Pop Up

Winter Art and Craft Stalls

Opportunity for artists and makers

In December 2013 the Platform Gallery and Visitor Information Centre are opening up their doors to artists, art companies and craft makers to sell their products directly to our visitors for only £19.50 for a whole week. Four people will be selected to exhibit their work in a weeklong display in the Education Gallery. Closing date for applications is Tuesday 5pm 15th October 2013. Weeks available are,

Week ONE, 2nd – 8th December
Week TWO, 9th – 15th December
Week THREE, 16th- 22nd December

The timetable for the week would be,
Set Up Monday 9-12
Open to Public FREE TO ENTER Monday 1-5pm,Tuesday – Friday 9am-5pm, Saturday 10am – 4.30pm, Sunday 11am-3pm.
Take down display Sunday 3-4pm

Stallholder Requirements and Information

- All products on the stall must be handmade in the U.K.
- You or a representative would need to be present when the display is open to the public.
- Stallholders are expected to work out a dinner rota between them to ensure customer's enquiries/payments can be taken and to secure the space as it is a public building.
- Each stallholder would be required to demonstrate on one day Thursday, Friday, Saturday or Sunday to be arranged, 11am-12pm and 2pm-3pm (can be longer if preferred).
- Each stall space will include a trestle table and chair (optional). Wall space at the back of the table (approx. size 2m wide x 3m tall) Some additional space around the stall **MAY** be available for freestanding displays.
- A central space will be kept free for demonstrations.
- Not all the spaces will have access to a power point. Please indicate on your application whether you will need access to power.
- It will be possible to hang products from the walls (nails, screws and blue-tac can be used, small freestanding shelves or displays can be brought.

- Any electrical equipment used must be PAT tested or less than 12 months old. You will be asked to provide a copy of appropriate certificates/receipts in advance.

- The stallholder must handle all stall sales with customers. You will not be able to us use the PG till/credit card machine. Please bring your own cash float. Ribble Valley Borough Council will take no commission.

- If you also have stock in the gallery shop/exhibition you must not sell similar items at a wholesale price. Please ensure your pricing reflects/complements the stock pricing within the Platform Gallery.

- Stands must not be dismantled before 3pm on the Sunday but must be cleared by 4pm.

- We will select sellers on the basis of the images supplied. You will be notified on the success of your application by the 25th October.

- Once selected you must make payment to confirm the booking. If not paid within the deadline given at the time of selection the booking will be cancelled and given to the next person on the waiting list. No refunds will be given.

Hopefully these points answer your questions, if not contact me, Katherine Rodgers on 01200 425566 or email arts.development@ribblevalley.gov.uk

Please fill in the application form attached and return to Platform Gallery and Visitor Information Centre, Arts Development, Station Road, Clitheroe, Lancashire, BB10 4SU
arts.development@ribblevalley.gov.uk

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PLATFORM GALLERY
VISITOR CENTRE

APPLICATION FORM

Closing date for applications Tuesday 5pm 15th October 2013

Full Name first last

Company Name

Telephone

Email

Online
Blog
Twitter ID
Facebook Page
Website

Address

Photos of your products can be sent by email but must be small in size to prevent blocking up our inbox, 2 images max. or sent on a C.D. in a pc compatible format.

Dates
Week One Week Two Week Three
Please state which week you would like to book, more than one is optional.

Product Category/s
E.g. Glassware

Product Description
E.g. functional brightly colored glass, price range £5 - £150

Stall requirements
E.g Electricity needed

OFFICE ONLY Payment received type date