



Wool & Willow Festival 2024
Gwlân a Helyg 2024
Friday 31st May (set-up) to Saturday 29th June 2024
Minerva Arts Centre, Llanidloes, Powys, SY18 6BY
Application Guidance Notes

Please read the following notes before applying: it's all helpful stuff!

The festival runs for approximately four weeks, seven days a week, 10:30 a.m. to 4:30 p.m., and is staffed in a rota system by the exhibitors. Most exhibitors will only have to do two stewarding days, depending on the number of exhibitors. (if you do three one year you will only do two the next.)

In addition to handmade items, stalls can also offer kits, components, equipment, accessories and training/courses in the arts, skills, and crafts that the festival celebrates. All goods must be labelled and priced with your unique selling code allocated for the festival. Finished goods on sale must be crafted by the exhibitor or any maker under the umbrella of the exhibitor's selling code.

Exhibitors' goods must be on sale until closure of the festival. Although every effort will be made to avoid such incidents, the organisers cannot be held responsible for unrecorded sales or other mistakes such as theft or breakages,

Please place business cards on your stand if you want customers to contact you directly, and extra stock secreted on your stand to be used as replacements. (Every exhibitor on duty is responsible for topping up everyone's stand after any sales, so please leave surplus items if you can.)

Please note that contact details on the website are in the public domain. Sharing of personal information, for example the full contact list for all members (a copy of which is kept on the desk during the festival) is only among W & W Festival 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, member-run association so total running costs, which are kept to a minimum, must be covered by stall rent alone.

You will be charged the small commission for any of your sales made through the card payment system, and this will be deducted from your final sales total.

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 member who wants a half-stall or bringing your own three foot table. 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 and Products Liability Insurance to cover goods and equipment on their stall. Proof of insurance will be required before Set-up Day.

Information relating to rota, payments, Set-up Day (sale sheets etc.), AGM and Take Down will be disseminated before the event, with updates throughout the festival.

When you are accepted for a stall at the festival you will become a W&W Festival association member and are encouraged to attend and vote at the Annual General Meeting (AGM), which takes place on the final (take down) day at 2.30pm while volunteers man the desk until closing time. The AGM is important as it is a forum for new ideas, provides a report from the Chair and the Treasurer and is your chance to vote in the election of committee members.

If you have any queries about the application process, the conditions of exhibiting at the festival or about the event in general, get in touch and someone will get back to you right away—we're here to help! woolandwillowfestival@gmail.com



EXHIBITOR APPLICATION FORM 2024

Applications must be submitted before 31st January 2024.

Allocation of stand space will be confirmed within 28 days of your application.

Payment details will be provided with confirmation of stand space.

The deadline for payment of fees is 31st January 2024.

Unfortunately, cancellation after 31st March 2024 will incur a 50% cancellation fee if we do not have a replacement exhibitor for the space you booked.

Full name			
Business name			
Address			
Email			
Phone			
Mobile			
Name for sales payment			
Suggested label identity initials			
Do you require a free 6ft table? (One per 6ft stand.)		Do you require wall space? (Limited availability.)	
Do you require mains power?		Do you require rail space?	
Please give a brief description of your craft, including website and social media addresses.			
Please select stand size and number required.	Single stand (6ft approx.)	£80	No. required
	Half stand (3ft approx.)	£45	No. required
Total fee to be paid			

Please return your application by email to: woolandwillowfestival@gmail.com or by post to:

Wool & Willow Festival, c/o Sarah Hall, 5 Church Lane, SY18 6JW

Also enclose/attach: at least 3 images of your craft (compressed for email) and a copy of the signed and dated Data Protection Form. (A copy of your liability insurance will be required nearer the time.)



Wool & Willow Festival

Data Protection Policy

The information you provide for 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; for members to contact you regarding duties or queries about your goods on sale; for use on the Exhibitor List on the web-site; 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.

Please note: as stated in the guidance notes, in booking a space you are agreeing to the use of images of your products and stand in festival publicity and social media.

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.

Please indicate if you consent to your data being shared in this way.

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 can then only be obtained if you contact the Wool & Willow website (e.g. dates for future festivals and an invitation to apply).

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.

Please indicate if you consent to your data being shared in this way.

If you wish to restrict the method(s) of communication please state below which contact details you are willing to be disclosed (e.g. email contact only or website details only):

Signed:

Date: