

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.
 - All markets require panel approval and we will need to see 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.
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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.
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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.
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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 over the phone – 0113 247 0066

About each market:

- **Castle Howard** **10am - 5pm**

A stunning estate near York surrounded by a farm with a plant shop, book shops and cafe. Artsmix markets are teamed with popular Castle Howard events. Free parking on the way to the ticket office. Prestigious venue attracting many visitors! Free entry to Stable Courtyard where our markets are held.

- **Albion Place** **11am - 5pm**

In the heart of Leeds City Centre with plenty of passing trade! A fantastic opportunity for artists of all disciplines at this outdoor market. This event suits artists designers and craft makers working to high standard

- **Harewood House** **10am - 5pm**

Join us as part of Harewood's Autumn Glory extravaganza this October half term. This event last a whole week and is inside a marquee.



ARTSMIX STALLHOLDER APPLICATION FORM 2010

Please tick stall sizes of interest on relevant dates

FOR INDIVIDUAL EVENT INFORMATION PLEASE SEE WEBSITE

Castle Howard (Outdoor)	Half Covered Stall 4ft x 4ft Price - £25	Full Covered Stall 8ft x 4ft Price - £40
Sunday 26 th September		
Sunday 31 st October		
Sunday 28 th November		

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

NAME

Albion Place (Outdoor)	Full Covered Stall 8ft x 4ft Price - *£35 introductory offer for 1st week £40 for all other dates
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PRODUCT

NO CONSECUTIVE BOOKINGS (no 2-in-a-row) CAN BE MADE FOR THIS LOCATION unless space is still available 2 weeks prior to the event. Please star * to be added to reserve list(s).

CONTACT NUMBER

Saturday 25 th September*	
Saturday 9 th October	
Saturday 23 rd October	
Saturday 6 th November	
Saturday 20 th November	
Saturday 27 th November	
Saturday 4 th December	
Saturday 11 th December	
Saturday 18 th December	

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:

Harewood House (Inside a Marquee)	Full Trestle Table 6ft x 3ft	Prices:
Saturday 23 rd October*		1 day £40
Sunday 24 th October*		2 days £80
Monday 25 th October		3 days £105
Tuesday 26 th October		4 days £145
Wednesday 27 th October		5 days £150
Thursday 28 th October		6 days £190
Friday 29 th October		7 days £200

*Jewellery stalls on these days have been filled

TOTAL £

For office use

BS	<input type="checkbox"/>	CB	<input type="checkbox"/>	C+R	<input type="checkbox"/>	DB	<input type="checkbox"/>	IC	<input type="checkbox"/>
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STALLHOLDER TERMS AND CONDITIONS

1. Bookings are only confirmed upon receipt of payment. A non-refundable deposit of £10 can be paid to reserve your stall however payments must be received in full at least two weeks prior to the event (please allow time for cheques to clear)
2. Payment can be made by cheque or by debit/credit. Please do not post cash.
3. Following payment, a confirmation receipt will be returned by email and should be kept as proof of booking.
4. Refunds will only be considered at least one month prior to the events. Exchanges may be made after this time subject to availability. A £10 admin charge will apply.
5. Opening / trading hours. Please ensure your stall is set up and ready to trade 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. Traders must report to the Market Organiser on arrival for allocation of space.
7. 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. Artsmix will ask traders to remove items not in keeping with images sent to our panel or not handmade.
8. 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.
9. 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.
10. All products must be clearly labelled and priced.
11. Traders must display company name, and additional information such as your Returns Policy
12. If you have any specific requirements please discuss this prior to the market.
13. 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 (PAT) 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.
14. Please remove all litter from your trading area before leaving and return any items that you have borrowed. Please ensure your stall is clean and tidy at all times and remove any string/cling film.
15. 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.

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| <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 |
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Signed _____

Print Name _____ Date _____

Product _____

MANAGEMENT RESERVE THE RIGHT TO REFUSE TRADERS OR GOODS AT ANY POINT



ARTSMIX CONTACT FORM



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:							