## APPLICATION FORM FOR GUILDHALL CRAFT FAIR 2025

**Please read our ‘Guideline for Applicants’ before completing this application form. The deadline for applications and samples to be submitted is 12 noon Friday 20th June 2025 (Samples only required for first time applicants for event)**

**Applications can be delivered with sample(s)/ images as required to**

**Helena Hasson, Derry City and Strabane District Council, 98 Strand Road, Derry/Londonderry BT48 7NN or emailed to** [**helena.hasson@derrystrabane.com**](mailto:helena.hasson@derrystrabane.com)

**BACKGOUND INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name |  | | | | |
| Contact Name |  | | | | |
| Address |  | | | | |
| Email Address |  | Post Code | |  | |
| Tel. No |  | Fax No | |  | |
| Web Address  (and/or Social Media) |  | | | | |
| Business Start Date |  | | Business Status  Full Time /  Part-Time | |  |
| Craft Type\* or Artisan Food\*\* Product – Please specify |  | | | | |

\* E.g., Ceramics, Jewellery Non-Precious and Precious, Interior Textiles, Fashion Textiles and Accessories, Knitwear and Woven Textiles, Leather, Printmaking, Woodturning, Lighting, Furniture and Product Design, Glass, Metal, Basket-Making and Miscellaneous

\*\*Artisan Food - we do not accept applications for hot food/items which need to be eaten directly on site. Ideally this category is for handmade products that can be gifted.

TO BE COMPLETED BY **ALL** APPLICANTS (New and Previous Exhibitors)

|  |  |
| --- | --- |
| Product Range Description  \*For Artisan food producers please provide detail on your produce provenance ie. Local/pure ingredients/  ethically sourced. |  |
| Are you responsible for the design and entire production of the product from start to finish? (*Please provide details of both design and manufacturing/*  *production)* |  |
| **All applicants MUST enclose a recent image of their trade stand. Failure to do this may result in application being disqualified.** | *Please describe your exhibition stand and presentation including details of any electrical and freestanding equipment that will form part of your trade stand. A Health and Safety Officer will assess suitability of layout/materials used regarding applications corner stands.* |
| If applying to the Guildhall Craft Fair for the first time, please list the item(s) that have been  submitted with this application | Please note that we are unable to return any samples items by post however we can store them until ready to be collected or until the event. Food producers are asked to provide product samples where possible however please do not submit perishable goods. |
| Artisan Food Producers Only  FOOD HYGIENE | We can only accept food producers who have achieved a Food Hygiene Rating of 4\* and above. If traders are from ROI we can accept a letter from your local Environmental Health Department  **You must enclose your Food Hygiene Rating Certificate (or equivalent as detailed above**) with this application form.  You must also adhere to, and show proof of Food Safety Controls |
| Additional Information | Please include any additional information that you feel is relevant. |

Please indicate the **price range** of your products. *(Tick all that apply)*

£1-£5 £5-£10 £10-£20 £20-£50 X

£50-£100 £100-£200 £200+

**PREVIOUS EXHIBITORS** (Please include sample/photographs of your product range, images should be no more than 3 years old)

Please indicate below which previous Guildhall Craft Fairs you have exhibited at:

2018 2019 2022 2023 2024

|  |  |
| --- | --- |
| If your product range and/ or exhibition stand has developed since previous years, please provide further details here. |  |

**STAND SIZE**

**Please indicate which size you may be interested in by ticking one of the following, noting that there is no guarantee that the size you select may be available. (Note that we have held the fee for stands at this year’s event in line with 2019 prices)**

Small Craft Stand £175 + £35 VAT Approx. 2m x 2m

Large Craft Stand £225 + £45 VAT Approx. 2.5m x 2m

Large Corner Stand £325 + £65 VAT Approx. 2.5m x 2m

(2 sides to trade)

Please note that applications for corner stands will be assessed by a Health and Safety Officer and only stands deemed suitable will be allocated a corner stand. If there are more suitable applications than stands available, a lottery draw will be carried out.

If there are less applications than corner stands available, a lottery draw will take place from large stand applicants deemed suitable for a corner stand.

Artisan Food Stand £175 + £35 VAT Approx. 2m x 2m

Please note that we have a very limited number of artisan food stands available at this event due the size of the space available.

**STAND REQUIREMENTS**

**Please note that we will not be providing tables for the 2025 Guildhall Craft Fair. It is up to each trader to provide tables for their stand. There is no limit to the number of tables they can use noting that they MUST stay within their allocated space.**

**An electrical socket can be provided for a stand on request HOWEVER a PAT Test Certificate MUST be provided for any electrical goods brought onto the stand. The only exception is for electrical items purchased within one year that have a receipt proving date of purchase.**

**Please indicate if you require electrical sockets to be provided**

I do need access to electricity I don’t need access to electricity

For any queries in relation to this application please call Helena Hasson on 02871 253 253 extension 6939 or email [Helena.hasson@derrystrabane.com](mailto:Helena.hasson@derrystrabane.com)