

Wool & Willow Festival 2022

Gwlân a Helyg

Friday 3rd June (set-up) to Saturday 2nd July 2022

Minerva Arts Centre, Llanidloes, Powys, SY18 6BY

Application Guidance Notes



THE WOOL AND WILLOW FESTIVAL is a unique, enduring 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, seven days per week 10:30 a.m. to 4:30 p.m. The Fair is staffed on a rota basis by exhibitors.

You are invited to apply for a stall at this festival. All exhibitors will be members for the duration of the festival and may attend and vote at the AGM on Take Down Day. Attendance at the AGM is very important. It is a forum for new ideas, provides a report from the Chair and the Treasurers and your chance to vote in the election of committee members.

All goods must be labelled and priced or they cannot be sold. Each exhibitor will have their unique selling code (2 or 3 initials or a very brief business name). Finished goods on sale should be crafted by the exhibitor or any maker under the umbrella of the exhibitor's selling code. Materials and kits related to the exhibitor's goods on sale are acceptable. Exhibitors' goods must be on sale until closure of the festival and their display refreshed as needed. The Festival organisers cannot be responsible for unrecorded sales or other mistakes e.g. theft or breakages, although every effort will be made to rectify them.

In order to comply with the Data Protection and Sale of Goods Law please complete the attached Use of Personal Data sheet. If you want customers to contact you directly be advised to put business cards on your stall. Contact details on the web-site are in the public domain. Sharing of personal information e.g. the full contact list for all members (a copy of which is kept on the desk during the fair) is only among W & W members. Exhibitors booking a space are agreeing to the use of images of their products in Festival publicity material and/or social media.

We are a non-profit organisation so total running costs, which we keep to a minimum, have to be covered by stall rent alone, but a small commission (no more than 10% of your sales) may have to be levied if total running costs exceed expectations. This is unusual. Please be aware that, although we offer half-stalls, we have no half size tables, so this necessitates sharing a full size table with another 'half-staller', or bringing your own three foot long table. It may be helpful to know that screens are about average door height. Also, any extra lighting you may need must be LED and PAT tested. To satisfy the hiring rules of the Minerva Trust, all exhibitors must have their own Public Liability Insurance to cover goods and equipment on their stall. Valid insurance documents and PAT testing stickers will be asked for on Set-Up day. Payments for stall rent can be made by cheque (payable to "Wool and Willow Festival") or by direct bank transfer (BACS). Posting address and bank details will be sent to you when payment is due. All payments must be made by 1st May 2022.

If you have any queries about the application process, or the conditions of exhibiting at the Festival please contact the Application Team, details at the bottom of the application form, or below. Information relating to workshops, rota, payments, Set Up Day (sale sheets etc.), AGM and Take Down, is to follow.

We will keep you informed.

Contact details.

E-mail & enquiries: info@woolandwillowfestival.org

Applications/treasurers: Grace & Rod, roderick.barker@btinternet.com or telephone 01782 657605

Wool & Willow Festival
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EXHIBITOR APPLICATION FORM



Note: Please return your application within 7 to 14 days. Payment is not required at this stage.

Exhibitor Name		Business Name	
Address			
Email		Website	
Telephone No.		Mobile No.	
Suggested Label Identity Initials		Name to be used for Sales Payment	

Do you know a current Wool & Willow member?

If so who?

Double space is limited but please enquire

Stand details	£	Tick
Single Space (approx. 6 ft length)	£80.00	
Half space (approx. 3 ft length)	£45.00	
Total Fee to be paid		
Payment method (tick)	BACS	
	Cheque	

1. Do you require a table in your space? Yes/No
2. Are you bringing your own table or display stand? Yes/No
3. Do you require a wall or screen? Yes/No
4. Do you require access to a mains power socket? Yes/No
5. Can you use a card-reader machine? Yes/No. Which?
6. Can you offer a workshop? Yes/No

NB. demonstrations of your craft are welcomed during your rota duty.

Briefly describe your craft & products for sale (one or two photos would be useful or a link to your web-site) and your inspiration and, perhaps, mission statement.

Signed..... Date.....

Please return your application by e-mail to info@woolandwillowfestival.org

or by post to Wool & Willow Festival, c/o Rosegarth, 2 Eva Grove, Clayton, Newcastle-under-Lyme, Staffs, ST5 4DF