

ILKLEY ARTS CHRISTMAS ART & GIFT FAIR.

The Manor House Castle Yard, Ilkley, LS29 9DT

Booking Form: Friday 1 December (5.30 to 8pm) Saturday 2 (10am to 5pm) Sunday 3
December (10am to 5pm)

Please register by 31 July 2017 and return to jo@joannetinker.co.uk

Business Name _____

Contact Name _____

Address _____

Tel No _____

Email _____

Please briefly describe items you will be selling and submit three photos of your products:

Set up/Breakdown

Access will be provided from 1pm on Friday 1 December and stalls must be set up by 5pm in time for the preview event at 5.30pm. Please dismantle and take away your 'stand' between 5 and 6.30pm on Sunday 3 December.

Equipment

Trestle Table and chair provided.

Please could you bring table cover/decorations/plinths/extension lead etc

Access to plug sockets? Yes/No How many _____

Other specialist requirements

Fees:

£75.00 for the Friday, Saturday and Sunday

IMPORTANT Information for Exhibitors

Loading and Unloading

Access to the courtyard is restricted. Please inform us of the time you will arrive and unload and load up promptly being mindful that residents need access to the area.

Parking: Limited parking will be available on private land near to the Manor House but vehicles are left there at owners' risk. Parking is available on streets near to the Manor House. We will contact you nearer the time with more information.

Staffing: Exhibitors are required to ensure that their stall is staffed throughout the hours that the Manor House is open to the public, either by themselves or by someone they have arranged. The building will be locked at night but any products will be left at the exhibitor's own risk.

Exhibitors need to process their own sales income (cash, cheque, card) and provide receipts to customers. The nearest cash point is a short walk away at the Co-op on Bolton Bridge Road or on Brook Street.

Exhibitors must pay Ilkley Arts by 31 August 17, and be covered by adequate insurance. We may ask to see a copy of your insurance.

Exhibitors must not break down before 5pm on the Sunday, or move/swap pitches.

Promotion

Ilkley Arts is really keen to promote this event as widely as we can and we will produce a page on the website about the Fair, as well as flyers, and use our social media platforms to promote it - however the success of the event will also be reliant on exhibitors promoting it through their own networks, websites and social media.

Active use of social media throughout as well as before and after is encouraged.

Artists need to put a link on their website to ilkleyarttrail.co.uk

Artists give permission to sharing their contact details with the other artists involved.

Cancellation

Obviously we hope that you do not need to cancel but if you do need to please note the following:

Before 15 September - 100% of the fee can be refunded

Before 13 October - 50% of the fee can be refunded.

Unfortunately, the fee is non-refundable after 31 October

Please send your registration form by 15 August to: Jo Tinker, Trustee and fee (by 31 August), by bank transfer:

Ilkley Arts sort code 05 05 30

Account No 35004335 quoting your name as reference