



Friday 1st June – Saturday 30th June 2018 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 staffed at all times, on a rota basis, by exhibitors.

You are invited to apply for exhibition space at the 2018 festival. All exhibitors will be members of the Wool & Willow 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). There is a tick box on the exhibitor application form to show interest in teaching a workshop. Following receipt of your form, further info will follow. Workshop contact: Su Pascoe: workshops@woolandwillowfestival.org

OPENING AND SET-UP TIMES

Set-up will be on Friday 1st June 12 noon – 5.00pm
Opening times, 10.30am – 4.30pm, 2nd June – 30th June
Take-down will be on Saturday 30th June, from approx 4.45pm onwards.
(There will be a short AGM at 4.15pm, all welcome)

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 (Half space – 3' x 2'6)
Stand Prices are: Half space £35.00 Single space £65.00, Double space £120.00 (limited availability)
The Wool and Willow 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 **31st January 2018**

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. This will be checked on set-up day. 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, blue-tack, staples or sellotape are used on walls or screens. However, small tacks, screws, panel pins and drawing pins are allowed.

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:

Grace and Rod: 01782 657605 or email: info@woolandwillowfestival.org

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

Thank You.