



Wool & Willow Festival 2025
Gwlân a Helyg 2025
Friday 30th May (set-up) to Saturday 28th June 2025
Minerva Arts Centre, Llanidloes, Powys, SY18 6BY

Application Guidance Notes

Please read the following notes before applying.

The festival runs for four weeks, seven days a week, 10:30 a.m. to 4:30 p.m., and is staffed on a rota 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.

Textile items must be labelled with the fibre content % and washing instructions where appropriate.

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, theft, breakages etc.

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

Brown paper carrier bags will be provided for customer purchases. If your goods require additional packaging please bring your own supplies which can be left tidily in a labelled bag or box on the table behind the cash desk.

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-stall spaces, we have no half-size tables, so this necessitates sharing a full-size table with another member or bringing your own three foot table.

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. Any extra lighting you may need must be LED and PAT tested. Proof of insurance and PAT tests will be required before you can set-up your stand.

We would like to increase the number of activities available to the public during this year's festival and will have an area of the gallery set aside for demo and have-a-go sessions which could be run during your stewarding days.

Demonstrations of your craft - a chance for people to see and chat about what you do.

Have-a-go sessions - a basic drop-in activity giving visitors a chance to try a craft.

Workshops – ½ or full day taught group sessions, booked in advance. Rooms available to hire.

Information relating to rota, Set-up Day, stewarding, 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 for the year and are encouraged to attend and vote at the 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 - we're here to help!

woolandwillowfestival@gmail.com

EXHIBITOR APPLICATION FORM 2025



Applications must be submitted before 31st January 2025.

Payment details will be provided with confirmation of stand space.

Unfortunately, cancellation after 31st March 2025 will incur a 50% cancellation fee if we do not have a replacement exhibitor for the space you booked.

Full name	<input style="width: 100%;" type="text"/>		
Business name	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%; height: 60px;" type="text"/>		
Email	<input style="width: 100%;" type="text"/>		
Phone	<input style="width: 100%;" type="text"/>		
Mobile	<input style="width: 100%;" type="text"/>		
Suggested label identity initials	<input style="width: 100%;" type="text"/>		
Do you require a free 6ft table? (One per 6ft stand.)	<input style="width: 50px;" type="checkbox"/>	Do you require wall space? (Limited availability.)	<input style="width: 50px;" type="checkbox"/>
Do you require mains power?	<input style="width: 50px;" type="checkbox"/>	Do you require rail space?	<input style="width: 50px;" type="checkbox"/>
Can you provide a :-	Demo <input style="width: 30px;" type="checkbox"/>	Hands on session <input style="width: 30px;" type="checkbox"/>	Workshop <input style="width: 30px;" type="checkbox"/>
Please outline what you can offer	<input style="width: 100%; height: 60px;" type="text"/>		
Please give a brief description of your craft, including website and social media addresses.	<input style="width: 100%; height: 120px;" type="text"/>		
Please select stand size and number required.	Single stand (6ft approx.)	£80	No. required <input style="width: 50px;" type="text"/>
	Half stand (3ft approx.)	£40	No. required <input style="width: 50px;" type="text"/>
Total fee to be paid	<input style="width: 100%;" type="text"/>		

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.)

Please return your application by email to: woolandwillowfestival@gmail.com or by post to: Wool & Willow Festival, Debbie Francis, Cwmstwrty, Y Fan, Llanidloes, Powys. SY18 6NQ



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: