

Exeter Craft Festival Introduction and Notes for Applications 2021

Exeter Craft Festival is a long established Craft Market (46 years) held each summer on the Cathedral Green to co-incide with the Lammas Fair. Up to a hundred crafters, mostly from Devon but all from the Southwest region, 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. It is chaired by Madeleine Millington.

Other members of the committee are:

Liz Lord (Life President)
Yvonne Doney
Judith Otto
Stacey Beaumont
Hepzibah Mcleod
Paul Trick
David Adams (Co-ordinator)

During January, when the committee selects exhibitors from applicants, it is looking to favour those from Devon (a copy of our Admission Criteria which the committee uses to allocate stands is available on the website) 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 for the winner, and a prize to the runner-up of £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 seek to ensure that products are made by crafters. Goods bought in for retail are banned.

Event Details

The Craft festival takes place in July on Thursday 1st (10.00am–5.30pm), Friday 2nd (9.30am–5.30pm) and Saturday 3rd (9.30am–5.00pm). It is held in individual covered stands, approx 3m x3m, with a night sheet. 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. Those not ready in time or closing early may not be offered a place in future years.

Unloading may take place from 8.00am to 9.00pm on Wednesday and from 5.00am until 9.00am on Thursday. So the security staff can monitor cars, please include the registration number of your vehicle.

Access from 5.30pm 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.

Security is provided every day from Wednesday to Saturday. Please notify us if you wish to sleep on site and if you do you will have to provide a smoke alarm.

Web Application Forms

Application is by completing the form on the Exeter Craft Festival web site.

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

Please complete with your details and requirements. Please enter the category that best describes your craft. You may include a telephone number, or an email or a web address for the brochure.

(There is a sample on the application form.) Your contact details, and product photographs are all required all be put on our website. These details will be used for our website.

Risk Assessments (RA)

These are an essential part of the application process and should be submitted with your application. We have to submit a detailed RA to the Fire Brigade, Police and Insurance provider so I am afraid that applications without an RA or insurance details will not be accepted.

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

Public Liability Insurance

Public Liability Insurance should be for **£5 million** so please look at your policy and arrange sufficient cover. You do not need to send your insurance certificates just complete the relevant details on line.

If you have a collective Insurance i.e. Axis or Air there is a special section on the web application form, (On the website are details of suppliers who offer this type of insurance.)

Please read the Terms & Conditions for the Festival and ensure your application is submitted by the 18th December 2020.

Selection Procedure

The committee will meet in early January to review applications. An email notifying each applicant of their status will be sent. Those crafters who are to be included will receive an email shortly after the meeting and will be required to make full payment by the 24th January 2021. We accept BACs, credit or debit card payments, but prefer BACs as it helps keep costs under control. Please check your invoice carefully for table and chair requirements.

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

If you have not heard from us by the end of January please email enquiries@exetercraftfestival.co.uk.

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

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