

# **Guildhall Craft Fair 2017**

## **Guidelines for Applicants**

### **Introduction**

The Guildhall Craft Fair is an annual event which showcases a wide range of bespoke craft items created by craft designer-makers and artists throughout Ireland. This year's event will run from Friday 10 until Sunday 12 November. The fair takes place in the historical Guildhall in Derry~Londonderry city centre and with a support programme of live music and craft workshops the event is renowned for attracting a large number of visitors looking for that special gift or purchase.

The Guildhall Craft Fair is also well established throughout the craft industry and has become a calendar event within the sector due to the high standard of goods for sale resulting from its strict selection process. It is the event of choice for many makers and artists as no imported or bought in work is allowed at the event, with all of the goods on display being handmade in Ireland.

### **Event Structure**

This year's event will run over three days from Friday 10<sup>th</sup> until Sunday 12<sup>th</sup> November and will be located in the Guildhall as follows;

#### Craft Stands

Main Hall & Foyer, Level One

#### Free Kid's Christmas Crafts Workshops

Raised area, back of Main Hall

#### Artisan Food Fair

Whittaker Suite, Ground Floor

#### Free Christmas Craft Demonstrations

Reception Room, Ground Floor

A support programme of live music and entertainment will be delivered throughout the event

### **Trade Stands at the Guildhall Craft Fair**

In order to accommodate as many craft applicants as possible and in response to the high volume of applications received from traders with complementary products we have decided to expand the craft fair onto the ground floor of the Guildhall. We are opening up the Whittaker suite to create an Artisan Food Fair which will be dressed and branded as the rest of the craft fair. We appreciate that this is a new development so have set the fee for these trade stands at a reduced rate during this introductory year.

Trade Stand – Craft	Large	Approx. 2.5m x 2m	£250
Trade Stand – Craft	Small	Approx. 2m x 2m	£200
Trade Stand - Food/Confectionary	Small	Approx. 2m x 2m	£150

## Selection Criteria for Guildhall Craft Fair 2017

### Craft Applications

(Applicants for Artisan Food Fair should refer to the next section)

Applications are invited from craft designer-makers and artists working in

- Ceramics –functional and sculptural
- Jewellery - non-precious and precious
- Interior textiles
- Fashion textiles and accessories
- Knitwear and woven textiles
- Leather
- Print-making
- Wood
- Lighting
- Furniture and product design
- Glass
- Metal
- Basket-making
- Miscellaneous

Due to the high demand for exhibition stands we are limiting the number of photography & fine art that will be included as part of the event.

All of the products for sale at the fair must be;

- Hand-made on the island of Ireland
- Exhibitors own design
- Reflect a high level of skill in manufacture
- Finished to a high standard
- Durable and fulfil their expected function
- Aesthetically pleasing

It is imperative that exhibitors comply with the above criteria regarding all of the products they bring to sell at the craft fair, failure to do so may result in exhibitors being asked to remove items from their trade stand at the event.

*Please note that products should not carry political messages*

### Requirements for Submission of Craft Applications

All applicants **must submit a completed application** form which can be downloaded from Derry City and Strabane District Council website. **The deadline for applications to be submitted is Friday 28<sup>th</sup> July at 4pm.**

*First Time Applicants* for the Guildhall Craft Fair must also provide a physical sample of their product with pricing structure in order for the panel to confirm the skill, quality and originality of the product. Photographs will not be accepted in place of samples.

*Previous Exhibitors* for the Guildhall Craft Fair must include 3-6 images of the crafts they wish to sell. Images should be no more than 3 years old.

### **Artisan Food Applications**

Applicants must submit a completed application form accompanied by product sample(s) if applying to trade at the Guildhall Craft Fair for the first time. **Please do not submit perishable goods.**

### **Assessment of All Applications**

A panel will assess each of the applications received for the fair, taking the following elements into account;

- Quality and standard of work
- Skill Involved
- Originality

Due to the growing demand for space it is imperative that previous exhibitors display consistent development both of their product range and also of their stand and product presentations. We are interested in promoting both established and emerging makers at the craft fair however, in order to ensure that a new and exciting retail offer is part of the event the panel may show preference to new exhibitors for the event.

### **Successful Applicants**

**Once you have been selected, sending in your stand fee assumes you have read and accepted the following terms and conditions:**

All of the items exhibited by a trader must be the hand work of that exhibitor. No resale items are allowed.

There can be no sub-letting of space however applications are welcome from exhibitors who wish to share a trade stand. If applying to share a stand please highlight this in the 'Additional Information' section of your application form and note that each trader must submit an application form.

Please note that we cannot allow you to trade without public liability insurance. If successful you will be asked to provide the event organiser with a copy of your insurance in advance of the event. No payment can be taken in advance of insurance being verified.

Due to the high demand for space, the stands are allocated by the event manager and cannot be pre-booked.

Where possible the event organiser will try to provide each exhibitor with the size of trade stand they have requested.

Any electrical equipment must comply with current legislation and have a valid Portable Appliance Test (PAT) certificate.

All sales, orders, etc. are to be handled by the exhibitor. (Please bring adequate change for your use)

It is the responsibility of every artisan food producer at the event to ensure they comply with all legal health & safety requirements e.g. - temperature probes and records, gloves, chopping boards etc.

Council does not accept responsibility for any loss of or damage to the exhibitor's items during the event unless the loss or damage is caused directly through Council's negligence.

You are expected to ensure that your trading area is clean and tidy at all times. No goods must encroach into the public walkways, onto or block another stand. Traders must display their company name and additional information such as your returns policy and all goods must be clearly labelled and priced.

In the event of cancellation by the organiser, any payments made will be refunded in full, but no liability is accepted for any other loss.

In the event of cancellation by the stall holder, any fee paid will be credited if cancelled more than 28 days before the event, but the full fee is payable for any cancellations within 28 days of the event. Space cannot be re-let to another exhibitor without the approval of the event organiser.