

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. 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. 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. Form may be completed physically or digitally.

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? Yes No If so who?

Double space is limited but please enquire.

Stand details	£	No. of Spaces
Single Space (approx. 6 ft length)	£80.00	<input type="checkbox"/>
Half space (approx. 3 ft length)	£45.00	<input type="checkbox"/>
Total Fee to be paid		<input style="border: 1px solid gray;" type="text"/>
Payment method (tick)	BACS	<input type="checkbox"/>
	Cheque	<input type="checkbox"/>

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) Yes No
4. Do you require access to a mains power socket? Yes No
5. Have you used a card-reader machine? Yes No
6. Can you offer a workshop? Yes No

NB. Demonstrations of your craft are welcomed during your rota/duty.

Insurance – Check this box to confirm that you will have valid in-date Public Liability Insurance for this event. Note that proof will be required on or before set-up day.	<input type="checkbox"/>
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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 (images would be useful or a link to your web-site) 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.

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.

If you consent to your data being shared in this way, please indicate here: **Consent**

If you do not consent to your data being shared in this way, please indicate here: **Do Not Consent**

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.

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 consent to your data being shared in this way, please indicate here: **Consent**

If you do not consent to your data being shared in this way, please indicate here: **Do Not Consent**

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

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. Please indicate your consent or non-consent to image/video use below.

Consent **Do Not Consent**

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.

Signed:

Date: