



Stewarding

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1. **General** Stewards should be prepared to explain the exhibition, sell work, record details as requested below and practice some form of art activity or work.
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2. **Contacts** See the exhibitor's sheet: it shows who is exhibiting, and when they are stewarding.
If you require help from Hanbury Hall personnel, press the intercom at the back of the Hall which goes through to the Duty Manager,
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3. **Visitor greeting** Give a catalogue to each visitor; (request that the catalogue is returned at the end of the visit) and point out the voting boxes / slips.
Update the count of visitors on the tally sheets provided.
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4. **Sales** Obtain **name and contact** details of purchaser
- Sales must be clearly recorded in a hard back "Exhibition Sales" book.
 - Log the artist whose work has been sold, the price paid and the name and contact details of purchaser.
 - Provide a receipt (using the receipt book provided)
 - Exhibits are priced in the catalogue, others (works in the browsers, craft items or substitutes) bear a price if they are for sale
 - Cards will bear the price on their wrappers
 - Payment methods:
 - Cash (use cash box provided).
 - Cheque (capture bank card or debit card number)
 - Credit card machine. If the mobile card terminal fails, complete a slip (provided by Hanbury Hall) with the amount; ask purchasers to pay in the shop (not the tea-room); they must then return with the copy receipt to claim the item from the Long Gallery.
 - **A deposit of 20% may be taken to reserve items.**
- There will be bubble wrap, tape and scissors to wrap items that are sold. This will be kept near the table at the entrance.
Sold items can be taken away if the purchaser is unable to collect them on the last day; many artists will have provided replacements for display, which are stored at the end of the gallery.
Replacement works may be available for works sold (please see the sheet for the individual artist in the folder). If so, please add the details of the substitute work in the Master Catalogue (on the last page).
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5. **End of day handover** Please arrange to transfer the cash box to the stewards who will be on duty the next morning (see list).
Inform Tina of daily art sales; 01905 771886 or tina.watkins@ntlworld.com
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