|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete the application form and return it with a maximum of five good quality jpg images of your products for consideration by 5pm on Friday 22 September 2023, to** **Desima.Connolly@causewaycoastandglens.gov.uk** | | | | | | | |
| **PLEASE COMPLETE THE FORM IN TYPE** | | | | | | | |
| **Maker/Business Name:** | |  | | | | | |
| **Lead Contact Name:** | |  | | | | | |
| **Name(s) of any other person(s) who may be assisting with your products supply/display:** | |  | | | | | |
| **Address:** | |  | | | | | |
| **Telephone / Mobile:** | |  | | | | | |
| **Email:** | |  | | | | | |
| **Website:** | |  | | | | | |
| **Describe your product in less than 100 words:**  *(This may be used for marketing purposes)* | |  | | | | | |
| **What is your Price Range?**  *(Preferred range between £5-£100. Tick any that apply)* | | £1-£20 | £21-£40 | £41-£60 | | £61-£80 | £81-£100 |
| **Please indicate if you prefer a 6’ x 3’ table or plinth(s)**  *(We can provide stall space of up to 6’ x 3’ only’)* | | TABLE | | | PLINTH | | |
| **Do you PREFER to bring your own table and supports?** | | YES | | | NO | | |
| **Do you require space to hang work?** | | YES | | | NO | | |
| **Do you require access to electrical power for your products/display?** | | YES | | | NO | | |
| **Will you be providing your own wrapping materials & packaging?** | | YES | | | NO | | |
| **If selected, please tell us if you would be happy to provide activities** | |  | | | DEMO | | |
| **Additional comments/requests:** | |  | | | | | |
| **AGREEMENT:** I declare that the information above is a true reflection of my stall and I agree that if accepted as a stallholder at the Christmas Market 2023 I will adhere to the rules and regulations as set out in the Guidelines and Regulations. | | | | | | | |
| **Signed:** | **Date:** | | | | | | |

**FLOWERFIELD ARTS CENTRE GUIDE to CHRISTMAS MARKET**

**Application, Terms & Conditions**

**APPLICATION**

To apply to be included, please consult these guidelines and send completed application form along with a maximum of 5 high-res jpegs of your work NO LATER than **5pm on Friday 22nd September 2023** to [Desima.Connolly@causewaycoastandglens.gov.uk](mailto:Desima.Connolly@causewaycoastandglens.gov.uk) Each application will be assessed by a panel and we will notify applicants of the panel decisions by **5pm on Friday 6th October** at which time, we will ask for additional marketing and financial information.

We will ‘curate’ the market to ensure the best presentation. If you fail to comply with the regulations set out in this document, Flowerfield reserves the right to cancel your place at the Market.

**PARTICIPATION**

The Flowerfield Christmas Craft Market takes place in our ground floor galleries. By participating in the Flowerfield Christmas Market you agree to our standard sales commission of 25% from your gross takings at the Market. We make no other charge.

**Delivery of work:** Stalls can be set-up from Thursday 2nd November and all stalls must be finalised and presented by **Thursday 9th November, 4pm**.

Flowerfield Arts Centre is open Monday, Tuesday, Wednesday, Thursday, Friday 09:30 - 17:00. We open late Wednesday and Thursday 19:00 – 21:00 and on Saturday - 10:00 - 13:00.

**Collection of work:** By participating in the Market, you agree to stay for the duration of the Market and must not pack up before doors have closed to the public on the 21 December at 4pm. Your remaining work can be collected between 27-30 December.

**Assistance:** You can nominate a person to take charge of refreshing the goods on your stall if you cannot attend in person, please detail them by name on the registration form. You must keep Flowerfield up to date with any change of details and ensure that forms and paperwork are submitted within the deadlines provided to enable the Market to run smoothly.

**STALL SIZE & DESIGN**

A stall is booked either as a 6’ x 3’ table or the equivalent floor space or as a double stall with two 6’ x 3’ tables or equivalent floor space. **Space is limited**, there is no additional space at the side of stalls for extensive rails and shelves If you need additional space outside of your 6’ x 3’ table you can book a double plot. A second option is to bring your own table and railing that will fit inside this 6’ x 3’ space. If your stall extends beyond the 6’ x 3’ space you may have to remove items. Most stalls have access to wall spaces, but you can bring your own backing boards if you do not have access to a wall. Please declare if you need electrical supply/power point in the application form. All electrical items used on your stall must be in sound working order or PAT tested.

**LAUNCH EVENT & live events**

This year, our Market Launch day is Saturday 11 November from 10am-5pm. Naturally North Coast & Glens Market will join us in the auditorium and – weather permitting – will have hot food stalls on our outdoors terrace, accompanied by festive music. We may be in touch with individual makers to plan some additional paid live demonstrations.

**SECURITY**

Sales will be managed on your behalf by Flowerfield Reception Staff. CCTV is used within the galleries and staff remain vigilant throughout the event, however Flowerfield Arts Centre will not accept any responsibility for lost, damaged or stolen items.

**SALES & PACKAGING**

**A price tag with an identifying name/number is required on each and every individual item to identify and facilitate correct pricing.**

If stall holders use their own branded or personal packaging, please leave a supply under or behind your stall for wrapping up your sales and let the Reception Staff know where it is. The Reception Staff can wrap large and delicate items with bubble wrap, and we have paper bags to use on your behalf if required.

**You can replenish stock at any time within the duration of the Market.**

**ARTIST/MAKER’S REIMBURSEMENT**

Reimbursement for goods sold (net of the 25% sales commission) will be made by B.A.C.S. Selected makers will be provided with a Suppliers Information Form to facilitate this payment process.

**Full or Final payments are made to participants no later than 31 January 2024.**

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| --- | --- |
| Flowerfield Christmas Craft Market  KEY DATES | |
| Application Deadline | Friday 22 September, 5pm |
| Applicants notified by | Friday 6 October, 5pm |
| Work to be displayed/set-up by | Thursday 9 November, 4pm |
| Christmas Market | 11 November - 21 December |
| Christmas Market Launch Event & NNCG Market | Saturday 11 November, 10am-5pm |
| Goods to be collected | 27-30 December |