



# Buxton Wool Gathering

Dear Exhibitor

We're excited to invite you to apply for the second year of Buxton Wool Gathering, following the success of the first year in May 2019. Once again we'll be running in May, this time the weekend of the 9<sup>th</sup> and 10<sup>th</sup>, with the aim of building on what went well last year. We had a great time in a wonderful new venue and we hope those of you who attended did too!

We will accept your application via email however you can send a paper copy to the address on the form. You can also apply directly online, or download all documentation, at <https://buxtonwool.co.uk/exhibitors/>. If you are applying for the first time please attach/enclose photos of your work and give as full a description as possible.

We will be producing colour flyers, so please let us know if you would like some to distribute, and how many. We are also aiming to produce a full colour brochure listing all exhibitors and their contact details, to be provided to visitors when they arrive. If you have a particular photo you would like using in that brochure and on the website, please send us an electronic copy so we can do so. Otherwise we will select these from your online presence (if you have one!)

We'll be including advertising in the brochure again. The cost of this will be £25 for a quarter page, £50 for a half page and £100 for a full page – this cost does not include any artwork however we can offer this service for an extra £10.00 per advert. We do not need your artwork until later in the year, but do indicate on the form if you want to advertise.

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If you've got any other questions, please email us at [admin@buxtonwool.co.uk](mailto:admin@buxtonwool.co.uk).

**We look forward to seeing you in 2020!**

Regards

Carole and the team

Tel: 07950957042

## **TERMS AND CONDITIONS**

- **CLOSING DATE FOR APPLICATION** – 30<sup>th</sup> September 2019. Letters will be sent out by 1<sup>st</sup> November confirming places. Full payment to be made by 1<sup>st</sup> February 2020 – failure to pay in full by this date will mean the loss of your space allocation.
- **APPLICATION FOR SPACE**. All applications must be made on the appropriate booking form, which must be signed by the Exhibitor or his/her representative, such signature being an acceptance of all of the regulations.
- The Organisers reserve the right to refuse any application whatsoever, whether received prior to the closing date for entries or not, and also reserve the right to cancel any entry which may have been accepted, without any reason being given. The Organisers decision is final in all cases.
- **INSURANCE** - All stallholders must be able to produce a current insurance certificate with a minimum Public Liability of £2 million. If this is not available at the time of booking it must be submitted prior to the event – you will not be allowed to stand without insurance.
- **OPENING TIMES** – The event will be open from 10am until 5pm on Saturday and 10am until 4pm on Sunday. All stallholders are expected to be set up 15 mins before the doors open to the public and remain on their stalls until the public have left. Please do not start to dismantle stands early unless told to by the organisers.
- **SETTING UP** – Details will be provided via email closer to the event.
- **WITHDRAWAL OR CANCELLATION OF SPACE RESERVED**. Where an exhibitor withdraws from the event or cancels a space reserved within 21 days of the event, all fees paid shall be forfeited and the Organisers reserve the right to re-let such space. If more than 21 days written notice is given then the balance minus £15 per 2m space booked will be refunded.
- **STALLHOLDERS** – All goods etc to be confined to the paid for exhibit area and must not obstruct or endanger the public of other stalls. As some of the stands are irregular shapes then an allowance will normally be made to accommodate this (i.e. some 2m x2m stands may be 1.5 x 3m). If you have a particular set-up please let the organisers know once you have been accepted. Please ensure the tables are covered by a cloth that hides any packaging and boxes.

- PARKING – Vehicles are allowed to drive directly to the front of the centre for unloading and loading however these must be removed as quickly as possible to allow other stallholders to have access. All parking in the surrounding area is Pay & Display and unfortunately we are unable to provide vouchers for this, so we recommend you factor parking into your costs.
- All goods and rubbish to be removed by the stallholder.
- If you apply to be an exhibitor with Buxton Wool Gathering, the information and documentation, whether through this site, email, or in writing, will be retained until we have decided whether your application has been successful. If your application is unsuccessful, your details will be retained for a waiting list unless you request otherwise, in which case all information will be destroyed.

If your application is successful, your information is retained until at least the end of the event. The details you provide, including business name, contact details, and media such as photographs, will be used our part of our marketing for the event. By applying you consent to the use of this information in this way. You can find our full [Privacy Policy](#), which explains how we use, store, and process your data, on our website.

- **Please ensure you have enclosed/attached:**
  - Application form
  - Copy of current insurance plus date for renewal
  - Completed risk assessment form.
  - Photos of products if a new applicant