

# Marlay Craft Fair 2016

Friday 18th November 6pm – 9pm  
Saturday 19th November 10am – 5pm  
Sunday 20th 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.
- 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.

---

## 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	

## Marlay Craft Fair 2016

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

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.

---

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

How long have you been in business?

---

### **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.

---

### **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 it own merit and standard of creativity.
- Full payment of your first choice must accompany this application form. Please date cheques for 1<sup>st</sup> September 2016 and make payable to 'Marlay Craft Fair'.
- Postal address for applications and delivery of samples:  
Cloghan House, Barr Road, Rossinver, Co.L 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 accommodate stand holders without insurance.
- Please be sure to let us know if you require a table or not when choosing your stand.

#### **Cancellations**

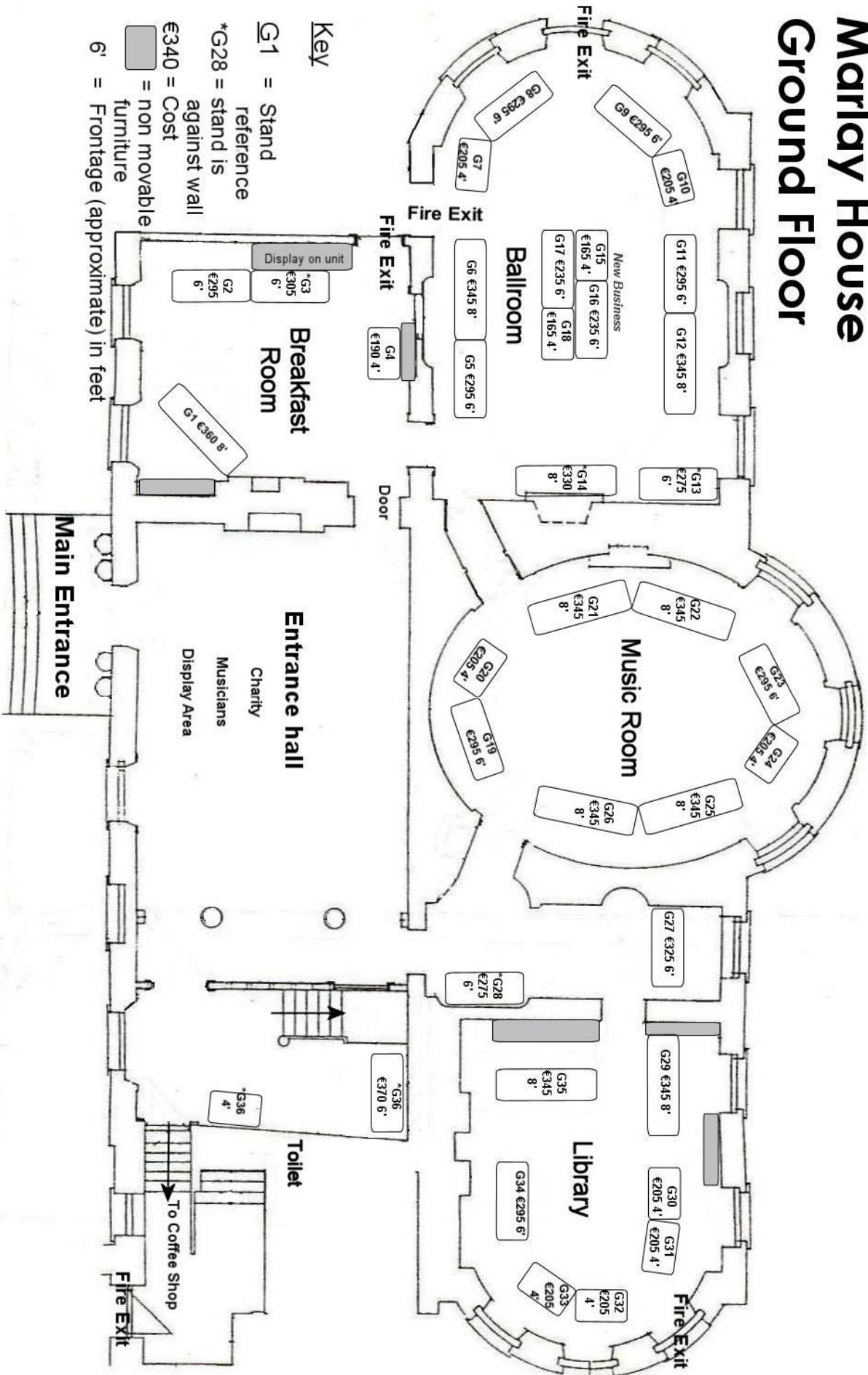
Refunds will only be given where a replacement can be obtained for your space and a €20 administration charge will apply to all refunds. Cancellations after 1<sup>st</sup> October will only receive a 50% refund.

#### **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.L Leitrim, F91CF51.

**To keep up to date, click “LIKE” on our Facebook page.**

# Marlay House Ground Floor



**Key**

- G1 = Stand reference
- \*G28 = stand is against wall
- €340 = Cost
- = non movable furniture
- 6' = Frontage (approximate) in feet

# Marlay House Upper Floor

