

Exeter Craft Festival Introduction and Notes for Application 2019

Exeter Craft Festival is a long established Craft Market (44 years) held each summer on the Cathedral Green to co-incide with the Lammas Fair. Up to a hundred crafters mostly from Devon meet for the three days. The event is run by a volunteer committee of mainly exhibitors and includes members who have exhibited for over 20 years as well as newcomers and is chaired by Madeleine Millington.

The Rest of the Committee are:-

Liz Lord
Helen King
Yvonne Doney
Ian Stewart
Sheila Clayton
Judith Otto
Stacey Beaumont
Heather Firby
David Adams (Co-ordinator)

When the committee selects stall holders from applicants during January it is looking to favour those from Devon (a copy of our Admission Criteria which the committee use to allocate stands is included in your application pack) and to achieve a high standard of personally made craft with a good variety of items. We may well visit some applicants to help maintain our goals. All stands will be visited during the Festival and we run a Best Stand in Festival with a £100 prize, rosette to display and Trophy and a runner up with £25 and rosette. The judge for this competition will mark exhibitors on a range of criteria including:-

1. Quality of product
2. Creativity and style of stall layout and display - does it look good and work well?
3. Good use of space
4. Quality of customer experience and service
5. Signage.

We also look to ensure that products are made by crafters, retail products are banned.

Event Details

The Craft festival takes place in July on Thursday 4th (10.00am-5.30pm), Friday 5th (9.30am-5.30pm) and Saturday 6th (9.30am-5.00pm).

It is held in individual covered stands with a night sheet approx 3m x3m. They may be plain or striped, we are unable to specify. Tables are available to hire, they are 6ft long x 2'.3" to 2'.6" wide. Chairs are also available

Unloading etc

Exact details of times for unloading / loading will be notified to you along with final opening and closing times in late June. It is important that we are all ready at the opening time and do not pack up before closing time.

Unloading may take place from 8.00am to 9.00pm Wednesday and from 5.00am until 9.00am on Thursday. So we can plan unloading please complete the relevant boxes on the application form. Access from 5.00pm each evening will be available as well as from 8.00am Friday and Saturday. No vehicles are allowed on the grass and all vehicles should vacate Cathedral Yard by 09.15am on each day as per the Cathedral conditions. Do expect much longer delays on the Saturday evening when all the exhibitors want to load at the same time and be away from the site.

Securities is provided from Wednesday, Thursday, Friday and Saturday; please notify us if you wish to sleep on site. If you do you will have to provide a smoke alarm.

Application forms

It is possible for 2 different exhibitors to share stands, and an application for each must be made together with their own risk assessments and public liability insurance.

Please complete with your details and requirements. Please enter up to 2 categories that best describes your craft. You may include a telephone number, or an email or a web address on the brochure. (There is a sample on the application form.) Your contact details, product and photographs can all be put on our website. Details will follow for this if you are selected.

Risk assessments (RA)

These form part of the application forms and should be returned at the same time. We have to submit a detailed RA to the Fire Brigade, Police and Insurance so I am afraid that applications without a RA or a barely completed one will not be considered.

If you are not sure how to complete one then a sample is on our website.

Public Liability Insurance should be for **£5 million** so please look at your policy and arrange sufficient cover. (On the website are suppliers who offer this type of insurance).

Please read the Terms & Conditions for the Festival and return your application, with Risk Assessment and Insurance (only if valid for the festival dates) along with your 2 cheques by the 5th January 2018.

We also accept BACs payments. If selected in January 2019 please pay in deposit (£100) within 7 days of the email confirming your selection or your application may be rejected. The Balance should be paid by 1st April 2019. Late payments will incur a fee.

BACS details Exeter Craft Market Ltd s/c 40-20-29 a/c 81445731 Reference Your Name

Selection Procedure

The committee will meet in early January to review applications. Those crafters who are to be included will receive an email shortly after the meeting and their deposit cheques will be banked. So please keep an eye out for emails and check your bank account. If your application is turned down you will receive your cheques back with a regret note. If you have not heard from us by the end of January please email enquiries@exetercraftfestival.co.uk or telephone myself. Your second cheque will be banked in April.

All communication will be by email. Please print off these notes and keep for your information. I hope you find this useful, should you need any more information please do contact me. David

David Adams 9 Westcombe, Alphington, Exeter, EX2 8GH Home 01392 219050 Mobile 0779 209 2831
email enquiries@exetercraftfestival.co.uk Website www.exetercraftfestival.co.uk
Facebook www.facebook.com/#!/pages/Exeter-Craft-festival/275658692472297