



Winterfest Art 09

14th & 15th November 2009

Thoresby Courtyard is a retail and multi-arts venue, offering a diverse range of retail, cultural and arts activities, including Thoresby Gallery, artist studios, theatre, exhibitions, and regular events in the surrounding Park.

Now in its third year, Winterfest Art is now an established event on the Thoresby calendar. To be held in the unique Victorian Riding Hall at Thoresby Courtyard, it is designed to offer artists the opportunity to exhibit their talent & creativity and to give Christmas shoppers the experience of buying original handcrafted art they cannot find in the High Street. The Riding Hall provides an atmospheric location that is clean, dry and has easy access for loading & unloading.

We are inviting applications from artists producing quality original handcrafted goods to exhibit. (to include art, textiles, jewellery, glass, ceramics, sculpture, fashion, leather, wood, etc.) We especially welcome applications from local artists. No bought goods will be accepted. All items must be offered for sale and to ensure diversity, we reserve the right to limit spaces allocated for each art genre through selection.

OPEN HOURS

The event will be open to the public from 10am to 5pm on 14th & 15th November 2009.

DEADLINE

Your application form and 2 accompanying images on CD or emailed images to gallery@thoresby.com must be returned by Friday 14th August 2009 to be considered for inclusion

STANDS

Each stand is 8ft x 8ft and Thoresby will provide a trestle table (68.5cm x 180cm), general lighting, and one seat per stand. Electricity is available at a charge of £10.00(+vat). Stallholders must provide their own display equipment, and any additional lighting. A group with prior consent can hire a stand together. All electrical equipment provided by the exhibitor must have a PAT test certificate.

PAYMENT FACILITIES

We will be operating a credit/debit card payment point for exhibitors who do not have this facility. Payment will be made by cheque to exhibitor's by Friday 27th November 2009 and a transaction fee of 3% (+vat) of sales will be deducted from the total due.

PRICES & PAYMENT

The exhibitor fee for the weekend per stand is £100 (+vat). More than one stand is available on request, but any additional stands will be the same price.

The deposit of £50 is required 14 days after notification of selection to guarantee your stand. After this time stands will be offered to others on the waiting list. Full payment of the remaining balance is required by Friday October 16th 2009. Payment should be made by cheque payable to The Stonebridge Trust.

PUBLICITY

Thoresby Winterfest Art 09 will be advertised in over 11,000 seasonal brochures in addition to Nottinghamshire magazines and a thorough advertising campaign including mailing current clients. Flyers publicising the event will be sent to successful applicants on request. On submitting your images for consideration, you are giving permission for your name & image usage in promotional material for the event only.

If you require any further information, you can contact us by email: gallery@thoresby.com or telephone Thoresby Gallery on 01623 822 009 between 10.30am – 5.00pm.

*Completed Application forms should be returned to:
Thoresby Gallery, Thoresby Park, Nr Ollerton, Notts, NG22 9EP*

WINTERFEST ART 09

Application Form

Business Name _____

Contact Name _____

Business Address _____

Phone Fax _____

Email _____

Web-site Address _____

Art Genre _____

Brief description of your work. (inc materials & techniques) _____

Please provide two images on CD of sample items for the exhibition.

| Image | Title | Brief Description | Price |
|-------|-------|-------------------|-------|
| 1 | | | |
| 2 | | | |

Exhibition Requirements

How many stands do you require? _____

Do you require electricity for your stand? Yes / no

Do you require the credit/debit card payment facility available for exhibitors? Yes / no

I confirm that I have my own £2m Public and Product Liability Insurances (if none, write NONE) _____

Level of PLI _____ Name of Insurance company _____

Policy Number _____ Expiry Date etc _____

ANY OTHER INFORMATION _____

I confirm I have read and accept the Terms & Conditions

Signature _____ Date _____



Information Terms & Conditions

Set-up & Dismantling

- The Riding Hall shall be open for setting up, restocking & dismantling in the hours following:
Friday 13th November 1300 hrs – 1800hrs
Saturday 14th November 0830hrs - 1800 hrs
Sunday 15th November 0830hrs – 2000 hrs

No access will be given outside of these hours, unless by prior arrangement.

- All exhibitor stands must be removed from the Riding Hall no later than 8pm on the final day.

Exhibitor Stand

- Exhibitor stands are allocated at the Organisers' discretion & their decision is final
- Standard size is 8ft x 8ft
- Includes 6ft trestle table, 1 chair
- Optional electricity point. All electrical equipment must be PAT tested.
- Stands in the middle of the Riding Hall and the two shorter ends have backing boards, if this is a necessity for your stand, please state on the application under ANY OTHER INFORMATION.

Legal Liability & Insurance

- Every exhibitor shall participate entirely at his or her own risk in every respect, and shall absolve The Stonebridge Trust from responsibility for such risks, including personal injury, loss or damage to property: however this injury, loss or damage may be caused whether by fire, theft, inclement weather, interruption of power, defect in the equipment and building or failure of subcontractors or agents to perform.
- The Stonebridge Trust cannot be held responsible, and its exhibitors absolve it from any responsibility, for loss of profits, for damage or theft of traders stock, interruption of power or services, or failure of press advertisement fully contracted to appear, inclement weather and failure of sub-contractors or agents to perform, which may result in loss to Exhibitors.
- The Stonebridge Trust does not provide insurance cover for theft or damage to Traders stock and recommends that they take adequate insurance against all risks. It is a condition of booking that exhibitors absolve The Stonebridge Trust from any responsibility for refunding fees paid by them except as specified under these conditions.
- The Exhibitor is solely responsible for their own public and product liability insurance and
 - Any duty or responsibility that may arise pursuant of any Health & Safety Legislation or Regulations in respect of the Goods and/or display items.
 - Ensuring all work for sale meets the Sales of Goods Act

Cancellation:

- In the event that Winterfest Art 09 is cancelled or postponed for whatever reason, the Organiser shall accept no responsibility or liability in respect of any loss that may be caused by such cancellation or postponement other than the return of any fee paid.
- If the exhibitor cancels for any reason, fees will not be refunded.

Payment

- On notification of a successful application, the deposit of £50 will be payable within 14 days of the letter date.
- Any exhibitor who does not pay their fee within the 14 day deadline will have their application cancelled and the stand will be offered to the next person on the waiting list.
- All cheques should be made payable to The Stonebridge Trust

Fire

- No naked flames are allowed in the Riding Hall & fire exits must be kept clear AT ALL TIMES
- All Exhibitors will receive a diagram of fire escape exits and fire evacuation procedures

Debit/Credit Card Facility

- The organiser will operate a debit/credit card payment point for use by customers of those exhibitors without card payment facilities.
- The exhibitor is responsible for accurately filling in the sales voucher provided by the Organiser.
- The Organiser will forward a cheque for the total due from the event, less a 3% (+vat) payment commission, by Friday 27th November 2009 to allow payments to clear.