



Monday 5th June – Thursday 29th June 2017 MINERVA ARTS CENTRE, LLANIDLOES, POWYS

THE WOOL AND WILLOW AND WOOD FESTIVAL is an exciting and highly successful selling event that brings together people from across the country and beyond to share a passion for wool, willow and natural fibres. The Festival includes high quality exhibits, all made by specialist producers in Wales and the Borders and runs for approximately four weeks. The Festival is open seven days a week and is manned at all times, on a rota basis, by exhibitors.

You are invited to apply for exhibition space at the 2017 festival. All exhibitors will be members of the Wool & Willow and Wood Festival during the year in which they exhibit and may attend and vote at the AGM of the Festival Organisation.

There will be a programme of workshops with tutors drawn from the exhibitors (see accompanying sheet). If you would like to teach a workshop please contact: Olwen Veevers info@woolandwillowfestival.org or Su Pascoe workshops@woolandwillowfestival.org

OPENING AND SET-UP TIMES

Set-up will be on Sunday 4th June 12 noon – 5.00pm
Opening times, 10.30am – 4.30pm, 5th June – 29th June
Take-down will be on Thursday 29th June, from approx 4.45pm onwards.
(There will be a short AGM at 4.15pm)

DUTY ROTA AT THE FESTIVAL: The event depends on volunteers to run the exhibition over the **four week** period. Every exhibitor must volunteer for **at least 3 days duty** during the Festival. Please indicate your availability on the enclosed rota. Every effort will be made to accommodate your preferred choice. Construction of the rota is complex so please return your forms as soon as possible. **(Each exhibitor is responsible for carrying out their rota duties and must arrange substitutions if problems arise. A list of exhibitors and their details will be supplied to all those taking part.)** Depending on the number of exhibitors taking part, more or fewer duties may be required.

LABELLING: Every individual product for sale must be clearly labelled with the price and the initials of the exhibitor. The initials to be used will be confirmed when all bookings have been received. Unlabelled goods cannot be sold. It is up to volunteers at the counter to be vigilant with sales records as the Festival organisers cannot be responsible for unrecorded sales or other mistakes.

TAKING PART: Each stand space consists of one 6' table plus backing screen area. (Half space – 3' x 2'6)

Stand Prices are: Half space £35.00 Single space £65.00, Double space £120.00

The Wool and Willow and Wood Festival cannot be held responsible for theft or breakages.

AN APPLICATION FORM is included with this letter. Please complete and return it, along with relevant documents and fee plus a stamped, A5 SAE, by **14th MARCH**.

Applicants are reminded that the festival is primarily promoting the use of wool, willow and natural materials. Other materials may be included but should constitute no more than 30% of the stand content, unless agreed with the committee.

Finished goods on sale should be produced by the exhibitor. Raw materials related to the contents of stands are acceptable. There will be a charge of at least **12.5%** commission on sales, to help cover the costs of the Festival, which rise every year. Exhibitors may bring extra lighting providing it has been PAT Tested. Please contact Olwen or Beryl to discuss arrangements. Exhibitors booking space are agreeing to the use of images of their products in Festival publicity material.

INSURANCE: The Wool & Willow Festival is not insured for loss or damage of exhibitors' goods. Please note that **all exhibitors must have their own third party liability insurance**, to satisfy the rules of the Minerva Trust.

Committee members spend considerable time and effort preparing the venue for the start of the Festival and ask all exhibitors to take down and put away their tables, dispose of rubbish **and leave the hall clean and tidy** at the close of the Festival.

The Minerva Arts Centre Trust requests that no sticky pads are used on walls or screens.

If you know of anyone who would like to exhibit and sell their products at the event, please pass on these details.

If you have any queries please contact:

Olwen on 01873 821205 or email: info@woolandwillowfestival.org or borderbears@hotmail.com

(Please include **Wool & Willow & Wood Festival** in the subject box of any emails)

Thank You.