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| **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 19 September 2025 to fran.porter@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 one 6’ x 3’ size 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 accompanying activities which may be organised, budget permitting** |  | [ ]  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 2025, I will adhere to the rules and regulations as set out in the Guidelines and Regulations. |
| **Signed:** | **Date:** |

**FLOWERFIELD ARTS CENTRE CHRISTMAS MARKET APPLICATION, TERMS & CONDITIONS**

**APPLICATION & SELECTION GUIDELINES**

To apply to sell at the 2025 Flowerfield Christmas Market, please ensure you have read the full guidelines included here, ensure you can work with the key dates, and send a completed application form along with a maximum of **5 high-res jpegs (no PDFs and no HEIC files)** of your work NO LATER than **5pm on Friday 19 September 2025** to fran.porter@causewaycoastandglens.gov.uk

* **You must include a maximum of 5 high-res images of your work in jpeg format only. These may be used for marketing and should be good quality promotional images of your product/s.** Some applicants may be asked to provide actual samples of work before application outcome is confirmed.
* Applications are assessed by a panel and decisions are final.
* Incomplete applications and applications without **jpeg** images included will not be considered.
* Applicants will be notified by **5pm on Friday 3 October 2025** at which time, we may ask for additional marketing and financial information.
* We ‘curate’ the market to ensure the best presentation and makers are expected to decorate their individual tables in the festive spirit to enhance the overall atmosphere – in addition to festive lighting and decorations we display in the gallery spaces.
* Inclusion in the market depends on number and quality of makers applying each year and is dictated by our available space. If you have participated in previous years, this does not mean you may be successful in subsequent market applications.
* We aim to ensure a variety of craft e.g. we may limit a certain amount of specific craft such as ceramics/glass/scented home accessories if we are oversubscribed.
* The market is hosted in our two galleries only. Please be aware space/stall availability is limited and cannot be increased. We will make every effort to accommodate your needs **but cannot guarantee this.**
* In submitting your application, if successful, you are agreeing to abide by the full guidelines outlined. If you fail to comply with the regulations set out in this document, Flowerfield reserves the right to cancel your place at the Market.

**SALES COMMISSION**

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. ***Please note: our team manage all sales. You only need to set up your stall, replenish stock, and collect – you do not have to remain with your stall during the Market.***

**SET-UP & COLLECTION**

**DELIVERY OF WORK:** Stalls can be set-up from **Saturday 8 November, 10-1pm finish, then Monday 10-13 November** All stalls must be finalised and presented by **Thursday 13 November, 8pm**.

Successful applicants will be offered a range of time slots to attend for set up. Please note that these will be weekday slots and two evening slots only. These must be adhered to so we can ensure a staff member meets you to discuss setting up and any requirements you might have and administer your paperwork for the duration of the market.

**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 **Tuesday 23 December at 4pm**. Your remaining work can be collected between **10am – 4pm** **on 29-31 December 2025 & 2-3 January 2026**.

**All work must be packed and removed by Saturday 3 January 2026, 1pm**.

**Assistance:** You can nominate a person to take charge of delivering, setting up, restocking and removing 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**

We plan the market layout carefully to fit in over 35 makers with adequate space for wheelchair access, safe flow of customers, safe entrance and exit. Your stall space will be allocated prior to your set up by us. **You may not change your allocated stall location on arrival.**

You should ensure your stall is in the spirit of the market and present your work with dressing, additional festive decorations etc. Each individual stall presentation is key in enhancing the overall atmosphere, quality and customer experience of the market, benefiting all participating makers.

* A stall space is allocated to you either as a 6’ x 3’ table or the equivalent floor space. **Space is limited**.
* There is no additional space at the side of stalls for extensive rails and shelves. You may bring your own table and railing/shelving unit provided both will fit inside a 6’ x 3’ space and can be erected securely.
* Where possible, we strive to meet all requirements for wall space, but it is not guaranteed. Please be prepared with an alternative solution if this is the case.
* If your stall extends beyond the 6’ x 3’ space, you may have to remove items.
* Tabletop shelving / display units can be used if they are stable and securely fixed to the table and do not present a hazard to visitors.
* Please request electrical supply/power point in the application form if you need it. Electrical socket points are prioritised for makers work which demand power supply. All electrical items used on your stall must be in sound working order or PAT tested.
* We strive to accommodate all traders’ requirements, but this CANNOT be guaranteed. Please be ready to be resourceful if we cannot accommodate aspects of your ideal set up.
* All stalls must be set up in line with our H&S guidelines.

**LAUNCH EVENT & live events**

The market launch day is **Saturday 15 November from 11am-4pm.** ‘Naturally North Coast & Glens’ Artisan Market will join us in the auditorium and – weather permitting – will have hot food stalls on our outdoors terrace, accompanied by festive music. We run workshops and activities to attract customers. We may be in touch with individual makers to plan some additional paid live demonstrations on the launch day or during the market exhibition.

**SECURITY**

* Causeway Coast & Glens Borough Council/Flowerfield Arts Centre **will not accept any responsibility** for lost, missing, damaged or stolen items.
* CCTV is used within the galleries and staff remain vigilant throughout however you should be aware that galleries/stalls are not supervised all day.
* You should ensure you have the correct insurance for your stock and that **each item is labelled individually**.

**SALES & PACKAGING**

* You are responsible for providing us with a fully detailed and correct inventory of your products for sale. After you set up, staff will check inventories. If you re-stock, you must provide an updated inventory to reception.
* Uniquely for a market, sales are managed on your behalf by Flowerfield Reception Staff. We record each sale individually and retain written records, and records of till entries and card machine transactions. This is a detailed 3 step process to ensure correct sales recording. **A price tag with an identifying name/number is required on each and every individual item to identify and facilitate correct pricing at reception. Without this, our staff cannot be sure what is being sold.**
* If you use your 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. We will use your branded packaging if required.
* **You can replenish stock at any time within the duration of the Market. We will notify you if your stock is running low. You may not remove stock from your stall for 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 2026.**

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| FLOWERFIELD CHRISTMAS CRAFT MARKET 2025KEY DATES |
| Application Deadline | **Friday 19 September, 5pm** |
| Applicants notified by | **Friday 3 October, 5pm** |
| Work to be displayed/set-up by | **Thursday 13 November, 4pm finish** |
| Christmas Market | **15 November - 23 December** |
| Christmas Market Launch Event & NNCG Market | **Saturday 15 November, 11am-4pm** |
| Goods to be collected | **29-31 December 2025, 2-3 January 2026** |
| All payments to individuals made by | **31 January 2026** |