



# EN PLEIN AIR 2024

## Windsor Castle Participants Information

### Main Partners



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# EN PLEIN AIR 2024 Windsor & Eton



Saturday 20th July 2024

## EXHIBITOR INFORMATION

We are delighted you are considering joining us for this year's EN PLEIN AIR Windsor & Eton. The event only happens in The Castle every other year and always attracts a superb standard of artists both professional and amateur.

HM The King has kindly given permission for the event to be staged again within the walls of Windsor Castle and as a result there are quite a few things you need to know as well as useful tips for the day.

### Timings

8.00am – 9.30am	Accreditation and Registration at <b>Advance Gate</b> entrance to The Castle to have your canvas stamped and show your two form of ID.
9.30am – 4.00pm	Painting competition period
4.00pm – 4.30pm	Display of pop-up exhibition at Windsor Royal Shopping Centre.
4.30pm – 6.30pm	Exhibition opens to the public
5.00pm	Judging
6.00pm	Prize Giving

### What to bring with you

Each person attending (artists and helpers) must bring two physical forms of identification (see page 4 for details). Without the correct documentation, you will **not** be permitted into The Castle. Please be self-sufficient and bring with you **an easel (you will need this for the exhibition)**, all necessary painting equipment, fold up chair (if required), rain/sun shade umbrella. Bring food and drink for the day as there are limited refreshment outlets in The Castle. (Please note - gazebos are not allowed).

### Public Car Parking

There are a number of car parks in Windsor but these will need to be paid for.

<https://www.rbwm.gov.uk/home/transport-and-streets/parking/car-parks-and-park-and-ride>

**PLEASE NOTE THAT THERE WILL BE A GUARD CHANGE AND SO BLUE BADGE PARKING ON HIGH STREET AND THAMES STREET WILL BE RESTRICTED**

See map on page 9 showing location of public car parks in relation to Advance Gate. You are welcome to drop off your painting kit prior to parking.

## IDENTIFICATION REQUIREMENTS – Please read carefully

As part of gaining access to any Royal Residence you must bring **two separate** forms of identification, one from **Box A** and one from **Box B**. No other forms of identification, other than those shown below, will be accepted.

### Box A

Identification must show recent photograph



Valid Passport



Photo Driving Licence



Valid EU Identity Card



MOD 90 Card



Firearms Certificate

### Box B

Identification must show current home address



Utility Bill  
(dated within last 3 months)

Posting	Description/Transaction	Debits	Credits	Balance
JUN 01	Beginning Balance			817.02
JUN 11	CHECK NO. 2100	Track #2100		748.23
JUN 12	CHECK NO. 2101	Track #2101		600.53
JUN 13	CHECK DEPOSIT		148.00	748.53
JUN 18	ATM Withdrawal			482.00
JUN 19	ATM Withdrawal			340.25
JUN 25	CHECK NO. 2103	Track #2103	100.00	240.25
JUN 26	ATM Withdrawal			140.25
JUN 28	CHECK NO. 2104	Track #2104	49.83	90.42
JUN 29	CHECK NO. 2105	Track #2105	95.00	49.42
JUN 30	CHECK NO. 2106	Track #2106	38.13	11.29
JUN 30	Closing Date, Ending Balance		1.25	424.04

Bank / Credit Card Statement  
(dated within the last 3 months)



Photo Driving Licence

If you have any questions, or are unable to meet these identification requirements, please contact your meeting organiser at least 24 hours **before your visit**.

## Registration and Painting Locations

Doors open for registration at 8.00am on the morning of the competition. Come to Advance Gate, Windsor Castle SL4 1NJ

**Directions:** Once on The High Street in Windsor, turn up Castle Hill behind Queen Victoria's statue. Advance Gate is directly in front of you. Kit can be dropped off here prior to parking

There you will have

- **your two forms of ID checked and issued with a wristband.**
- your blank canvas or paper stamped. (Maximum size of artwork 1m x 1m).  
You can have a number of blanks stamped but only one piece can be hung and entered into the competition.
- a lanyard and wristband supplied. Please wear this all day.

There are 11 locations within the grounds of The Castle – please see the locations map on page 11. The locations are allocated on a first come first served basis. You may wish to pre-visit the Castle to assess where you would like to be positioned.

**Artists and helpers will need to show their accreditation wristband at all access points. The wristbands are non-transferable. If wristband is cut off during the competition access is denied.**

See the map for locations.



Advance Gate, Windsor Castle

Location name	max no. of positions	Notes
1. Castle Hill Grass	15	grass
2. Jubilee Garden	10	grass, (not bandstand)
3. Moat Garden (no public access)	25	grass, quieter painting area, restricted access
4. Middle Ward 1	10	pavement, limited space to spread
5. Middle Ward 2 / North Terrace	10	road, limited space to spread
6. Engine Court	6	courtyard, shaded by large tree
7. Chapel Gardens 1 (CG1)	15	grass, avoid inner walkway
8. Chapel Gardens 2 (CG2)	10	grass, avoid inner walkway
9. Lower Ward (LW)	25	grass
10. Guardroom Roof (no public access)	10	roof top, restricted access, see <b>safety note</b> *
11. Quadrangle (no public access)	20	Use grass area only, <b>strictly no photography</b> , movement in and out of area limited, helpers allowed but will be restricted to grass areas.

### **Additional Location notes**

- Guardroom Roof - **safety note** \*. We need to make you aware of some gaps in the stonework posing a potential danger.
- The Quadrangle - Use grass area only, do not set up on the gravel, **strictly no photography**, movement in and out of this area will be limited. Helpers are also restricted to the grass area.
- There is no public access to The Moat Garden, Guardroom Roof or The Quadrangle. These are quieter, rather special painting areas but do not allow for votes towards The People's Award while you are painting.

### **Castle Entry**

Ambassadors will escort you to your pre-selected location in The Castle.

It is essential that you listen to the instructions of Castle wardens and the ambassadors as to exact painting positions as there are areas that need to be kept clear for vehicle access etc.

Your lanyard and security wristband entitles you to unlimited entry into and out of The Castle for the day **but is not valid for any of the Castle interior rooms.**

### **Painting**

On the day, Windsor Castle expects approx. 10,000 visitors who may well stop, watch you paint and have a chat. If you prefer a quieter painting experience we would suggest you choose The Moat Garden, Guardroom Roof and or The Quadrangle as these areas will not be accessible by the public. This also means you will not have access to votes from the public while painting.

The organisers' office during the painting period is in The Rampart Room as shown on the artists' locations map.

For toilet/lunch breaks please indicate to your ambassador that you would like them to watch over your position. No bags, easels and kit should be left unattended. If you need to leave the grounds you can do so via Henry VIII gate (remember to have your lanyard and wrist band to re-enter.)

Make sure you have your identity label (supplied at registration) clearly visible as visitors have the opportunity to vote for their favourite piece of work. These votes go towards The People's Choice award announced at prize giving at 6.00pm in Windsor Royal Shopping (Central Station).

Painting takes place until 4.00pm. Your location ambassador will inform you when you should start to wrap things up and the exit is through Henry VIII Gate in Lower Ward. Make your way back to Windsor Royal Shopping with your artwork. Signage and ambassadors will show you the way.

We would appreciate any early finishers so we can start displaying the exhibition as soon as possible.

### **Exhibition**

You are responsible for displaying your artwork on your own easel. **Do not frame your work.**

### **Judging and Prize Giving**

Judges start to make their choices from 4.30pm. Members of the public will be continuing to select their favourite piece for The People's Choice Award. Prize giving is at 6.00pm.

First prize - £2000

Second prize - £500

Third Prize - £250

People's Choice - £250

### **Selling of Artwork**

You are encouraged to price your work to sell during the exhibition.

Note your artwork price on the identity label. If you need advice about pricing you are welcome to speak to one of the organisers.

Sales of artwork are to be made through the organisers and we will have a credit card facility to enable smooth transactions. A charge of 20% will be made on sales.

Once the exhibition closes at 6.30pm please remove unsold artwork. We cannot be held responsible for any artwork left after that time.

### **Exhibitor Refreshments**

Water bottles will be provided at registration and during the day. Further refreshments can be obtained from various restaurants and cafés and at some we can offer discount vouchers.

### **Maps**

Windsor Town Centre map showing car parks (please note that York House Car Park is no longer available)

Windsor Castle map showing painting locations, facilities etc

In case you want to stay and make a weekend of it, here's a link to accommodation

<http://www.windsor.gov.uk/accommodation>

Other useful links

<http://www.windsor.gov.uk/visitor-info/getting-here/by-road>

<http://www.windsor.gov.uk/visitor-info/getting-here/by-rail>

<http://www.windsor.gov.uk/food-and-drink>

We look forward to welcoming you from 8am on 20th July at Advance Gate, Windsor Castle and let's hope for some dry, warm weather. We can hope!

If you have any queries do let us know.

**With regards**

Paul Roach, Sarah McAllister and Deborah James  
Windsor & Eton Town Partnership  
07818 807111



Map showing  
Car park sites

Registration  
Advance Gate, Windsor  
Castle  
no 05

Castle no 33

Street Gallery  
(Windsor Royal  
Shopping) no 23/24





**En Plein Air 2024**  
**Painting locations**

**Windsor Castle**

# Windsor Castle



Locations (click to see views of that location) **The following areas are not accessible to the public on the day of En Plein Air competition - Moat Gardens, Guardroom Roof and Quadrangle.**

[1. Castle Hill Grass](#)

[4. Middle Ward 1](#)

[6. Engine Court](#)

[9. Lower Ward \(LW\)](#)

[2. Jubilee Garden](#)

[5. Middle Ward 2](#)

[7. Chapel Gardens 1 \(CG1\)](#)

[10. \\*Guardroom Roof](#)

[3. \\*Moat Gardens](#)

[5. North Terrace](#)

[8. Chapel Gardens 2 \(CG2\)](#)

[11. Quadrangle](#)

\* special notes click [here](#)



# Castle Hill Grass



Click [here](#) to return to main map

# Jubilee Garden



Click [here](#) to return to main map





# \*Moat Garden



Click [here](#) to return to main map  
**Not available for viewing on the day**



# Middle Ward 1



Click [here](#) to return to main map



# Middle Ward 2



Click [here](#) to return to main map



# North Terrace



Click [here](#) to return to main map



# Engine Court



Click [here](#) to return to main map



# Chapel Gardens 1



Click [here](#) to return to main map



# Chapel Gardens 2



Click [here](#) to return to main map

# Lower Ward



Click [here](#) to return to main map



# \*Guardroom Roof



Click [here](#) to return to main map

**Not available for viewing on the day**

# \*Quadrangle



Click [here](#) to return to main map  
**Not available for viewing on the day**



# Special notes

- \* These locations are within restricted areas of Windsor Castle and the general public will not be allowed access.
- Guardroom Roof - This is an exposed area and artists are requested to make sure they bring shade and plenty of refreshments.
- Quadrangle – Strictly no photography permitted
- **The Castle will be undergoing some redevelopment works in some areas, and small sections may be covered in scaffolding.**

Click [here](#) to return to main map