

Wool & Willow Festival 2023

Gwlân a Helyg



Friday 26th May (Set-Up) to Saturday 24th June 2023
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 (W&W) Festival is a non-profit making organisation managed by a working committee of volunteers elected annually at the AGM. The Festival features 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 Festival 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 is 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 please be advised to put business cards on your stall. Please note that 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 Festival) 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. There will be a small commission for any sales made through the card payment system. 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 long table. It may be helpful to know that screens are about 1.5 metres high. 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. Payment will only be required once your application has been confirmed.

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 will be disseminated before the event, with updates throughout the Festival.

Email for Applications & Enquiries: woolandwillowfestival@gmail.com

By Phone: Steve on 07884 977894

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EXHIBITOR APPLICATION FORM 2023



Note: Applications to be submitted by 3rd March 2023. Allocation of stall space will be confirmed by 17th March 2023. Deadline for payment of fees is 31st March 2023; cancellation after this date will incur a 50% cancellation fee. Payment is not required at this stage. Payment details will be provided with confirmation of stall space.

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 wall space? (Limited availability)
 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.

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

Please return your application by e-mail to: woolandwillowfestival@gmail.com

or by post to: Wool & Willow Festival, c/o Penlon Cottage, Pantmawr, Llanidloes, SY18 6SU

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.

Wool & Willow Festival

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>	<input style="width: 100%; height: 100%;" type="checkbox"/>
<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>	<input style="width: 100%; height: 100%;" type="checkbox"/>
<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>Note: 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>	<input style="width: 100%; height: 100%;" type="checkbox"/>

Signed Date.....