

WOOL & WILLOW FESTIVAL 2017 EXHIBITOR APPLICATION FORM
Monday 5th June – Thursday 29th June 2017, at the Minerva Centre, Llanidloes.

EXHIBITOR DETAILS

Business Name		Exhibitor Name (if different)	
Address			
Email		Website	
Telephone No.		Mobile	
Suggested Label Identity Initials (see labelling section in letter)		Name to be used for Payment Cheque at end of Festival	

STAND DETAILS (Stands include backdrop and table/s. Some larger stands may be L shaped, with no backing to leg of L)

Size	Cost	Total fee
Half Space (approx 3')	£35.00	
Single Space (approx. 6')	£65.00	
Double Space (approx. 12')	£120.00	
	Balance due	£

Commission of at least 12.5% will be charged on all sales.
 Do you wish to bring extra lighting? Please indicate here: yes/no

I/We apply for Stand Space at the Wool & Willow Festival and enclose a cheque made payable to **Wool & Willow Festival**, for the total amount due, plus proof of Third Party Insurance and Duty Rota Form.

Signed:.....Print Name:.....

Date:.....

Please read the guidance notes overleaf carefully before submitting your application.

Please ensure the following is included with your application:

- Application Form
 Cheque
 Publicity Material*
 Copy of Insurance Certificate
 Duty Rota Form
 SAE

Please return by 14th March to: Wool & Willow Festival, C/O O Veevers, Graig fach, Cross Ash, Abergavenny, NP7 8PD

Enquiries: info@woolandwillowfestival.org or borderbears@hotmail.com 01873 821205

PLEASE SEE OVER:-

***Publicity Material:**

Please include a **150 word description of your work**, which will be used as your profile on the Festival website, and **at least 3 images** at 300dpi as jpeg, or 3 good quality photos of your work. Please do not send photos that have been used in previous years.

Places are limited so please return your applications for consideration as soon as possible.

PLEASE NOTE

1. All exhibitors will be deemed to be members of Wool & Willow & Wood Festival and will be entitled to attend the Annual General Meeting, which will take place at the close of the festival. The Wool & Willow & Wood Festival is run by a committee elected at the AGM.
2. The Trust owning the Minerva Centre requires **each exhibitor** to carry Third Party Insurance. **Proof of insurance should be sent with application.**
3. If this is your first application to the Festival or if you wish to change previous details, please include a brief product description and photos (by email if you wish). The text may be used in the Exhibition Directory and on the website. Exhibitors booking space are agreeing to the use of images of their products in Festival publicity material
4. Please return your Application Form, Cheque, Publicity Material, Copy of Insurance Certificate, Duty Rota Form, and SAE, **by 14th March to:**

**Wool & Willow Festival,
C/O O Veevers
Graig fach
Cross Ash
Abergavenny
Monmouthshire NP7 8PD**

Please make sure that you apply sufficient postage when sending your application.