

**PLEASE READ CAREFULLY for
changes to application process**

**Sparkle: Contemporary Craft & Gourmet Food Fair
16-18 November 2018
Friday 6-8.30pm
Saturday & Sunday 10am – 5pm**

General Information

Sparkle: Contemporary Craft & Gourmet Food Fair – a high quality fine craft & food extravaganza in the run-up to Christmas at the Landmark Arts Centre bringing together individual designer makers from across the country with a separate area dedicated to gourmet foods.

Criteria:

The criteria for applications remain the same for all of our art-based fairs: individual designer makers whose work demonstrates creativity, innovation and quality. There is a 'three-year rule' in place though it is not hard and fast. However, if you have done three years in a row then you may not hear for some months.

Publicity:

Will include 20,000 of our own glossy Events brochures, 20,000 flyers, posters, paid advertising, national and local listings, mailing listings, AA signposting, website listings, Facebook, Twitter, Instagram and banners in the local vicinity.

Café:

Snacks, drinks, and a licensed bar available for the Preview Evening. Saturday and Sunday: sandwiches, cakes, cold drinks, tea and coffee. The café will be open on Friday during set-up from 11am-1pm for tea, coffee & biscuits. On Saturday & Sunday if you want food it needs to be pre-ordered and the caterers will email you in advance.

Set Up:

From 9.30am until 5pm on Friday 16th November – please select a time slot on the booking form. Final set-up details will be sent with the marketing material 4-6 weeks before the show. Your stand space will be clearly defined using panels covered with grey polyweave. The panels vary in height and size but each panel is approximately 1" thick. For hanging: Velcro, small pins or hooks (1.5" approx) from the top of the stands may be used. Absolutely **NO** nails, screws, blue tac or glue as these will damage the screens.

To apply:

Please complete the **Application Form** below giving 1st 2nd, 3rd and 4th choice of stand numbers. All applicants will be contacted by phone or email to confirm if you have been successful, usually within a month but occasionally it will be longer, and **the full payment will be due within 2 weeks**. Please note that as the Landmark is in the process of becoming VAT registered the prices are shown including VAT at 20%. Once we have received our registration number you will be sent a VAT invoice.

Payments:

If you would like to pay by bank transfer the bank details are:

A/C Name: Landmark Arts Centre

A/C No: 02389744

Sort Code: 30-98-79

Lloyds Bank

It is essential that you quote reference: Sparkle and your stand number. Email me as soon as the transfer is complete telling me the reference used and amount paid – meg@landmarkartscentre.org

Cancellation:

- 8 weeks or more before set-up day – full refund, if stand can be re-sold, less 15% admin charge.
- 4-8 weeks before set-up day – 50% refund, if stand can be re-sold, less 15% admin charge.
- 4 weeks or less before set-up day – 25% refund, if stand can be re-sold, less 15% admin charge.
- Within 1 week of set-up – no refund.
- **Please note:** no cancellation is considered for refund until all the stands have been sold and if a refund is relevant it will happen after the event.

Ferry Road, Teddington, Middlesex TW11 9NN

Telephone: 020 8977 7558 www.landmarkartscentre.org info@landmarkartscentre.org
Landmark Arts Centre Ltd Charity No: 1047080 Registered in England No: 3061090

IMPORTANT INFORMATION FOR EXHIBITORS

- All work shown must be the exhibitor's own work
- Please itemise all types of work on the application form, for example if your main discipline is ceramics then I need to know if you are going to be selling cards and/or jewellery as well. You will only be able to display items listed on your application form
- Spaces are non-transferable
- No dealers, manufactured goods or agents
- Lighting: All 2mtr and 2.4mtr wide fair stands are supplied with one 150watt exhibition light. Larger stands over 2.4mtrs wide are supplied with two 150watt exhibition lights
- Extra power sockets are available on request and for a nominal cost. The electricity supply for power usage within the building is limited. If a power socket is agreed for your stand, it will be sufficient to power a laptop, your own credit card machine or additional **low wattage lighting up to 150watts only**. You **must** inform the Landmark Arts Centre what you will be using the power socket for
- There will be a credit card facility in Reception and the charge will be 5%. Credit card slips will be included in the Welcome pack with more available on Reception if you need them. After the show we calculate your sales and send you a cheque, deducting the 5%, usually within two weeks. **You will need to keep records of your credit card sales as we do not supply copies of the forms or receipts**
- We have put in place an advance booking 'meal deal' scheme to try to make ordering food from the café more cost-effective and efficient. You will receive an email from the caterers requesting your selections and reminders will be sent out.
- Please note that the Complimentary drink voucher in your Welcome Pack is for Friday evening only.
- One chair will be on each stand – please put a note on your booking form if you require more than one
- Tables are available if required at the cost of £5 and must be booked in advance indicating size required – see Booking Form.
- Items encroaching on neighbouring stands, exits or gangways will be moved – please be considerate to your fellow exhibitors
- Fire exits **must** be kept clear at all times
- The event will be insured against public liability but the organisers cannot be held responsible for any loss, theft or damage to exhibitor's work or personal possessions. Exhibitors are advised to make their own insurance arrangements. Once you have completed and sent your application it is assumed that you have read and accepted the rules about loss, theft and damage and no compensation will be paid if any of these incidents occur.
- No additional storage space can be provided on site

Please note that if your booking is received within four weeks of the fair dates you may not be listed in the exhibitors list.

If you have any questions after reading the above please do email meg@landmarkartscentre.org or telephone Meg Fisher on 020 8977 7558 or **TEXT** me on 07941 938427.

Sparkle - Application Form

Friday 16 November 6-8.30pm
Saturday 17 & Sunday 18 November 10am-5pm

Please use BLOCK CAPITALS

NAME:

Stand name (if different from above):

ADDRESS:

POST CODE:

TELEPHONE: **MOBILE:**

EMAIL: **WEBSITE:**

FACEBOOK:

TWITTER: @ **INSTAGRAM:**

Description for the Brochure (maximum 10 words):

Description of all the work to be shown (must be your own work):

State recent exhibitions/fairs and please include anything that may be useful for publicity purposes:

Please tick the type of work you will be showing:

Ceramics	Jewellery
Textiles	Gourmet Foods (please specify)
Metal work	Wood
Glass	Other (please specify)

Stand: 1st choice **2nd choice** **3rd choice** **4th choice**

Please email one or two high res images or enclose a disc of recent work for publicity purposes. Please send a SAE if you want the disc returned.

**Send the application to: Sparkle, Landmark Arts Centre, Ferry Road, Teddington, Middlesex TW11 9NN
You will be contacted on receipt of your application to confirm if you have been successful.**

For further details please contact:

Meg Fisher

E: meg@landmarkartscentre.org or T: 020 8977 7558

Sparkle - Booking Form

Friday 16 November 6-8.30pm

Saturday 17 & Sunday 18 November 10am-5pm

Once your application has been confirmed please complete the following and send it with your cheque made payable to 'Landmark Arts Centre', or if you are paying by bank transfer the details and instructions are on page 1, within two weeks. :

Please note we cannot provide additional requirements on the day.

Please complete the following:

Name: Stand no:

Stand name if different:

Electrical socket requirement

Cost: £6.00 (inc VAT)

Please advise additional lighting/usage in detail – see Important Information for Exhibitors:

Lighting/usage Total wattage

(The venue reserves the right to refuse lighting and there are only 30 sockets available on a first come, first serve basis) Priority will be given to jewellery and glass.

Tables required – size?

Cost: £6.00 (inc VAT)

Please indicate whether you need a 6 x 2'6" or 3'9"x2' table

(You can supply your own table within designated space)

Add additional requirements costs if any: Socket and/or table: £

Stand cost: £

Less deposit: £

Total balance owed: £

Preferred arrival/unloading time: 9.30am : 10.00am : 10.30am : 11.00am : 11.30am

12noon : 12.30pm : 1.00pm : 1.30pm : 2.00pm : 2.30pm : 3.00pm : 3.30pm

Please circle one time only and we will do our best to accommodate, bearing in mind that the times are allocated on a first come first serve basis. If your stand is in the food area then arrival/unloading has to be mid-day or later. Set-up will be until 5pm then the Centre will close for 1 hour for cleaning prior to the Preview Evening.

Please send this form with your cheque made payable to 'Landmark Arts Centre' for the full stand fee plus any extras (amount owed will all be confirmed in the email confirming your stand) along with an A4 SAE (£2.90) (for final set-up details and the marketing material) when your stand number is confirmed payment is required within two weeks to: Sparkle, Landmark Arts Centre, Ferry Road, Teddington, Middlesex TW11 9NN. Alternatively, if you are paying by bank transfer then please email meg@landmarkartscentre.org as soon as the payment is made with reference 'Sparkle stand no ??'. This form should be sent with an SAE as soon as possible. See notes on page 1.

For further information: E: meg@landmarkartscentre.org

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