[](http://www.theherbert.org/)

**Expression of Interest for**

**Making Merry 2017**

**Arts, crafts and gifts fair**

**Friday 8 December 7.30pm till 10.30pm and Saturday 9 December 10.00am till 4.00pm**

Please note that this form will register your expression of interest only. As the Christmas fair is popular applications are subject to a process of review. We will choose a balanced selection of attendees based on the expressions of interest so that competition is reduced for stallholders and the visitor gets the best range. Please submit your form by the end of August 2017 and we will review applications and let you know by the end of September. Applications are kept in chronological order and preference is given to the first stallholder of its kind to apply. There is no need to send a payment with this form.

Name……………………………………………………………………………………….. Mobile number………………………………………………………………………………..

Address………………………………………………………………………………………………………………….………………………….....................................................

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Email…………………………………………………………………………….……………………………………………………………………………………………………………………

Website/Facebook Page (or attach photos if no link available) ……………......….………………………………………............................

If you have a variety of different items for sale please could you put the % of each below:

For example - 10% Bead Jewellery; 10% Cards; 80% Soap or bath products.

Items to be sold………………………………………………….........……………………………………………………………………………………………………………………….

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**Note – Items must be handmade or handcrafted**. Stallholders found with bought items will be asked to remove them. Please contact the Museum on 024 7623 7562 if you have any questions.

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**Booking for:** Friday £15 Saturday £25 Both £30 Free making table

If you are allocated a stall and would like to pay via PayPal (plus £1.00 processing charge) add your Paypal email address here and we will raise an invoice…………………………………………………………………………................................................

Alternatively we will accept payment by cheque and by credit or debit card over the telephone (subject to 50p processing charge). We will send further payment details when we confirm your booking.

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Do you hold public liability insurance? **Yes No**

**Note:** You are covered by the Museum’s insurance if you do not have your own.

***If you need additional space or have any other requests, please note what you will need and we will do our best to meet your requirements (e.g. plug sockets for electrical items, space for a display stand or clothes rail)***

Signed………………………………………………………………………………………….Dated……………………………………………………….

**Please email this expression of interest form to:**

elena.infante@culturecoventry.com//[jessica.pinson@culturecoventry.com](mailto:jessica.pinson@culturecoventry.com)

or post to Making Merry Craft Fair, The Herbert Art Gallery & Museum, Jordan well, Coventry, CV1 5QP

**Craft Stalls**

Please read this entire document as it includes details of how the Craft Fair will be run on the day and what is expected of the Stallholder and the Museum. By expressing your interest in a stall you are accepting the terms and conditions as set out below.

Location – Making Merry will be held in the museum’s Covered Court on the ground floor.

**TERMS & CONDITIONS**

* **Payment terms**

Craft stalls must be paid for **before** the event by the 1 October. We will remind you of this closer to the time.

Cancellation policy:

* Less than 21 days notice of cancellation – no refund will be given
* More than 21 days notice of cancellation – 50% refund will be returned
* **Unloading and Loading**

**Friday stallholders will be able to set up from 5pm. Stallholders on Saturday will be able to set up from 8:30am.**

There are no parking spaces outside the Herbert’s entrance on Bailey Lane so it is a matter of pulling up and bringing your items into the building as quickly as possible before moving your car to a parking space. We will help as much as possible. If you can pack items into boxes and bags it is easier to move quickly and also easier to store safely whilst you are off-site parking your car. Please bring your own trolleys if you can. Friday drop off maybe available for Saturday stallholders by arrangement only, between 2.00pm and 4.00pm.

* **Car Parking**

Please make your own parking arrangements after unloading as there is no parking at the museum.

We suggest you use Gosford Street Car Park as their Saturday rate is only £1.00 for the day <http://www.coventry.gov.uk/directory_record/11436/gosford_street>.

* **Provided for you**

You will be provided with a trestle table, approximately 6ft by 2ft, and two chairs. You will need to supply your own table covering(s). Tables will be laid out and labelled before stall holders arrive, please look for the correct stall or ask where it is.

We will pay for advertising in the newspaper and magazines.

* **Required from you**

The more you can help us advertise this event the better. There will be leaflets to promote the event, please contact us if you are available to hand any out. A Facebook event page will also be set up, please like, share and interact with this.

Advertising and/or displays must not be attached to walls without prior arrangement with the Museum.

All items for stalls must be as listed on the expression of interest form, if items not listed on your booking form are used you may be asked to remove them. All items for sale **must be handmade or hand crafted.**

Saturday traders should be ready to trade by **10.00am**. Friday traders should be ready to trade by **7.30pm.** Please make sure there are no trip hazards and walkways are not obstructed. No trader should dismantle their display before **4.00pm**.

Any electrical equipment which is brought on site must be tested/certified to the appropriate standards and should carry a current PAT testing label if over 1 year old. Electrical leads for external use must be fitted with 16A plugs. Electrical equipment should be for display purposes only. A member of the Herbert team will perform a quick visual inspection of electrical equipment, help you to find the correct socket, and secure your cable to prevent trip hazards.

All Stallholders have a duty of care to ensure their own Health & Safety, we remind you to consider the safety of members of the public in the vicinity of your stall.

* **Culture Coventry Ventures**

The Museum will not be responsible for damage to stock or theft whilst on the premises.

No responsibility will be accepted by Culture Coventry Ventures Ltd for the security of any goods, money or equipment before, during or after the event. All transactions are between the Vendor and Purchaser alone and no responsibility will be accepted by Culture Coventry Ventures Ltd for any transactions.

Culture Coventry Ventures Ltd reserves the right to cancel all or part of the event or to ask stall holders to leave the event if any terms and conditions are breached.