

Wool & Willow Festival 2020

Gŵyl Gwlân a Helyg

Friday – 5th June – Saturday – 4th July

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 other natural materials. The Wool & Willow Festival is a non-profit making organisation 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 a stall at the 2020 festival. All exhibitors will be members of the Wool & Willow Festival and may attend and vote at the AGM of the Festival.

There will be an opportunity for exhibitors to teach workshops, if they wish, but these will be organised & run independently by the workshop tutor. 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 5th June from 12 noon to 5.00pm

Opening times seven days per week, 10.30am – 4.30pm, Saturday 6th June to Saturday 4th 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 **is** expected to man the Sales Desk for usually 2 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"). Each stand will have a wall space if required

Stand Prices are: Half space £35.00, Single space £70.00, Double space £140.00.

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 50 words), and two good quality images of your work (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 and/or social media. 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 2020.**

Applicants are reminded that the Festival is primarily promoting the use of wool, wood (especially willow) and other natural materials. Materials and kits related to the contents of stalls are acceptable.

There will be a charge of up to **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 and PAT tested.** This will be checked on set-up day. You should indicate on the application form if 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: info@woolandwillowfestival.org

Thank You

Wool & Willow Festival 2020
Friday 5th June – Saturday 4th July
APPLICATION FORM



Name		Business Name	
Address			
Email		Website	
Telephone No.		Mobile No.	
Suggested Label Identity Initials		Name to be used for Payment 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')	£140.00	
	Fee	£

Payment for stand

by cheque payable to “Wool and Willow Festival”

or by BACS (details will be sent to you on request)

To confirm a place all payments to be made by 1st April 2020.

If you are intending to offer a workshop this year please tick here so that the Workshop Form & Guidance Notes can be sent out to as soon as possible in order to meet publicity deadlines at the end of February.....

Please tick if you require:

- a table in your space,
- wall-screen space,
- access to a mains power socket (extra lighting must be LED & PAT tested)

Check list – please tick:

- Application form
- Stewarding Rota form (6 possible dates)
- Description of work (max. 50 words)
- Two photos of work (for web-site)
- Copy of current PLI Insurance policy
- Use of Data Form (new members only)

Closing date for applications must be January 31st 2020. However, we aim to fill to capacity as soon as possible with existing members and recommended new members.

Please return your application, either by post or e-mail, with all information needed plus payment (cheque or BACS) before the closing date. **N.B. cheques will not be banked until April 1st 2020. This is also the last date for BACS payment.**

N.B. Demonstrations of your craft are welcomed during your duty

Signed:.....

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:** info@woolandwillowfestival.org

Wool & Willow Festival June 6th to July 4th 2020

Stewarding Duty Rota



Opening times: 7 days per week, opening no later than 10:30 a.m. to 4:30 p.m.

Name(s): Stallholder Code:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
June 1	June 2	June 3	June 4	June 5 Set-up day from 12 noon	June 6 Opening day Duty covered	June 7
June 8	June 9	June 10	June 11	June 12	June 13 Duty covered	June 14
June 15	June 16	June 17	June 18	June 19	June 20 Duty covered	June 21
June 22	June 23	June 24	June 25	June 26	June 27 Duty covered	June 28
June 29	June 30	July 1	July 2	July 3	July 4 Last sales day Duty covered AGM at 3 p.m. Take-down at 4:30 p.m.	

Please indicate, with your stallholder code, **6 dates** you could be available for stewarding duty. Out of these you will be allocated 2 days duty. If you wish to share the duty with a friend or partner, thereby filling the duty, please indicate by adding “+1”.

Please add below any other stewarding requirements – e.g. 2 days together (or not); preferred people to share the duty (e.g. for transport sharing etc.).

Please return this form with your application 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 info@woolandwillowfestival.org

Wool & Willow Festival 2020

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.....

Workshops at Wool and Willow Festival 2020



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 again be run independently by individual tutors instead of being managed by The Festival but we will have a dedicated workshop web page. 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 Workshop page:** will include a brief description of your workshop and an image of what the student can expect to make. It will include your preferred contact details so students can contact you directly for further information. Maria Lalic has made a '**Workshop Proposal**' form which must be completed so your workshop can appear on the website.
- **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 poster 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 social media platforms and on your own website and social media pages. Email your poster to: info@woolandwillowfestival.org with the subject title: WORKSHOPS. Also bring a copy of the poster to The Minerva on set up day and it can be placed in the workshop folder on the desk for visitors to access during The Festival.
- **Sign up Form to display on your stand:** Display your workshop info on your stand with a form for potential students to 'sign up' to workshops with their contact details. The onus will be on tutors to contact stewards regularly for an information update.
- **IF YOU WANT TO TEACH A WORKSHOP EMAIL Maria Lalic for a 'workshop proposal form' WRITING 'WORKSHOPS' AS THE EMAIL TITLE TO: info@woolandwillowfestival.org**