

APPLICATION GUIDELINES

PLEASE POST APPLICATION TO: artsmix, Unit 26, 30-38 Dock Street, Leeds, LS10 1JF

Page 1. Stallholder Application Form 2010

- The stallholder application form lists all upcoming markets and the stall sizes available for specific dates. Please tick the appropriate box(s) to specify the market(s) you wish to attend.
 - Please be aware that certain markets require panel approval and you will need to send us images of the work you wish to sell if we have not already seen it. You can include this in your application or email the images to amy@artsmix.co.uk
 - If you have not already been through the selection panel process you will receive the panel's decision within 2 weeks of artsmix* receiving your application. Note, if your product range has developed from initial approval you should also ensure we are kept up to date.
 - A copy of your application form should be retained for your records.
-

Page 2. Stallholder Terms and Conditions

- Please read and sign the Stallholders Terms and Conditions and return to us by post with your application.
 - A copy of stallholder terms and conditions should be retained for your records.
-

Page 3. Artsmix Contact Form

- All new stallholders/artists working with artsmix* **must** provide us with a signed copy of the artsmix* contact form for our records.
 - **This form cannot be signed electronically.**
 - **If you have previously sent artsmix* a signed copy of this form you do not need to complete it again.**
 - The information you provide on this form will be used in the strictest confidence and will not be passed on to third parties
-

How to pay:

You can pay for your stall by sending a cheque to: artsmix, Unit 26, 30-38 Dock Street, Leeds, LS10 1JF, or by credit/debit card.

About each market:

▪ **Pudsey Market Place 11-4pm**

Pudsey's only arts and crafts market. Combined marketing with Pudsey council and the local Pudsey Times. Great atmosphere, next to the park. All stalls include electricity. Free parking.

▪ **Castle Howard 10-5pm**

A stunning estate near York surrounded by a farm, plant shop, book shops and cafe. Teamed with popular Castle Howard events. Free parking on the way to the ticket office. Prestigious venue attracting many visitors!

▪ **The Loft Leeds 11-4pm**

'Leeds alternative shopping experience'. Artsmix's first indoor art market in a fabulous event space. Often same day as nearby farmers market, leafleters in town centre and at farmers market promoting the event. Some wonderful entertainment, workshops and gift wrapping services planned for Christmas events.

▪ **Brewery Wharf Events 12 – 6pm**

A buzzing area by the River Aire surrounded by bars & restaurants. Doorstep of thousands of city dwellers. Entertainment throughout the day, superb atmosphere.



ARTSMIX STALLHOLDER APPLICATION FORM 2010

Please tick stall sizes of interest on relevant dates



FOR INDIVIDUAL EVENT INFORMATION PLEASE SEE WEBSITE

Malton (Outdoor) *Only £25 for first date	Full Covered Stall 8' w x 4' d Price - £30
Sunday 16 th May*	
Sunday 13 th June	
Sunday 11 th July	
Sunday 15 th August	
Sunday 12 th September	

Castle Howard (Outdoor)	Half Covered Stall 4' w x 4' d Price - £30	Full Covered Stall 8' w x 4' d Price - £50
Sunday 25 th April		
Sunday 30 th May (bank holiday)		
Monday 31 st May (bank holiday)		
Sunday 27 th June		
Sunday 25 th July		
Sunday 29 th August (bank holiday)		
Monday 30 th August (bank holiday)		
Sunday 26 th September		
Sunday 31 st October		
Sunday 28 th November		

PUDSEY MARKET PLACE (Outdoor)	Covered Stall 9' w x 5' d £25	FOOD Stall 9' w x 5' d £30	Trailer Space £30
Saturday 15 th May			
Saturday 12 th June			
Sunday 18 th July			
Saturday 14 th August			
Saturday 11 th December			

BREWERY WHARF EVENTS (Outdoor)	Covered stall 4' w x 4' d Price - £30	Covered stall 8' w x 4' d Price - £50
Saturday 15 th May		
Saturday 26 th June		
Saturday 17 th July		
Sunday 18 th July		
Saturday 18 th September		
Saturday 11 th December		

Please Note:
There is limited availability at all events therefore your booking is only confirmed upon receipt of payment

NAME

PRODUCT

CONTACT NUMBER

EMAIL

SIGNATURE

PAYMENT DETAILS:

I enclose a cheque for £

I would like to pay over the phone via credit/debit card

Please debit my card with £

Card number:

Valid from:

Valid until:

Security code:

TOTAL - £

STALLHOLDER TERMS AND CONDITIONS

1. Bookings are only confirmed with receipt of payment. No bookings (or payments) can be accepted within 4 days of the market, and payments can only be made by credit/debit card in the week preceding the actual market.
2. Payment can be made by cash, cheque or postal order to artsmix*, or by debit or credit. Please do not post cash.
3. A confirmation receipt will be returned by email or post and should be kept as proof of booking.
4. Cancellations and refunds cannot be considered once booking has been confirmed
5. Opening / trading hours. Please ensure your stall is set up and ready to trade by 15 minutes before trading commences and cleared away within one hour after trading ceases. Traders must not pack up prior to close of trading. It is imperative that these times are strictly adhered to due to Health and Safety regulations. Failure to comply will jeopardise future bookings.
6. Information regarding unloading at all sites can be found on our website under Markets.
7. Traders must report to the Market Organiser on arrival for allocation of space.
8. Goods sold must be a true representation of examples presented to artsmix* selection panel and must be original hand crafted goods. Any variations must be submitted for approval prior to a market.
9. A trading area will be provided as stated in your booking confirmation, inclusive of a table. Clothes rails or additional cabinets may be allowed in place of the table, at our discretion. Please provide description, sizes and pictures at the point of booking, as we will not be able to accommodate new display structures on the day.
10. A high quality presentation of goods must be maintained at all times. artsmix* Management reserves the right to ask any trader to leave the area if it deems the standard of presentation below par. In addition, the goods being sold must be of consistent high quality.
11. All products must be clearly labelled and priced.
12. Traders must display company name, and additional information such as your Returns Policy
13. If you have any specific requirements please discuss this prior to the market.
14. Access to electricity varies from site to site and must be requested in advance to check availability. Electrical equipment must comply with current legislation and have a valid Portable Appliance Test Certificate. All equipment will be checked, and artsmix* reserve the right to withdraw any equipment, which is found to be, or appears to be, defective or unsafe. We cannot guarantee access to power supplies, unless prearranged.
15. Please remove all litter from your trading area before leaving and return any items that you have borrowed. Please ensure stall is clean and tidy at all times.
16. All health and safety regulations must be strictly adhered to. Any trader refusing to comply with Health and Safety regulations will be asked to leave.

- | |
|---|
| <ul style="list-style-type: none">• I am aware that artsmix* does not provide me with Product Liability Insurance• I have read and understood the above terms and conditions and agree to comply |
|---|

Signed _____

Print Name _____ Date _____

Product _____

**MANAGEMENT RESERVE THE RIGHT TO REFUSE TRADERS OR GOODS AT ANY POINT
ALL NEW ADDITIONAL GOODS MUST BE CERTIFIED BY MANAGEMENT BEFORE TRADE**

Personal Details		
Name and DOB	DOB:	
Business name (if applicable)		
Nature of business with description of art/design work		
Address	Postcode	
Telephone		
Mobile		
Email Address		
Website (if applicable)		
Add me to your mailing list	Yes please <input type="checkbox"/> No thanks <input type="checkbox"/>	
Where did you hear about us?		
The following information is for monitoring purposes only:		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	
Employment status		
Ethnicity		
White – British <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	Asian or Asian British – Indian <input type="checkbox"/>
White – Irish <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>	Asian or Asian British – Pakistani <input type="checkbox"/>
White – Other <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>	Asian or Asian British – Bangladeshi <input type="checkbox"/>
Black or Black British – Caribbean <input type="checkbox"/>	Mixed – Other <input type="checkbox"/>	Other <input type="checkbox"/>
Black or Black British – African <input type="checkbox"/>	Chinese <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Black or Black British – Other <input type="checkbox"/>		
Signed:	Date:	

For office use							
Business		Stall holder		Website		Stakeholder	
Enterprise Support		Workshop		Exhibition		Supplier	
Performer		Membership					
Membership paid	Yes		No		Date:		
Signed by Artsmix							
Input onto Database by:				Date:			
Eligibility satisfied SOA/SOI	SOA			SOI			
CRB check required?	Yes			No			
Notes and Actions:							