

Friday 7th June – Saturday 6th July 2019
MINERVA ARTS CENTRE, LLANIDLOES, POWYS, SY18 6BY
Application Guidance Notes



THE WOOL AND WILLOW 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, wood (especially willow) and natural fibres. The Festival is a non-profit making event and is managed by a working committee of volunteers elected annually at the AGM. The Festival includes good 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 – see rota form attached.

You are invited to apply for exhibition space at the 2019 festival. All exhibitors will be members of the Wool & Willow Festival and may attend and vote at the AGM of the Festival Organisation.

There will be an opportunity for exhibitors to teach workshops, if they wish, but these will be run independently this year (see accompanying sheet). There is a tick box on the exhibitor application form to show interest in teaching a workshop.

OPENING AND SET-UP TIMES **Set-up will be on Friday 7th June 12 noon – 5.00pm**

Opening times seven days per week, 10.30am – 4.30pm, 8th June – 6th July

Take-down and Festival closure will be on Saturday 6th July, following the AGM at 3 p.m., and no sooner than 4.30 p.m.

Attendance at the AGM is very important. It is your chance to comment on the management of the fair, elect the new committee and refresh the festival with new ideas.

Exhibitor's goods must be on sale until the closure of the Festival

DUTY ROTA AT THE FESTIVAL The event depends on volunteers manning the Sales Desk over the **four week** period. Every exhibitor must volunteer for **at least 2, possibly 3, duty days** during the Festival. Please indicate your availability by marking at least 6 available days 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. A friend or partner may accompany you to share the duty.

LABELLING Unlabelled goods cannot be sold. All items on display should be for sale and be labelled with the price and relevant code from the exhibitor code list at the Sales Desk. The initials to be used will be confirmed when all bookings have been received. It is up to volunteers at the Sales Desk to be vigilant with sales records, as the Festival organisers cannot be responsible for unrecorded sales or other mistakes. Finished goods on sale should be produced by the exhibitor, or under the umbrella of the exhibitor's code. Note small collectives, or groups of friends sharing a stall, can either use one exhibitor code or separate codes for each maker, as long as these codes are on the Exhibitor Code List at the Sales Desk. All exhibitors have to display contact details (e.g. business cards) on their stall to comply with recent changes in Data Protection and Sale of Goods law.

TAKING PART Each stand space consists of one 6' x 2'6" table (Half space – 3' x 2'6")

Stand Prices are: Half space £35.00, Single space £70.00, Double space £140.00 (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 by e-mail or post, along with relevant documents: **rota form, proof of Public Liability Insurance, stall fee to "Wool and Willow Festival" (cheque or BACS bank transfer), a brief description summarising your work (maximum 100 words), and a good quality photograph of your work (both of these are needed for the Exhibitor list on the web-site and therefore in the public domain).** Exhibitors booking space are agreeing to the use of images of their products in Festival publicity material. Website and other printed publicity deadlines demand early applications to ensure all exhibitor written information and images of their work are entered on the Exhibitor List on the web-site and on the printed flyers. **The application deadline is 31st January 2019.**

Applicants are reminded that the Festival is primarily promoting the use of wool, wood (mainly willow) and other natural materials. Other materials may be included but should constitute no more than 30% of the stall content, unless agreed with the committee. Materials and kits related to the contents of stalls are acceptable.

There will be a charge of at least **10%** 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. **All lighting must now be LED, no other lighting can be accepted for use.** This will be checked on set-up day. You must indicate that you require a stall with wall-space and close to an electrical socket

INSURANCE To satisfy the hiring rules of the Minerva Trust Please note that **all exhibitors must have their own Public Liability Insurance** to cover goods and equipment on their stall.

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.

Committee members are responsible for preparing the lay-out of stalls for set-up day but 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.

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

If you have any queries about the application process or the conditions of exhibiting at the festival please contact:

Grace and Rod: 01782 657605 or email: roderick.barker@btinternet.com or info@woolandwillowfestival.org

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

Thank You

Workshops at Wool and Willow Festival 2019



This information applies to you as an exhibitor wishing to run a workshop.

Exhibitors are more than welcome to teach one or more workshops during The Festival. This year workshops will be run independently by individual tutors instead of being managed by The Festival. No monies will be taken by The Festival either from workshop tutors or participants, all profits will go to tutors. Tutors can decide whether they teach at The Minerva Arts Centre and/or at their own home or studio. Tutors will be responsible for all communication with workshop participants and for collecting fees.

The Minerva Arts Centre:

The Minerva has two dedicated workshop rooms:

- The large purpose built workshop room with tables and sinks costs £40 per day (6hrs) or £20 for a half day (3hrs) to hire. It can accommodate approx. 20 people.
- The smaller workshop area can accommodate approx. 8 people at tables and costs £4.00 per hour to hire.
- If using The Minerva.....Full day workshops will run from: **10.30-4.30** (6hrs) Half day workshops will run from: **10.00-1.00 or 1.30-4.30** (3hrs)
- Tutors will be responsible for clearing up promptly after a workshop. Please be aware that a second half day workshop could be booked for the same room that afternoon.
- If, having booked a room, your group turns out to be very small i.e. two or three and your workshop doesn't require the use of tables, you may use the exhibition hall for teaching instead of the designated room, but you must not block customer access to any stand and you must cancel the room booking.

Procedure:

- **Decide on your workshop title**, plan it and cost it. Decide whether the cost of materials is included and whether you require a deposit, decide your maximum and minimum numbers for each workshop to run.
- **The Wool and Willow website:** If you choose to teach a workshop you must include a brief reference to it in your **exhibitor statement** for the website along with your preferred **contact details** so that potential participants can contact you directly. Please keep it brief. e.g.My workshop this year will be: 'How to make a willow trug'. Please contact me for further details. Tel:----- and/or Email: -----.
The workshop web page this year will refer participants to the 'List of Exhibitors' page and will simply state that '**Workshops will be running during The Festival, either at The Minerva or at tutors' studios/homes, please see Exhibitors' page for details and contact tutors directly for further information**'.
- **To book a room at The Minerva Arts Centre contact Doreen Gough**, Minerva Trustee, giving date, time and length of workshop etc. This will be on a first come, first served basis. Email:doreenandpete@btinternet.com or Tel: 01686 412278 (Doreen's home number)
Tutors must pay Doreen Gough for room hire on completion of their workshop. **Cheques must be made out to "The Quilt Association"**
- **If you decide to cancel a workshop**, please let your attendees know in good time and cancel the room booking by informing Doreen. Also, during The Festival, please **inform the stewards on the desk** so they can update the desk workshop folder. Tel: 01686_413467
- **Create a document(s) with workshop details and include an image** of what could be made during your workshop(s), to send to potential workshop participants. This 'poster' should also be sent to Rod and Grace Barker to advertise your workshop on the stand at Wonderwool Wales and could be used on The Wool and Willow Facebook page and your own social media pages. Email your poster to: info@woolandwillowfestival.org Also a copy of the poster will be left in a workshop folder on the desk during The Festival, for visitors to access.
- **Check you have ticked the appropriate box on the application form** to say you will be running a workshop. Your name will then be marked with a symbol or colour to denote 'offering a workshop' on our advertising flyers. **The flyer goes to print at the end of Feb.** Our flyers will include the telephone number of a central point of contact to enable those without internet access to request a list of workshop providers with their non-web-based contact details.

WOOL & WILLOW FESTIVAL 2019
Friday 7th June – Saturday 6th July
EXHIBITOR APPLICATION FORM



Places are limited so please return the form before January 31st 2019. Return with all information needed plus payment either by post (ensure you have sufficient postage) or by e-mail – contact details below. Late applicants return the form as soon as possible.

Exhibitor Name		Business Name	
Address			
Email		Website	
Telephone No.		Mobile	
Suggested Label Identity Initials (see labelling section)		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	Tick
Half Space (approx. 3')	£35.00	
Single Space (approx. 6')	£70.00	
Double Space (approx. 12') (limited availability)	£140.00	
	Fee enclosed	£

- Are you sending the application by post? Yes / No
- Are you sending the application by e-mail? Yes / No
- Are you paying by cheque (payable to Wool and Willow Festival)? Yes /No
- Are you paying by BACS (Direct Bank Transfer)? Yes / No
- Are you including a 100 word description of your work (for web-site use)? Yes / No
- Are you including one good image of your work (for web-site use)? Yes / No
- Are you including the Duty Rota Form? Yes / No
- Are you including a copy of your current Insurance Certificate? Yes / No
- Do you wish wall space behind your stall? Yes / No
- Do you wish to bring additional lighting (must be PAT tested and LED)? 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

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

Date:.....

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

Telephone: 01782 657605

e-mail and enquiries: roderick.barker@btinternet.com or info@woolandwillowfestival.org

Wool & Willow Festival 2019

Data Protection Policy



The information you provide to us on the application form will be used solely for dealing with you as a member of The Wool & Willow Festival, in order to provide efficient communication between members during the Festival. For example, on a contact list sent to each current member and available in a file on the Sales Desk or for members to contact you regarding duties or queries about your goods on sale, or for use on the Exhibitor List on the web-site, or for use by members regarding workshop availability or on an Exhibitor Code List to facilitate sales. Please note that the file on the Sales Desk does not contain your postal address. Your personal data will be stored and used with great respect for your privacy

	Indicate √ or X
<p>The Wool & Willow Festival maintains and prints a membership list for internal use only, containing information as provided by yourself on your application form. This would include your name, email address, landline / mobile telephone number and postal address. This data will be available to all other members, in either electronic or paper form.</p> <p>If you consent to your data being shared in this way, please tick the box on the right. If you do not consent to your data being shared in this way, please mark an “X” in the box on the right.</p> <p>Please be aware that if you later decide to withdraw consent to your contact details being used as above, it may not be possible to remove your contact details from printed material until such time as the next listing is printed, i.e. when applications close for the following year’s Wool & Willow Festival. Any notifications to you e.g. dates for future festivals and an invitation to apply can then only be obtained if you contact the Wool & Willow web-site.</p>	
<p>All members during the Wool & Willow Festival may be asked (by members of the public as potential customers) to give contact details of group members for further enquiries or commissions. If you give consent for your email and telephone/mobile number to be shared in this way tick the box on the right. If you do not consent to your data being shared in this way, please mark an “X” in the box on the right</p> <p>If you wish to restrict the method of communication please state below which contact details you are willing to allow to be disclosed.</p>	
<p>The Wool & Willow Festival may arrange for photographs and/or videos to be taken of the members’ stalls. These may be used on our website or in various internet social media (e.g. Facebook, Twitter, Instagram) and/or for publicity at Wonderwool Wales. On occasion one or more photographs of the Festival may appear in the local press. If you consent to images of your work being used in this way please tick the box on the right. If you do not consent to your data being shared in this way, please mark an “X” in the box on the right.</p> <p>If you wish to restrict the use of these images/videos please state below which method(s) you are willing to allow to be used.</p>	

Signed Date.....

Wool & Willow Festival June 7th to July 6th 2019 - Stewarding Duty Rota

Opening time 7 days per week 10:30 a.m. (latest) to 4:30 p.m.



Name:

Stallholder Code:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				June 7 Set-up from 12 noon	June 8 Opening Day	June 9
June 10	June 11	June 12	June 13	June 14	June 15 Stewarding Covered	June 16
June 17	June 18	June 19	June 20	June 21	June 22 Stewarding Covered	June 23
June 24	June 25	June 26	June 27	June 28	June 29 Stewarding Covered	June 30
July 1	July 2	July 3	July 4	July 5	July 6 Last sales Day Stewarding Covered AGM at 3 p.m	

Please indicate: **D for duty** at least 6 dates you could be available for stewarding duty (**D for Duty**). You should only need to steward for 2 or 3 days.

F for Friend any of those 6 days you could steward with a friend/partner.

Use the back of this form to add any other stewarding requirements.

Please return this form to: **Wool and Willow Festival c/o Grace and Rod Barker, 2, Eva Grove, Clayton, Newcastle-under-Lyme, Staffs, ST5 4DF**
or e-mail to roderick.barker@btinternet.com or info@woolandwillowfestival.org