

NORFOLK STREET ART MARKETS

Exhibitor Application Form

SUMMER, AUTUMN AND CHRISTMAS SHOW EVENTS 2019

Deadline for applications: Monday 3rd June 2019, 12 noon

YOUR DETAILS

Applicant name:

Business name:

Address:

Telephone:

Email address:

Business facebook page:

YOUR PRODUCTS

Description of products sold (100 words max):

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☐ Please tick this box to confirm all work you intend to exhibit is handmade in the North East of England. Please be aware we cannot consider applications from anyone who intends to sell goods that are not handmade.

☐ Please tick this box to confirm you have your own Public Liability insurance in place, and please send a copy of this insurance alongside your application.

EVENT INFORMATION AND SHOW DATES

We have indoor exhibition space and a small number of outdoor spaces. Outdoor exhibitors will need to bring their own gazebo for outdoor pitches. We have a limited number of indoor pitches available with access to electricity for £5 additional fee per pitch. All electrical items must be PAT tested. We reserve the right to ensure any non PAT-tested items at the event are removed from pitches.

Set up is between 8am and 10am on the morning of the show. There may be an opportunity at each event to set up the evening before the show; this will be confirmed closer to the time in the exhibitor pack sent out to successful applicants.

Stalls will be situated in both 29 and 31 Norfolk Street with guides and signage directing visitors between areas. Hot food and drinks will be sold at 29 Norfolk Street, with an additional rest area at 31 Norfolk Street.

Each exhibitor will be allocated a six foot pitch and will need to provide their own table and chair. There is no on-site parking; the nearest parking is less than 100 feet away. The private car park next to the council car park offers an all day parking pass for less than £5.

DATES:

Summer show: Saturday 10th August 2019

Trading hours: 10am – 4pm

Cost per pitch £25

To coincide with Tin Soldier Performance in the Park event at Mowbray Park

Autumn show: Sunday, September 29th 2019

Trading hours: 10am – 6pm

Cost per pitch £35

To coincide with Pride Sunderland event in Sunnyside

Christmas show: Saturday, September 7th December

Trading hours: 10am – 6pm

Cost per pitch £35

To coincide with Sunderland Festival of Light in Sunderland City Centre

EVENT MARKETING

Each event will be promoted to our audience of 2,500+ followers on the MBC Arts Wellbeing Facebook page, as well as via paid social media campaigns, in local What's On listings, press releases, through paid advertising in local media publications and via key cultural stakeholder organisations across the city. An events page will be created on Facebook and we will promote individual exhibitors and their work via this channel.

Our aim is to advertise each event to 20,000 + local people. We will ensure each event is advertised to a minimum of 10,000 local people.

APPLICATION INFORMATION

Please use the table below to indicate which events you would like to apply to exhibit at.

Event	Indoor pitch requested (own table and chairs) YES / NO	Outdoor pitch requested (own gazebo) YES / NO	Electricity requested (£5 per show) YES / NO
Summer show (Saturday 10 th August) £25 per pitch			
Autumn show (Sunday, 29 th September) £35 per pitch			
Christmas show (Saturday, 7 th December) £35 per pitch			

GRAND TOTAL) = £.....

(add the cost of each show you are applying to exhibit at + electricity cost, if required)

A £10 booking discount will be applied for exhibitors applying to, and accepted into, all three events. This will be confirmed in your decision letter, there is no need to include this in the above grand total cost.

NEXT STEPS AND BOOKING TERMS

Once completed, please email this document alongside a copy of your PLI Insurance and 1 – 3 images of your work to **mark@mbcartswellbeing.com**

You will receive a confirmation response within 48 hours of your application being received. You will receive notification of the outcome of your application by Monday, 10th June 2019 by email. If successful we will attach a request for payment to secure your booking.

Before submitting - remember to include:

- *Your completed application – all sections must be completed*
- *A selection of images of your work (3 images maximum)*
- *A copy of your public liability insurance*

THANK YOU FOR YOUR APPLICATION, WE LOOK
FORWARD TO HEARING FROM YOU!