

# THE WELBECK WINTER WEEKEND 2022

## ART MARKET APPLICATION FORM AND GUIDELINES

Celebrating all things handmade. Applications are encouraged from small creative businesses, designer-makers, fine and visual artists

### EVENT DATES

25<sup>th</sup> – 27<sup>th</sup> November 2022

### APPLICATION DEADLINE

Sunday 26<sup>th</sup> June 2022

### NEW VENUE FOR 2022

Stable Court, Welbeck, Worksop, Nottinghamshire, S80 3LW



### SELECTION

Applications are assessed by The Harley Gallery team in a thorough process based principally on the information provided in the application and the accompanying images.

### CRITERIA

The work presented must be original, of a high standard, and created by the applicant.

**The number of applications will exceed the exhibiting space available. The decision of the selection panel is final, and organisers cannot enter discussions regarding the outcome of individual applications. There will be a reserve list, should an exhibitor be unable to attend or give up their allocated space it will be filled from the reserve list.**

### APPLY ONLINE

You are required to submit six images with your application, one of which must be an image of a previous stand display <https://www.harleygallery.co.uk/event/art-market-stalls/>

### APPLY BY EMAIL

Email a completed application form and **attach** six images to: Susan Sherrit, [ssherrit@harleygallery.co.uk](mailto:ssherrit@harleygallery.co.uk)

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## ART MARKET APPLICATION FORM AND GUIDELINES

### APPLY BY POST

If you are unable to apply digitally, please supply your images in print, along with your completed application form by post. **Please do not send memory sticks or CDs.** Post applications to: Susan Sherrit, The Harley Art Market, The Harley Gallery, Welbeck, Worksop, Nottinghamshire, S80 3LW. Prints will not be returned.

### IMAGE GUIDELINES

You will need to submit six images of your work including one image of a stand display. Please ensure the images are in the correct size and format (indicated below) and that they are of good quality as they may also be used for promotional purposes. Should you be selected, you may be asked for additional high-resolution images.

<b>IMAGE SIZE</b>	Image sizes should be 300dpi and not exceed 1MB
<b>FORMAT</b>	Digital images should be saved as JPEG files and should have the suffix .jpg
<b>FILE NAMES</b>	Each image should be labelled with your name and a number from 1 to 6 that should correspond with your application form. For example: johndoe1.jpg

### INCLUDED IN COST

- An exhibition space inside a covered, carpeted, and heated marquee
- A table and chair as standard. The table is 180cm x 60cm. Alternatively, exhibitors may bring their own display system to replace the table. This should not exceed 180cm x 60cm and exhibitors intending to do so must tick the appropriate box on the application form
- Three full days of public opening
- Porters to assist during set up and takedown
- To qualify for the graduate stand fee exhibitors must have graduated within the past year
- Shell walls at an extra cost (subject to availability – we can only provide 26 wall spaces)
- Electricity provision to 100w at an extra cost (subject to availability. We can only provide electricity to 30 spaces - lights are not provided)

### PAYMENT

If selected, exhibitors will be contacted via email with stand details and costs. Applicants must confirm in writing their acceptance of the offer. Payment in full must be made by the specified date below.

Basic Fee: includes uncovered table 180x60cm and chair	mandatory	<b>£300.00</b>
Basic Graduate Fee: uncovered table 180x60cm and chair	mandatory	<b>£240.00</b>
Walls 240x240cmx60cm (2 side panels)	optional	<b>£30.00</b>
Electricity (100w)	optional	<b>£30.00</b>

### EVENT OPENING HOURS

<b>Friday</b>	25 <sup>th</sup> November 2022	<b>10.00am - 4.00pm</b>
<b>Saturday</b>	26 <sup>th</sup> November 2022	<b>10.00am - 4.00pm</b>
<b>Sunday</b>	27 <sup>th</sup> November 2022	<b>10.00am - 4.00pm</b>

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### APPLICATION TIMELINE

<b>COMPLETE APPLICATION</b>	INCLUDING: Artist statement 6 digital images, 1 of which features a stand display Retail prices	closing date 26.06.2022
WEBSITE <a href="http://www.harleygallery.co.uk">www.harleygallery.co.uk</a> EMAIL <a href="mailto:ssheritt@harleygallery.co.uk">ssheritt@harleygallery.co.uk</a> POST Susan Sherrit The Harley Art Market The Harley Gallery Welbeck, Worksop Nottinghamshire S80 3LW		
<b>SELECTION</b>	By The Harley Gallery Team	01.07.2022
<b>APPLICANTS NOTIFIED</b>		08.07.2022
<b>PAYMENT IN FULL</b>	If payment is not made by this date the stand will be reallocated	30.09.2022

### PLEASE COMPLETE IN BLOCK CAPITALS

INDIVIDUAL OR SHARED STAND	
IF SHARED, NAME OF OTHER EXHIBITOR (a separate application must be made)	

NAME	
TRADING NAME (if different than above)	
ADDRESS	
TELEPHONE NUMBER	
MOBILE	
EMAIL	
TWITTER	
FACEBOOK	
INSTAGRAM	

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## ART MARKET APPLICATION FORM AND GUIDELINES

WEBSITE	
DISCIPLINE	
DESCRIPTION OF WORK (100 Words)	

### PLEASE TICK THE FOLLOWING CRITERIA YOU ARE APPLYING FOR

- BASIC FEE
- GRADUATE FEE

### OPTIONAL EXTRAS

- WALLS
- ELECTRICITY
- BRINGING OWN DISPLAY SYSTEM

PLEASE DESCRIBE DISPLAY SYSTEM

### AGREEMENT

I hereby apply for the space as described above. I agree I have read and will abide by the terms and conditions shown below. I agree that the stand may be reallocated if I do not pay by the specified dates. I agree by applying I consent the information and images contained may be used for marketing purposes. I agree for the Harley Gallery to store my data which will be deleted within two months of the close of the event.

I AGREE

### JOIN OUR NEWSLETTER

Please tick here if you would like to join our email newsletter and receive updates on the work of the Harley Foundation including artist opportunities, exhibitions, and events. You can unsubscribe at any time by clicking the link in the footer of our emails.

If you have any queries, please refer to the exhibitor manual. If your question is not answered in the manual, please feel free to contact Susan Sherrit on 01909 501700 or [ssherrit@harleygallery.co.uk](mailto:ssherrit@harleygallery.co.uk)

**Thank you, we look forward to seeing you at The Welbeck Winter Weekend 2022**

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### TERMS AND CONDITIONS

- All work must be original, by the maker and of the same discipline, quality and price as shown in the exhibitor's application.
- All payments must be made by specified dates. The organisers reserve the right to withdraw and reallocate stands that are not paid for by the specified dates.
- Should an exhibitor withdraw 4 weeks or less before the event their stand fee will not be refunded.
- Exhibitors must not sublet their space.
- Exhibitors must keep their stands open and attended by themselves or knowledgeable staff throughout the period of the event. This is expected to be the selected exhibitor for at least 80% of the event.
- Exhibitors must open and close their stands during the specified event times.
- Exhibitors will be liable for any damage to the organiser's fittings and fixtures.
- Exhibitors must ensure that their display does not block the public thoroughfare, fire exits or entry points, nor extend beyond the perimeter of the exhibitor stand. The organisers may remove any part of the display outside the limits of an exhibitor's allocated space.
- The organisers may remove from the exhibitor's space any exhibit, fitting, machinery, or other items that do not comply with these terms and conditions or to which the organisers have an objection.
- The organisers reserve the right to change the space allocated to the exhibitor at any time before the exhibitor takes possession of the space. If such a changed area is without the paid-for extras specified in the application, the organisers shall refund the exhibitor for these unavailable extras.
- The exhibitor must comply with the health, safety and fire regulations of the venue as enforced by venue staff. No naked flames or smouldering products are allowed. Exhibitors must not display goods of a flammable or noxious nature. The organisers may remove any such unsuitable material from the event.
- All electrical and lighting equipment must be PAT tested with labels in date (this will be checked).
- The organisers reserve the right to photograph exhibitors stands and exhibits for promotional purposes. Exhibitors agree to grant the organisers non-exclusive copyright for the images they supply during the application process for promotional purposes.
- All exhibitors are required to contribute to a post event survey.
- If at the absolute discretion of the organisers, the venue becomes unfit or unavailable for occupancy or it becomes impossible or impractical to hold the event for reasons beyond the control of the organisers, the organisers reserve the right: 1) to change the location and/or date of the event; 2) to curtail the event; 3) to change the set-up period, open period, or takedown period; or 4) to cancel the event. In circumstances (1-3) the exhibitor agrees that the organisers shall not be liable to the exhibitor for refunds, additional expenses or charges, or other loss or damage suffered by the exhibitor. If the event is cancelled, the organisers will refund to the exhibitor all charges paid by them to the organisers. The exhibitor agrees that they will have no further claim against the organisers in respect of such cancellation.
- Exhibits, fittings, and all other items brought into the event by the exhibitor shall be the sole responsibility of and at the sole risk of the exhibitor. The organisers shall not be responsible for any loss or damage however caused. The organisers do not assume any duty towards exhibitors to look after exhibits, stand equipment and any other items not belonging to it.
- The exhibitor shall insure with a reputable insurance company for liability. Without limiting its obligation to take out insurance cover for such risks as it shall consider appropriate, the exhibitor shall take out adequate insurance in respect of matters including (without limitation) public liability insurance for loss damage or injury caused by the exhibitor's neglect or default.