**Guildhall Craft Fair 2025**

**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. The fair takes place in the historical Guildhall in Derry’s city centre and is renowned for attracting a large number of visitors looking for that special gift or purchase for Christmas.

The fair is 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.

This year’s event will run as follows.

**Thursday 13th November**

8am – 8pm Craft Stands Set Up

**Friday 14th November**

8am – 9.30 am Final build of stands for event. All stands **MUST** be built by this time

9.30 am – 10am H&S inspection of stands and event set up

**10am EVENT OPENS**

**6pm EVENT CLOSES**

**Saturday 15th November**

**10am – 6pm**

**Sunday 16th November**

**10am – 6pm**

**Event Structure**

Craft Stands

Main Hall, Balcony & Foyer, Level One

Artisan Food Fair

Whittaker Suite, Ground Floor

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

**Trade Stands at the Guildhall Craft Fair**

**All applicants MUST submit a photograph of the trade stand they are bringing/setting up for the event, with their application.**

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

Artisan Food 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. In the event that there are more suitable applications than stands available, a lottery draw will be carried out.

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

**Selection Criteria for Guildhall Craft Fair 2025**

**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
* Printmaking
* Wood
* Lighting
* Furniture and product design
* Glass
* Metal
* Basket-making
* Miscellaneous

Due to the high demand for exhibition stands we are unable to accept photography & fine art.

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

* Hand-made on the island of Ireland
* No product should contain pre-manufactured elements
* 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 20th June at 12 noon.**

*First Time Applicants* for the Guildhall Craft Fair **MUST** also provide physical samples 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.

**Sustainability/ Eco-Friendly**

In 2019 Council launched the Be Sustainable brand encouraging people to live in a more, eco-friendly manner. Council prefers compostable packaging as it decomposes very quickly under the correct conditions, biodegradable products decompose naturally over a long period of time and cannot be broken down using compostable machinery.

Council would prefer that no single-use packaging is used at the 2025 Guildhall Craft Fair. This includes single use plastic bottles and plastic carrier bags.

**Artisan Food Applications**

Applicants must submit a completed application form accompanied by a range of photographs and prices of the goods they are going to sell. **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
* Variety and range of products on offer
* Skill Involved
* Originality

Please note that products that are handmade WILL have preference over products that contain core elements that are produced in batches, as the fair is a platform first and foremost for handmade crafts which are individual and bespoke.

Due to the growing demand for an opportunity to exhibit at the fair 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.

Applicants should note that the organisers do not guarantee exclusivity to any specific craft therefore a particular craft may be represented on a number of stands. In light of this and given the size of the exhibition hall and lobby, it is fair to assume that a number of stands selling similar products may be located on the same aisle. While the event organisers strive to disperse each craft category evenly throughout the event, this is not always possible.

**Stand Allocation**

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.

Applicants are asked to note that the event manager is unable to respond to individual requests for stand locations. The event attracts thousands of visitors and the organisers believe that all of the stands are part of a layout that promotes each trader and their goods effectively and is a set up that is conducive to commercial success. Taking this into consideration traders are duly asked to note that the event manager’s layout for the event is final.

**Successful Applicants**

**Traders will be given a timeframe for the payment of their fees for the trade stand. In cases where this is not acted upon, despite notifications for payment, the organiser may reallocate the stand to another trader**

**Once each trader pays their stand fee, it is assumed they 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 their own 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. Failure to do so will result in the trader **NOT** being permitted to be part of the event

Derry City and Strabane District Council does not expect its staff to tolerate behaviour by complainants which is unacceptable, for example, which is abusive, offensive or threatening.

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 cash/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 30 days before the event, but the full fee is payable for any cancellations within 30 days of the event. Space cannot be re-let to another exhibitor without the approval of the event organiser.