



CELTIC CHRISTMAS WEEKEND

CALL OUT FOR
STALLHOLDERS

SATURDAY 30 NOVEMBER

&

SUNDAY 1 DECEMBER 2019

11AM – 5PM

Our highly anticipated Christmas Weekend is back. This year we are celebrating our Celtic connections with craft activities, music, food and festive fun inspired by the Scottish heritage of Mary Watts and the Irish roots of the artist William Orpen, whose paintings will be on display in our temporary exhibition space.

Following a successful pilot of a Maker's Market in 2018, we are now looking for stallholders for this year's Christmas Weekend. Are you a local artist, crafter or artisan producer looking to sell contemporary work? Do you want to be part of high-quality market with a festive atmosphere? We'd love to hear from you.

How to apply

Please fill in the expression of interest form below with images of your work and/or produce.

The deadline for applications is Sunday 1 September.

All successful allocations will be made by Friday 6 September.

The full terms and conditions are stated below. Please read these before filling in the expression of interest form.

Thank you very much for your interest in our event. Please fill out the form below and send it to Charis Martin programmeassistant@wattsgallery.org.uk and we will get back to you as soon as possible.

Stallholder Expression of Interest Form

| |
|--|
| Full name |
| |
| Company and/or name |
| |
| Number of years trading |
| |
| Contact phone number |
| |
| Contact e-mail address |
| |
| Business address |
| |
| Please list your business website and any affiliated social media accounts |
| |
| Product description <i>Please write a brief description of your business and the products you intend to sell at the event. This will be used in the Watts Gallery - Artists' Village's marketing campaign for the Celtic Christmas Weekend. We reserve the right to edit/reduce these words as required.</i> |
| |
| Itemised list of products <i>Please provide an itemised description of what you will be selling. This is to help us avoid duplication and provide an interesting and varied shopping experience.</i> |
| |

Product production

Please give a detailed description of how and where your products are made and where your materials/ingredients are sourced.

Product price range

Please list your lowest and highest priced product.

Any additional information?

Please ensure you have the following documents to send to Charis Martin at programmeassistant@wattsgallery.org.uk

- Completed Stallholder Expression of Interest Form
- Photographs of your products and/or of your previous trade stall
- Copy of your current public liability insurance certificate
- Signed copy of the Terms and Conditions for Stallholders

Celtic Christmas Weekend 2019



What's included?

- Heated marquee situated on Watts Gallery lawn (fully accessible).
- One trestle table (6x2ft) and chairs with tablecloth.
- Self-service hot drinks will be available throughout the day for stallholders.
- Designated car parking.
- Marketing of the event through our website and social media accounts.
- Estimated upper footfall of 2000 people across two days.
- Lovely atmosphere!

Terms and Conditions for Stallholders

- All applications are considered by Watts Gallery - Artists' Village (WG-AV). As event organisers we will not comment or discuss individual applications. There is no guarantee that stallholders who exhibited in previous years will be offered a place. The submission of a Stallholder Expression of Interest Form and accompanying paperwork does not constitute the offer of a stall. Applicants will be contacted via email as to whether their application had been selected.
- Stalls cost £150 + VAT for the weekend. **A deposit of £50 to secure your stall is required by Monday 30 September.** Payment in full must be made by Friday 1 November 2019. If you have to cancel your stall after this date then no refund will be issued.
- The event is open to public on 30 November and 1 December 2019, between 11am-5pm. Stallholders can have access to set up on site from 2pm on Friday 29 November 2019. Entrance to the site will be available on both mornings from 9.30am. All stallholders must be set up and ready to serve customers by 11am. Stalls must not be packed away before 5pm on both days. All stallholders should be offsite by 7pm on Sunday 1 December 2019.
- Stallholders are responsible for their own snacks and lunch. Tea, coffee and biscuits will be provided throughout the event. Due to high customer number, we regret that WGAV's Teashop cannot provide stallholders with takeaway food or take bookings.
- Each stallholder is responsible for their items over the weekend. The Maker's Market is not covered by CCTV and WGAV cannot be held responsible for any losses or damage to stock. Stock items and small items of equipment can be held securely overnight. Please contact us by Friday 1 November 2019 if you wish to leave things overnight.
- The stallholder must handle all sales and provide their own cash float and/or card payment machines. Wifi is not provided, so please ensure you have internet or mobile data available on your devices.
- Only items described on the stallholder's booking form will be allowed to be exhibited and sold at the event.
- The stallholder's display must be safe and secure, with no sharp edges or materials that could pose a risk to the public. Stallholders are responsible for disposing of all of their rubbish and removing any additional furniture. Bins will be provided across the site.
- In the interests of health and safety, walkways and fire exits must be kept clear at all times.
- Spaces must be left exactly as found. Stallholders should be careful not to damage the venue whilst installing and de-installing their stalls. Any damaged caused will be billed to the responsible party.
- The allocation of stalls and positioning of stalls will be entirely at the discretion of WGAV, although every endeavour will be made to meet the stallholder's preferences. WGAV reserves the right to change the site plan at any point.

- Any images provided by the stallholder may be used to promote the Maker's Market and the Celtic Christmas Weekend. Please state if you do not want your images used on any promotional material.
- A photographer will be taking photos throughout the event, which may be used for future promotional purposes. Please inform us if you would not like to be photographed.
- WGAV operates a strict no smoking and no drugs policy.
- WGAV reserves the right to delay, cancel, shorten or terminate the Maker's Market without notice in the event of adverse weather conditions, a terror threat, emergency situation or for any other incident beyond reasonable control. Stallholders will be informed by writing in email of any such decision, or verbally if onsite in the event of the incident. We recommend that all individual stallholders have appropriate insurance in place to cover this.

By signing this document, I agree to the Terms and Conditions for Stallholders outlined in this document during operation at the 2019 Watts Gallery - Artists' Village Celtic Christmas Weekend.

Full Name

Signature

Date