

Winter Craft & Gift Fair

CANOLFAN Y CELFYDDYDAU
ABERYSTWYTH ARTS CENTRE

21 October - 23 December 2011
& 3 January - 8 January 2012

Dear Friends,

Please find overleaf an application form for this year's Winter Craft & Gift Fair at Aberystwyth Arts Centre. For those of you who are regular visitors, we hope that you will be able to join us again, and for those we are contacting for the first time, we hope you will be keen to take advantage of this great opportunity to promote your work.

- Over 80 stalls
- Over 150,000 visitors
- We sell your work - you just restock
- Open 7 days a week
- Late night opening Monday to Saturday
- An atmospheric retail environment with busy cafe, bars, craft & design shop and bookshop
- A fantastic way to reach new customers and increase your sales this Christmas

Due to high demand for space at the event, and to control the range and quality of crafts on offer, all applications will go through a selection process. The deadline for consideration is 6 August 2011.

If you have any questions or queries, please do not hesitate to get in touch – call Andy on 01970 622895 or email app@aber.ac.uk.

Andy Pye
Winter Craft & Gift Fair Organiser



Important information about the selection process

Please include as much information as possible about your products with this application. **THE SELECTION OF MAKERS FOR THE FAIR IS BASED ON THE INFORMATION THAT YOU SUPPLY. IF YOU DID NOT TAKE PART IN THE CRAFT FAIR LAST YEAR, OR IF YOUR RANGE HAS CHANGED SIGNIFICANTLY, PLEASE INCLUDE SAMPLES.** Please remember that all samples should be prepared ready for sale – including packaging and/or labelling where appropriate. Selection will take place in August and samples of work can be collected from the Centre from 5 September 2011. You will be notified of the result by post at the beginning of September.

Important information about the stalls

All stallholders must use the display units provided by Aberystwyth Arts Centre. This is both for health and safety reasons and to comply with the terms of the Arts Centre entertainment license. This also means that no work may be displayed in the aisles of the Fair.

Important information about the optional insurance

This optional service insures your stock against losses and breakages during the Fair. It is an optional payment and covers the period 20 October 2011 to 2pm 9 January 2012. Exceptions:

- i. Jewellery will not be insured unless the work is in a locked case
- ii. Maximum single item value of cover is £250

Aberystwyth Arts Centre reserves the right to decline any application for insurance against losses.

Stall Types

When making your application, please specify your preferred display unit.

Type 1

Oval module with lighting (3 x 50w 12v lights) and six shelves. Shelf position adjustable or can be removed altogether. Total display space with five shelves = 1.33m². Fixing available for hooks.

Type 2

Slatwall panel display (wall panel). 1m wide and 2.1m tall with lighting (3 x 50w 12v lights). Suitable for work that consists mainly of framed work, mirrors, clocks, cards, textiles, hanging sculptures/mobiles/kits. Not suitable for print bins.

Type 3

Tall jewellery case with five shelves.

Terms & Conditions

1. The Fair will run from 21 Oct 2011 to 23 Dec 2011 & from 3 Jan 2012 to 8 Jan 2012. There will be no access from 5pm 23 Dec to 10am 3 Jan 2012.
2. Stalls to be set up on 20 October 2011 between 9am and 5pm. There will be no access to the Fair for stallholders after 5pm. The space will be forfeited and the stall fee is non refundable if the stall is not set up at this time.
3. All stock to be priced at retail prices.
4. Stalls to be re-stocked throughout the Craft Fair when necessary. The Arts Centre will accept and display goods sent by post or carrier and extra stock may be left at the Centre. If re-stocking does not take place, the Arts Centre will use the space for other goods.
5. Re-stocking to take place between 9am and 10am on Mondays, Wednesdays and Fridays and 5pm to 7pm on Tuesdays and Thursdays. **NO RESTOCKING WILL BE ALLOWED OUTSIDE OF THESE TIMES.**
6. All stock, (at the start of the Fair and when restocking), to be listed on delivery notes supplied by the Centre and signed in by a member of Arts Centre staff. The Arts Centre will accept no responsibility for stock that has not been signed in on official delivery sheet. The Centre will post receipts for stock received by carrier or post.
7. The Fair uses a bar-coding system for labelling and selling all stock. The Arts Centre will provide labels for this and all stallholders must use this system. Stock placed on your stall for which a printed bar code label has not been provided cannot be sold.
8. Stallholders to remove remaining stock on Monday 9 January 2012 between 9 and 2pm - **NO STOCK IS TO BE REMOVED BEFORE THIS TIME.** All stock **MUST** be signed out by Arts Centre staff.
9. Commission on all sales will be charged at 32% (plus Vat) of the retail price. Please note that the commission is a charge for the service provided by the Fair. The Centre will provide a VAT invoice detailing this charge and VAT can be reclaimed in the normal way if you are VAT registered. Payment will be made in 3 stages: December 2011, January 2012 and February 2012. All payments will be made around the 22nd of each month.
10. The Centre will provide details of total sales, commission charged and a VAT invoice in January 2012.
11. The Arts Centre accepts no responsibility for any property left after 2pm on 9 January 2012.

In making this application the applicant agrees to indemnify Aberystwyth University and Aberystwyth Arts Centre against all liability, costs, demands, claims or damages in any way arising out of the sale of goods on behalf of the applicant by Aberystwyth University and/or Aberystwyth Arts Centre at Winter Craft & Gift Fair 2011.

Signature

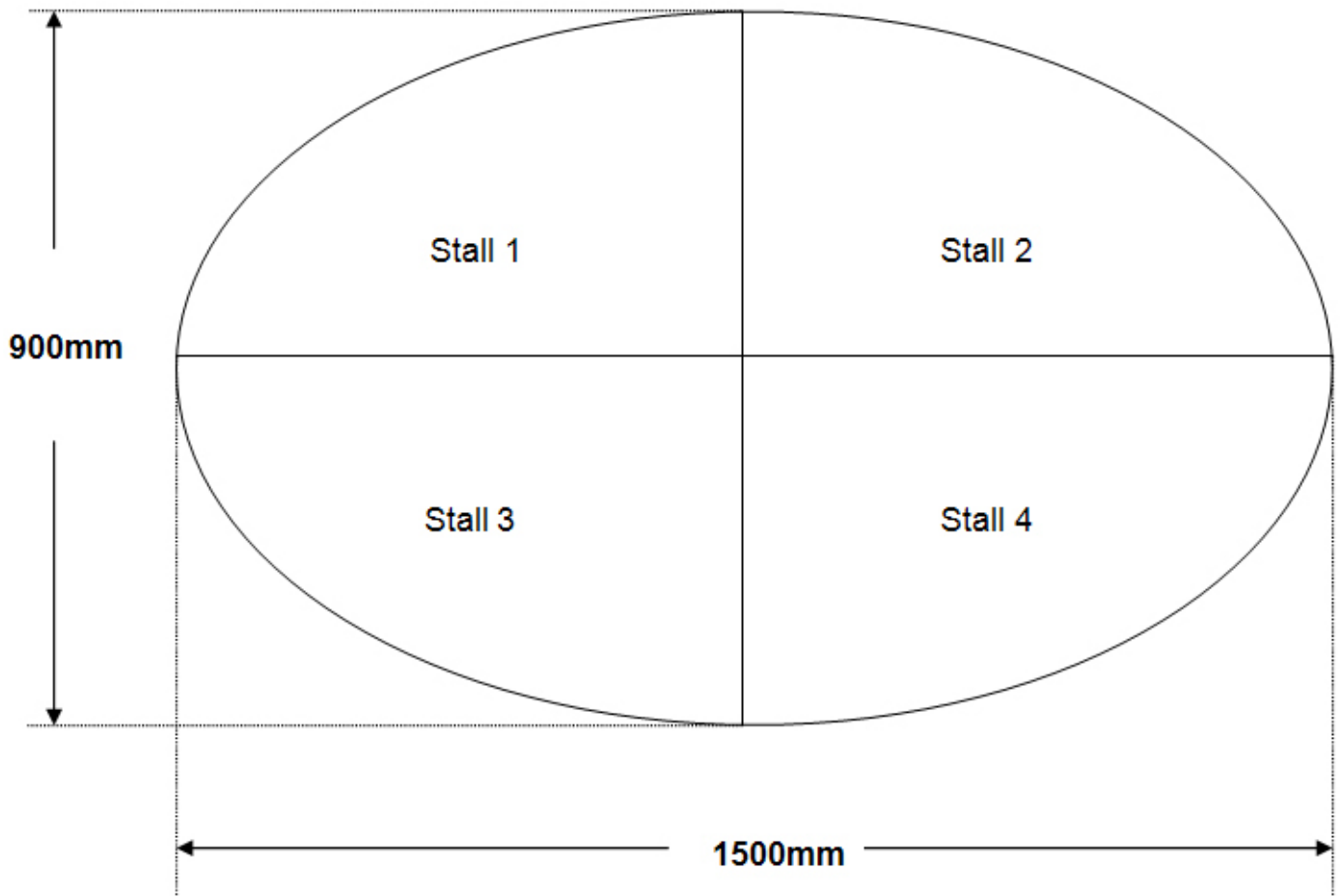
Print Name

Deadline for applications 06/08/11

Please return this form plus samples/photographs to:

Winter Craft & Gift Fair 2011
Aberystwyth Arts Centre
FREEPOST
SY23 1BR

Enquiries: 01970 622895 / app@aber.ac.uk



Individual stall:

