

**WOOL & WILLOW FESTIVAL 2018 EXHIBITOR APPLICATION FORM**  
**Friday 1st June – Saturday 30<sup>th</sup> June 2018, 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 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') (limited availability)	£120.00	
	<b>Balance due</b>	<b>£</b>

Commission of at least 12.5% will be charged on all sales.

**Do you wish to bring extra lighting?** Please indicate here: yes/no

**Do you need wall space as well as a table?** Please indicate here: yes/no

**Are you able to give an informal demonstration of your craft whilst stewarding?** yes/no

**Are you interested in teaching a workshop during the festival?** 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 31<sup>st</sup> January 2018 to: Wool & Willow Festival, C/O Grace and Rod Barker, 2, Eva Grove, Clayton, Newcastle-under-Lyme, Staffs. ST5 4DF**

Enquiries: [info@woolandwillowfestival.org](mailto:info@woolandwillowfestival.org)

**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. Email: [info@woolandwillowfestival.org](mailto:info@woolandwillowfestival.org)

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 Festival and will be entitled to attend the Annual General Meeting, which will take place at the close of the festival. The Wool & Willow 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 **150 word description of your work** and photos (by email if you wish). New photos from previous exhibitors are welcomed to keep the website looking fresh. 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. **Workshops:** The Minerva has raised the cost of room hire for workshops. In line with these changes the cost for workshop tutors and participants has altered.  
A 6 hour/full day workshop will now cost the participant £40. A 3 hour/half day workshop will cost participants £20. You are welcome to run one or more workshops.  
The workshop leader will be charged for room hire. The large purpose built workshop room with sinks will cost £40 per day (this space is very large and could accommodate 2 workshops at the same time) The smaller room can accommodate approx. 8/10 people at tables and will cost £4.00 per hour. No monies will be taken for festival funds from the workshops, as in previous years.  
For example: A 6hr workshop with 6 participants will raise £240 for the workshop tutor, less £40 room hire = £200 for the tutor. Workshop participants can be charged extra funds for materials, paid directly to the tutor. Workshops run from 10.30 – 4.30 or 10.00-1.00 or 1.30-4.30.  
If you have ticked the box on the application form to say you will be interested in running a workshop, Su Pascoe will be in touch with further details and a workshop proposal form. Su will continue to do all the admin regarding workshops and will liaise with workshop participants as in previous years. Any further queries please contact Su Pascoe: [workshopinfo@woolandwillow.org](mailto:workshopinfo@woolandwillow.org)
5. Please return your Application Form, Cheque, Publicity Material, Copy of Insurance Certificate, Duty Rota Form, and SAE, **by 31<sup>st</sup> January to:**

**Wool & Willow Festival,  
C/O Grace and Rod Barker,  
2, Eva Grove,  
Clayton,  
Newcastle-under-Lyme,  
Staffs.  
ST5 4DF**

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