

## **Agreement for Venue leaders - 2nd-4th May 2026**

The Henley Arts Trail will be celebrating its 20th year in 2026. The success of the event is dependent on participants working together collectively to support the organisation as a whole. The committee is responsible for driving visitor numbers and the marketing of the overall event. It is the responsibility of individual artists to promote their own work and venues. Individual artists will be included within the online directory and an image of their work will feature on their venue page on the HAT website.

**Payment of the Venue Fee** entitles me to host an exhibition as part of the Henley Arts Trail 2-4th May 2026. As an Venue Leader I agree that it is my responsibility to;

- *Pay additional £30 per artist if more exhibitors are added to my venue after my application has been submitted.*
- *Attend all meetings or send someone from my venue in my place*
- *Provide text & images for the leaflet designer and website when applying*
- *Confirm if I wish to hold a Private View on the Friday night at the time of booking so that an icon will be noted on the brochure/website.*
- *Check the proofs for the leaflet and approve within the designated time.*
- *Be responsible for the distribution of all assigned leaflets as requested.*
- *Collate any feedback from the artists and forward to committee.*
- *Report total sales & visitor numbers within 7 days of the end of the event.*
- *Ensure that my venue is covered by Personal Liability insurance*
- *Read, acknowledge and act on the minutes or instructions promptly.*
- *Share communications from HAT committee with my exhibitors.*
- *Ensure my artists complete their forms and image uploads by end January.*
- *If I create a flyer for my venue the HAT logo and pink colour will be the main branding.*

Please note:

- *Venue cancellation prior to 1st Jan 2026 entitles you to a refund, after which time no refund will be possible*
- *Artists cancellation - if one or more of your artists cancel without a suitable replacement refunds are only available up to 1st Jan 2026*
- *Your venue must be within the existing map area*
- *Your exhibitors must all design and make their work themselves*
- *You must contact the Chair immediately if there is a problem.*