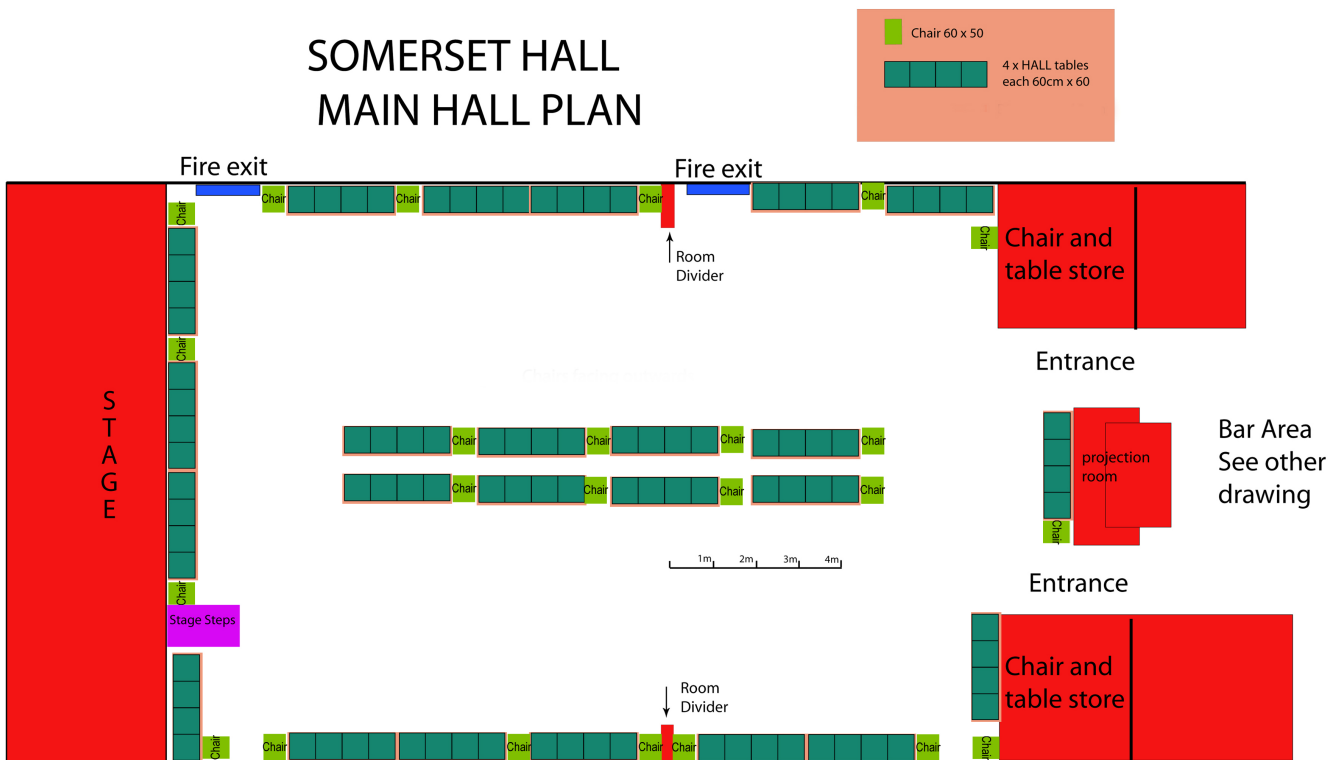
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8. Somerset Hall

SOMERSET HALL MAIN HALL PLAN



The exhibition hall is on the first floor. (There is a lift). The main hall is large and light. Each pitch in Somerset Hall includes a maximum of 4 tables (60cm x 60cm each) provided by the venue. The diagram above indicates the layout. *Please do not move the tables forward into the hall from the positions shown on the plan. Your chair should remain at the end of your table, not behind it.*



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9. Beacon Hub Complex

The Beacon Hub complex comprises the Methodist church, the Beacon Hub café, the Wesley Room and a ground floor meeting room.

The cafe will be in operation all weekend. We intend to use the meeting room for e.g. film showings and workshops.

You will be allocated a space of 2.4 x 1.2 m. This will include one table 180cm x 60cm provided by venue (if required). You may bring additional display equipment as long as it fits within your space. It must not obstruct or block the view of other stalls or pose a hazard. The organisers reserve the right to ask you remove/relocate any item they feel is inappropriate

Please do not move your table forward into the hall from the position shown on the plan. Your chair should be at the end of your table, not behind it.

A service will be held in the central space of the church on Sunday morning prior to opening to artists and the general public at 12pm. *Artists and the public should NOT enter the church to tend/set out your stall until the service has finished, 11.55 am at the earliest. Please respect this.*

If you wish to keep an eye on your pitch during the service you are welcome to do so but please do this discreetly and sit with the congregation rather than at your pitch. *Please do not use personal headphones during the service, and as before, please do not tend/set out your pitch until the service is over.*

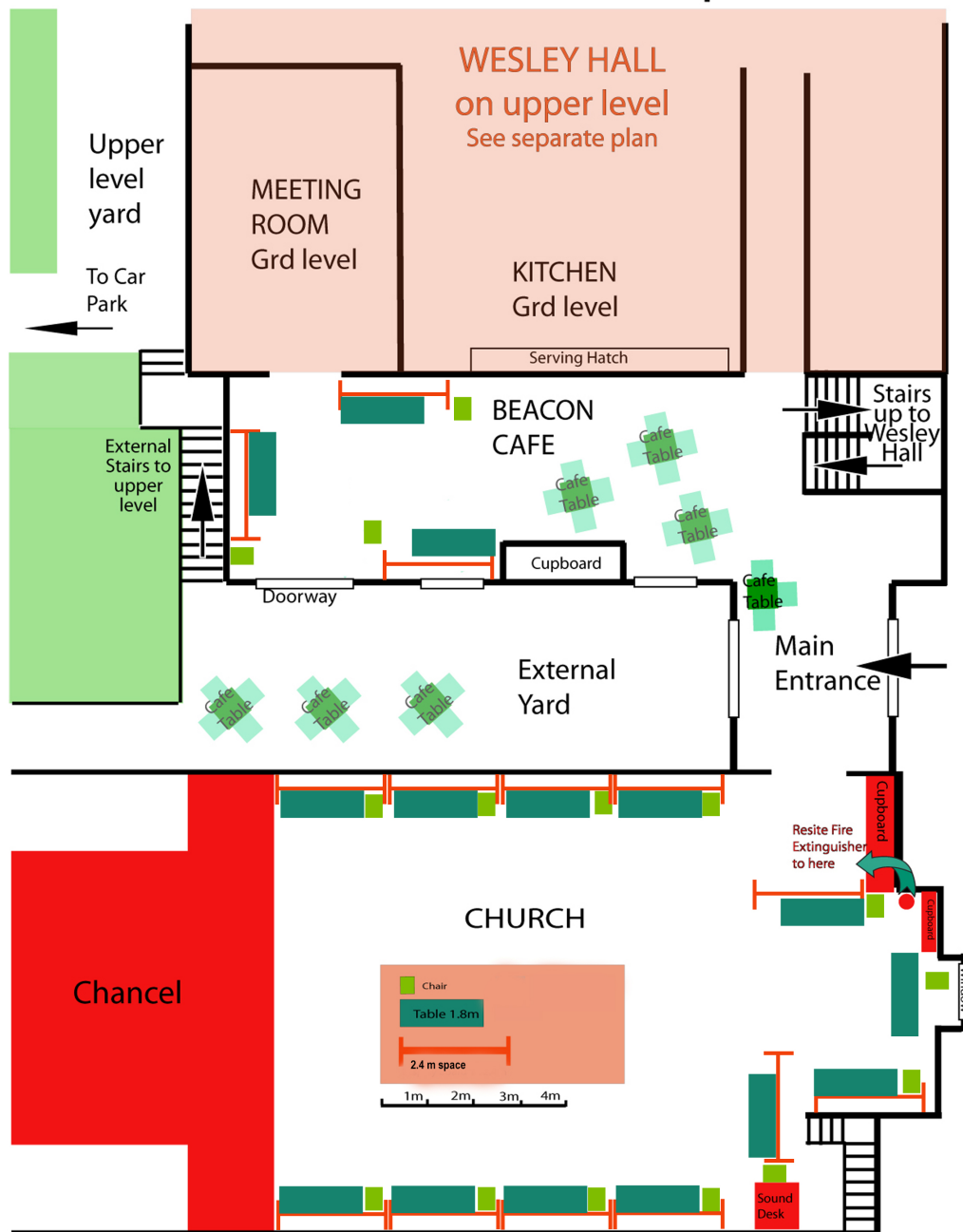
The Wesley Hall space is located on the first floor from the high street, and at ground level when accessed from the rear yard and car park. There is no lift in the building. Disabled access into Wesley Hall is via the entrance facing the church car park, but there is a smooth footpath around the building from the main church entrance.

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Beacon Hub "Complex"



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Ferndale Road
One Way



Plan of Wesley Hall

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10. Set Up/Take Down Procedures/timings for Somerset Hall

Pitch set up will take place on Saturday, 28th September, 8.00am - 10.00 am.

The main town car park (entered from Wyndham Way) is immediately adjacent to Somerset Hall, is free of charge and always open. The main entrance (and lift) is 70- 80m from the car park. There is a fire escape from the hall that opens into the car park – once opened from the inside this can be used as a shortcut into the building. The car park fills up during Sat morning so be sure to arrive promptly at 8am.

We regret that since we plan to hold an event in the hall on Friday evening, it will not be possible for artists to set-up on Friday in this venue.

Take down will take place on Saturday, 28th 4.30pm - 5.30pm. You must vacate by 5.30pm as another event starts at 6pm

Once you have packed up your own work, please lend a hand to the team and help to tidy up the hall and chairs etc.

11. Set Up/Take Down Procedures/timings for Beacon Hub complex (Methodist Church, Beacon Hub, Wesley Hall)

Pitch set up will take place on Friday 27th September 6.30pm-8.30pm and Saturday 28th September 8.00am-10.00am

The church car park is very small and parking in Ferndale road (very narrow) is restricted. There is ample parking in the main town car park (free), situated directly behind Somerset Hall and the precinct. This is a 2 minute walk from the Beacon Hub complex. If possible, we recommend that you park in this car park and deliver your work on foot from there. This car park is never closed.

Alternatively, perhaps you can arrange to be dropped off with your work in Ferndale road, without a need for parking.

If neither of the above is possible, we will allocate a specific 30 min time slot to you to allow temporary park in the church car park or Ferndale road to bring your work into the building during either Friday evening or from 8am Sat morning. There is a section of the application form to indicate if you will require this. In this way we can ensure that everyone who needs to will be able to park fairly close to the buildings for a short time without blocking parking spaces for others.

We will issue further instructions on these time slots for those who need them a couple of weeks before the festival.

Take down for these venues will be between 4.30pm - 5.30pm on Sunday. Once you have packed up your own work, please lend a hand to the team and help to tidy up the hall and chairs etc.



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12. Takedown - All Venues

Please do not begin to take down your stall before the stated closing time - this has happened in the past and is off-putting to fellow artists and visitors who often return at the last moment to make a purchase.

13. Artist Profiles on the Festival website/Social Media

A basic profile is included with your exhibitor pitch price. However, an enhanced package is available for an additional fee. Please see the application form for details

14. Insurance

You must have your own public liability insurance. Please be aware that should anyone be injured as a result of your display or work you will be liable for any potential injury claims.

We also strongly recommend that you have insurance in case of loss or damage to your own work during the festival and during setup and takedown.

15. Application procedure, payment and refunds policy

The closing date for pitch applications is May 12th .

Please complete the Google application form below. We will send you an acknowledgement of receipt.

https://docs.google.com/forms/d/e/1FAIpQLScFW7nGGqPs_e4_I4RqVRI6Yo4ssT4pc_BNhaKmHegL4pEumw/viewform

We will notify you no later than May 17th if you have been given a provisional booking (or not) and send you an invoice. Please pay the invoice within 10 days to secure your place.

You will not be allocated to a venue and pitch until approximately 2 weeks before the event. Exhibition fees are non-refundable unless the exhibition is cancelled.