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| **J:\Marketing\LOGO\FF logos\Colour 6cm + above.jpgFlowerfield Arts Centre** **Christmas Market Application Form** **8-22 DECEMBER 2018**Flowerfield Arts Centre / 185 Coleraine Road / Portstewart / BT55 7HU. T:028 7083 1400 [www.flowerfield.org](http://www.flowerfield.org) info@flowerfield.org  |
| Complete the application below and return it with images (max 5 jpegs) of your products for consideration by **Monday 29 October, 5pm**.  |
|  | Complete in Full |
| Maker/Business Name  |  |
| Lead Contact Name  |   |
| Name of any other persons who may be assisting with your products supply/display |  |
| Address |  |
| Telephone / Mobile |   |
| Email |   |
| Website |   |
| Briefly describe your product |   |
| What is your Price Range? (preferred range between £5-£100) |   |
| Do you require 7’x5’ Space(inc. of 6’x3’ Table) |  |
| Do you PREFER to bring your own table & supports? |  |
| Do you require electrical access/power? |   |
| What is your Price Range? (preferred range between £5-£100) |  |
| Will you provide own Wrapping Materials & Packaging? |  |
| We want to provide live Market activities on Saturdays 8/15 & 22 December between 1-5pm (fees negotiable). Are you available and interested in providing a talk or demonstration to the public? If so, please confirm availability (date/time) and nature of activity offered.  |  |
| 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 2018 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 **Monday 29 October, 5pm** to info@flowerfield.org Each application will be assessed by a small panel and we will notify you by Friday 2 November at which time, we will ask for additional marketing and financial information. All stalls are allocated on a first come first served basis and 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 Tuesday 4 December and finalised by 1pm on Friday 7 December.

Access to Flowerfield Arts Centre is from 10am-4.30pm Monday-Friday and 10am-1pm Saturday. Other times can be arranged by advance agreement with ourselves.

**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 22 December at 5pm.

Your remaining work can be collected on Friday 28 December, Saturday 29 December or from week commencing Monday 31 December.

**Assistance:** You can nominate a person in 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 & paperwork are submitted within the deadlines provided to enable the Market to run smoothly.

**Accompanying activities:** We want to host some activities including maker talks and demonstrations to maximise audience engagement. This is not obligatory, but please confirm if you are available and willing to participate in the application form.

**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.

**SECURITY**

At the **Christmas Market Opening Event** on **Saturday 8 December from 1-3pm**, stall holders can man their own stands and manage their own sales. The Centre will waive the 25% commission fee on this day only.

**The Centre has Wifi access which may enable stallholders to take card payments.** Flowerfield Arts Centre will not accept any responsibility for lost, damaged or stolen items on that day.

After the launch event, stalls do not need to be manned, they will be checked and any sales managed on your behalf by Flowerfield Reception Staff. CCTV is used within the galleries, but, this arrangement is entirely at the stallholders own risk.

**SALES & PACKAGING**

**Make sure that you have securely attached a price tag with an identifying name/number on your goods 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 & delicate items with bubble wrap and we do have paper bags to use on your behalf if required.

**The Christmas Market runs for 2 weeks so additional stock can be brought in and replenished at any time within the duration of the Market.**

**ARTIST/MAKER’S REIMBURSEMENT**

Reimbursement for goods sold will be made to you 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 January 2019**

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| **Flowerfield Christmas Craft Market Timescale Summary** |
| **Application Deadline** | **Monday 29 October, 5pm** |
| **Applicants notified by**  | **Friday 2 November, 5pm** |
| **Work to be displayed/set-up**  | **Tuesday 4-Friday 7 December, 1pm** |
| **Christmas Market**  | **Saturday 8-22 December** |
| **Christmas Market Launch Event** | **Saturday 8 December, 1-3pm** |
| **Work to be collected from** | **28-29 & 31 December/2-5 January** |