

# Marlay Craft Fair 2017

Friday 17th November 6pm – 9pm  
Saturday 18th November 10am – 5pm  
Sunday 19th November 10am – 5pm



## The ethos of Marlay Craft Fair is to:

- Promote small craft businesses
  - Promote craft made and designed by you
  - Step away from mass produced gift fairs
- We are looking for produce made and designed by you in Ireland.

## Guidelines for all exhibitors

- You *must* include a copy of your Public Liability Insurance with your application.
- If renewed before the fair, the up to date copy must be forwarded on as soon as possible.
- Email promotional images of your work at the time of application to the [marlaycraftfair@hotmail.com](mailto:marlaycraftfair@hotmail.com)

## Guidelines for new exhibitors

- Include 3 samples of the work you intend to exhibit and include a return address and correct postage.

## Guidelines for previous exhibitors

- If you exhibited last year, photos of your current work are sufficient to [marlaycraftfair@hotmail.com](mailto:marlaycraftfair@hotmail.com) - if it was previous to last year, we will require samples.

The organisers reserve the right to refuse any application.

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## All applicants, please answer the following:

Name:

Business Name:

Address:

Mobile:

Landline:

Email:

Website: (this will be linked from our web site)

Discipline:

Brief description of your work:

Give an idea of the price range of your goods:

## Stand Choice

1. Choose 3 stands in order of preference.
2. On the plans you will see:
  - An area code e.g. G6. Use the area code on the plan to reference your choice.
  - The cost of that area e.g. €345
  - The size of the biggest table suitable e.g. 8'

| Choice | Area Code | Cost |
|--------|-----------|------|
| 1      |           |      |
| 2      |           |      |
| 3      |           |      |

| Table size required (no extra cost) | Mark choice with 'X' |
|-------------------------------------|----------------------|
| 4 foot                              |                      |
| 6 foot                              |                      |
| 8 foot                              |                      |
| No table                            |                      |

Note: Stands G15 – G18 are for "New Business". Please do not select these stands unless you fulfil the criteria below.

## Marlay Craft Fair 2016

An area is being offered at a discount for “**New Business**” who has been operating for less than two years. New Business stands are G15, G16, G17 & G18. Please do not apply unless you meet the criteria.

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### **New business applicants, please answer the following:**

How long have you been in business?

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### **New exhibitors, please answer the following:**

How long have you been a craft worker/artist?

List other shows in which you have participated:

Any further information which we should have about your work?

Please list the 3 samples included:

- 1.
- 2.
- 3.

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### **Attention all applicants: *please read....*Booking Conditions**

- Participation in the fair in a previous year does not ensure acceptance this year.
- Each application will be considered on its own merit and standard of creativity.
- We will send bank details for payment by bank transfer if your application has been successful – this will happen close to 1<sup>st</sup> September. Payment will secure your space so it is in your interest to do this as soon as you get accepted to the fair – otherwise your space will be offered up to the next suitable candidate.
- Postal address for applications and delivery of samples:  
Cloghan House, Barr Road, Rossinver, Co. Leitrim, F91CF51.
- **Include stamps for return postage of samples.** If there is no return postage given and samples have not been collected by 1<sup>st</sup> October, the organisers may dispose of items.
- You must include a copy of your Public Liability Insurance, for those who's public liability insurance is renewed between this September and 18<sup>th</sup> November please send us the cert which will cover the dates of the fair only. (18<sup>th</sup> – 20<sup>th</sup> November 2016)  
**The onus is on each applicant to ensure this is followed up as part of your application, we are not allowed to accommodate stand holders without insurance.**
- Please be sure to let us know if you require a table or not when choosing your stand.

### **Cancellations**

Refunds will only be given where a replacement can be obtained for your space and a €25 administration charge will apply to all refunds.

Cancellations after 1<sup>st</sup> October will receive a 50% refund.

### **Disclaimer**

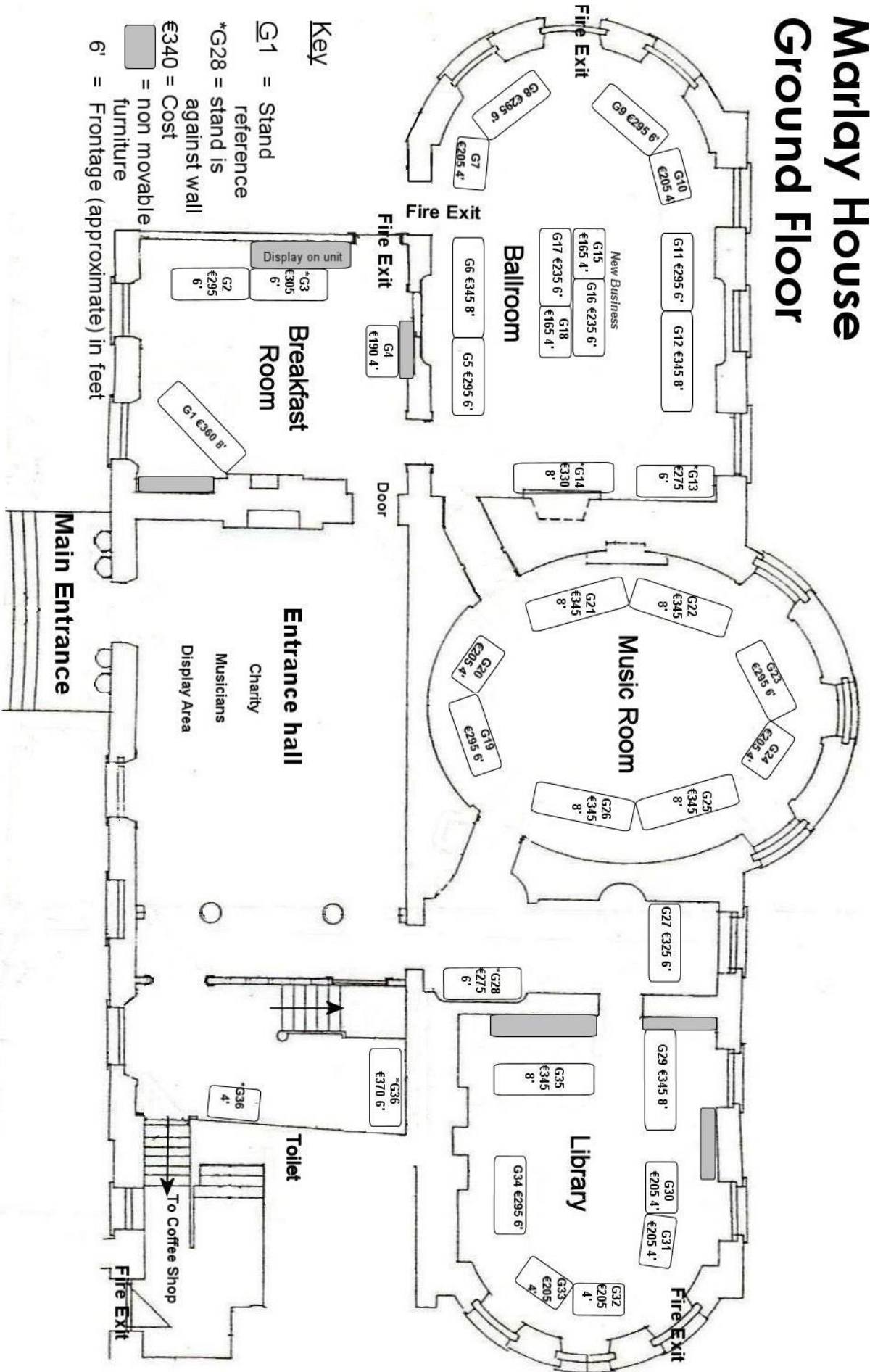
Organisers can not be held responsible for unforeseen disasters which result in the closure of the fair – for example: fire, flooding, weather, closure of Marlay Demesne. In the event of total closure of the fair, refunds will be calculated less any expenses already incurred in the organisation of the fair.

### **Contact**

Phone: Sonja Ewen or Des Keaney on 087-6753358  
Email: MarlayCraftFair@hotmail.com  
Web: www.MarlayCraftFair.com  
Address: Cloghan House, Barr Road, Rossinver, Co. Leitrim, F91CF51

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# Marlay House Ground Floor



# Marlay House Upper Floor

