



flock

the Barn | Banchory | AB31 5QA | www.thebarnarts.co.uk | 01330826520
the Barn is run by Woodend Arts Ltd, a registered Scottish Charity SC022620
Woodend Arts Ltd is not-for-profit company, limited by guarantee, Company No. 392079

FLOCK 2019 - CHRISTMAS CONTEMPORARY CRAFT & DESIGN FAIR

FRIDAY 15th (12PM – 5PM) SATURDAY 16th & SUNDAY 17th NOVEMBER 10AM-5PM

Exhibitor Application Form

Company Name

.....

Stallholder Name

.....

Address

.....

Postcode Tel No.....

Email

Website/Facebook

.....

Category of Work (please circle as appropriate)

Jewellery	Ceramics	Silverware	Glass	Wood	Toys
Stationery	Home Accessories	Furniture	Fashion/Textiles		

Please provide a brief description of items that will be on sale:

.....

.....

Price Range

Height of display or special requirements.....

.....

Please send 3 high quality images of your work if you do not have a website/Facebook Page

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Stall Costs:

£160 (Fee for the whole duration)

Included in fee: One 6ft x 2ft Trestle Table and one chair

Applications for multiple tables will be considered subject to demand- please indicate your preferred number of tables

Power Requirements

Do you require access to power? (please indicate) **YES/NO**

If Yes, please detail what equipment you require power for:

.....

Please note: Power sockets are limited. We will try to accommodate requests for power but this may not always be possible. All tables are lit by theatre style, overhead lighting in the main Barn, and spotlighting in the Gallery. However lighting of the tables is the stallholders responsibility.

Display of Items: KEY INFORMATION

- Due to the nature of the building no items can be attached to the walls in the main Barn space.
- Most stalls will not have accessible wall space. If you would like wall space please note under special requirements above.
- Exhibitors will need to provide their own freestanding or table-top display systems. Please advise the height of freestanding display structures at the time of application above.
- Display stands may not exceed the width of the table provided.
- Items may not obstruct or occlude walkways/other stalls.
- We will try to accommodate requests for power but this may not always be possible.
- Full layout plans with stall location will be supplied to successful applicants in advance of the event to allow you to plan your stall.

Exhibitor Declaration:

I have read and accept the flock Rules & Regulations Printed overleaf:

Signed _____ Date _____

Please send completed forms to mail@thebarnarts.co.uk or post to the Barn, Burn o' Bennie, Banchory, AB31 5QA by: 5PM SUNDAY 4th AUGUST 2019

Successful Applicants will be informed by: TUESDAY 20th AUGUST 2019

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With Best Wishes

The Team @ the Barn

FLOCK RULES AND REGULATIONS

1. All goods offered for sale must be the work of the stall-holder.
2. Bought in goods will not be allowed.
3. Items which are produced primarily from the assembly of bought parts will not be allowed.
4. Each member may only sell the original craft as notified on the booking form. Any change or addition to stock must be notified to the Barn Office and approved in writing before the Fair.
5. Toy makers must ensure that they comply with the EU regulations.
6. Stalls must have a table cover that completely obscures personal belongings and packaging underneath.
7. Stalls must be ready for business at least 45 minutes before the advertised opening of the fair.
8. Stalls may not be vacated before the advertised closing time.
9. Separate businesses sharing tables is not permitted without prior consent from the Barn.
10. Bookings will only be accepted on receipt of fees. If successfully selected, full payment should be made by 2nd September 2019. BACS transfer to: Woodend Arts Ltd, Sort Code: 40-52-40, Acct No. 00020769 or Cheques to be made payable to Woodend Arts Ltd by the above date. Please quote **flock** and your Trading Name.
11. If a participant is unable to attend **flock**, having already paid the stand fee, and notice is given at least 6 weeks before the event, the Barn office will make every

effort to re-let the space and offer a refund, minus an admin fee of £50. If the space cannot be re-let, no refund will be offered.

12. Stallholders are responsible for ensuring their insurance cover is adequate for the duration of the event. No responsibility in this respect, can be accepted by the organisers or the Barn.
13. Stallholders are responsible for their own credit card readers, payments and cash floats. Please be aware that due to the granite walls of the Barn, connectivity can be intermittently affected.

Notes:

- **Event Marketing will be provided by the Barn including posters, flyers and a social media campaign, which will include the names of all exhibitors. Exhibitors are expected to support the marketing of the event through their own networks using designated hashtags.**
- **Free tea, coffee and water will be available to stallholders during the event.**
- **Exhibitors should bring their own electrical equipment.**
- **The main Barn has fluorescent lighting and two large windows facing south-west.**
- **The gallery has spotlighting and skylight windows.**
- **Full venue plans and briefing information will be provided to successful applicants.**