

## **Valentines Gift Fair at Market Hall Museum**

**Saturday 8<sup>th</sup> February 10am – 4pm 2020**

**Market Hall Museum, Market Place, Warwick CV34 4SA**

Applications are invited from stallholders who wish to take part in a Valentine's Gift Fair at Market Hall Museum. Heritage and Culture Warwickshire (HCW) are inviting stallholders to sell quality craft/art in the unique surroundings of our historic Market Hall Museum.

Market Hall Museum enjoys a central location in the middle of Warwick, next to the popular Saturday market. Our average footfall for similar events on a Saturday is over 1000 people.

All stallholders will be provided with a 6 foot table or equivalent space. Additional space will be limited to the area directly behind the stall ONLY. Tables will be located on the ground floor of the museum. Indoor and outdoor signage will direct visitors to your stalls on the day. Staff and volunteers will be proactive in letting visitors know about the fair in the run up to the 8<sup>th</sup> February and will have flyers to give out.

All sale proceeds are your own, no commission taken.

Hire of a 6 foot table or equivalent space for the day is £30. Tables can be shared by more than one person.

Market Hall Museum is in a busy town centre location right at the heart of Warwick Town centre. Unloading and parking restrictions apply in Warwick between 9am – 5pm. You will be notified about setting up times, parking and unloading details before the event.

The Valentines Gift Fair will be promoted by Heritage and Culture Warwickshire (HCW) as a family event suitable for adults and children using our established marketing networks via printed advertising, press and social media.

For more information please contact Rebecca Coles on 01926 736397

To apply for a space please fill out the attached application form. Please take time to read the terms and conditions at the end of the booking form before applying.

**Application Form: Valentine's Gift Fair at Market Hall Museum**

Saturday 8<sup>th</sup> February 2019 10am - 4pm

Market Hall Museum, Market Place, Warwick CV34 4SA

Stallholder Name .....Email .....

Trading Name ..... Telephone number

Address: .....

Postcode:.....

Twitter..... Instagram .....Facebook.....

I would like to book: one stallholder's space @ £30

OR

I am sharing with [traders' name] and we are both paying £15

Type of craft being displayed and sold

Tables are approximately 6 foot.

Tables will be located on the ground floor, which is fully accessible. Stallholders will be notified upon arrival of their location.

We reserve the right to turn down bookings if we have too many stallholders selling similar items.

Please tick here if you do NOT require a table (just the space).

**All stalls must be ready to trade by 10am. Please note, although the Fair will be held indoors, the museum doors remain open throughout the day so dress warmly.**

Signed

Date

**Please return this application form and booking fee to:**

Heritage Education, St John's Museum, St John's, Warwick CV34 4NF. Alternatively, scan and email the booking form to

[heritageeducation@warwickshire.gov.uk](mailto:heritageeducation@warwickshire.gov.uk) Cheques should be made payable to Warwickshire County Council. Card payment can be made by calling 01926 412069.

## Terms and Conditions

- Stalls at the Valentine's Gift Fair must be paid for **before** the event. Stalls cost £30. Stallholders can share a space for a cost of £15 each. This fee is non refundable, except when Heritage and Culture Warwickshire (HCW) cancels the event.
- Entry to the fair is FREE for visitors.
- The hire of the space covers the period Saturday 8<sup>th</sup> February 2018 10am – 4pm inclusive. Stallholders must be present throughout. Please be ready to trade by 10am and please do not stop trading until 4pm.
- Stallholders are responsible for selling and handling money themselves; we cannot sell items for you. All transactions are between the Vendor and Purchaser alone. No responsibility will be accepted by Heritage and Culture Warwickshire for any transactions.
- Market Hall Museum is in a busy town centre location right at the heart of Warwick Town Centre. Unloading and parking restrictions apply in Warwick between 9am -5pm. You will be notified about setting up times, parking and unloading details before the event.
- Unless you request otherwise, you will be provided with a table approximately 6" long. You will need to supply your own table covering. A table plan showing where your space is will be available upon arrival.
- Stallholders will ONLY have their table space and a limited space directly behind the stall. They must not take up any additional space that encroaches on neighbouring pitches or block access for visitors. Do not attempt to move museum fixtures or fittings to make extra space, or block access for visitors. You are not allowed to fix anything to the walls or exhibits of the museum. Please make sure there are no trip hazards and walk ways are not obstructed.
- We are looking for quality craft and items suitable for Valentines gifts. Strictly NO food items please. Stallholders are asked to respect the fact that we are a family venue when choosing appropriate items to sell. We reserve the right to refuse to allow certain items to be displayed if we do not think the subject matter is appropriate for a family venue. Additionally, we reserve the right to turn down bookings if we have too many stallholders selling similar items.
- The space hired is suitable for selling items. We do not have space to allow stallholders to run workshops. Demonstrations are not allowed unless by prior arrangement. As we are a museum, no materials that could potentially damage our objects, or cause a health and safety risk to the public, are allowed in your space. This includes ink, paint, glue, hot water and sharp materials. Please do not bring materials such as food, dried flowers, fresh flowers, twigs, teasels and other organic matter as it attracts pests and therefore cannot be allowed in the museum near our collections.
- The event will be marketed by HCW but we also ask that you help us promote it too. We will send you copies of flyers and you can also use the following social media: Twitter: Follow @RuairiTheFawn. Facebook: Like Warwickshire Museum. Instagram: Follow Heritage&CultureWarwickshire

- To market effectively, we need to receive images of your work in jpeg format. Please send to Louise Jennings ([louisejennings@warwickshire.gov.uk](mailto:louisejennings@warwickshire.gov.uk)) as soon as you can and at least 4 weeks before the event.
- If you bring a child or children with you, please note that they are your responsibility and should not be permitted to run freely around the Museum site.
- Stallholders will be given a discount voucher of 10% to be used in Market Hall Museum café, valid for the duration of the event.
- The Museum will not be responsible for damage to stock or theft whilst on the premises.
- Your space is to be left tidy at the end of the event and any rubbish put in the bins.
- No responsibility will be accepted by Warwickshire County Council for the security of any goods, money or equipment before, during or after the event.
- Stallholders have a duty of care to ensure their own Health & Safety, and also that of members of the public. They are responsible for any and all damage or injury to persons or property caused by them or their stands or any act of omission by them or their staff.

**Cancellation:**

Heritage and Culture Warwickshire reserves the right to cancel, curtail all or part of the event at their absolute discretion. Heritage and Culture Warwickshire reserves the right to refuse access and also the right to require stallholders to leave immediately should any of the foregoing guidelines not be adhered to.

