

Marlay Craft Fair 2019

Friday 22nd November 6pm – 9pm
Saturday 23rd November 10am – 5pm
Sunday 24th 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. This is a requirement from Dun Laoghaire Co.Council, the owners of Marlay House.
- 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 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 - 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	

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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 its own merit and standard of creativity.
- We will send bank details for payment via direct bank transfer, if your application has been successful — only 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 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 1st 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 now and 22nd November please send us the cert which will cover the dates of the fair only. (22nd-24th November 2019) **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 €25 administration charge will apply to all refunds. Cancellations after 1st October will only receive a 50% refund.

Disclaimer

Organisers can not be held responsible for unforeseen events which result in the closure of the fair – for example: fire, flooding, weather, including a 'Red' or 'Orange' wind warning from Met Eireann, 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 or Des Keaney on 087-6753358

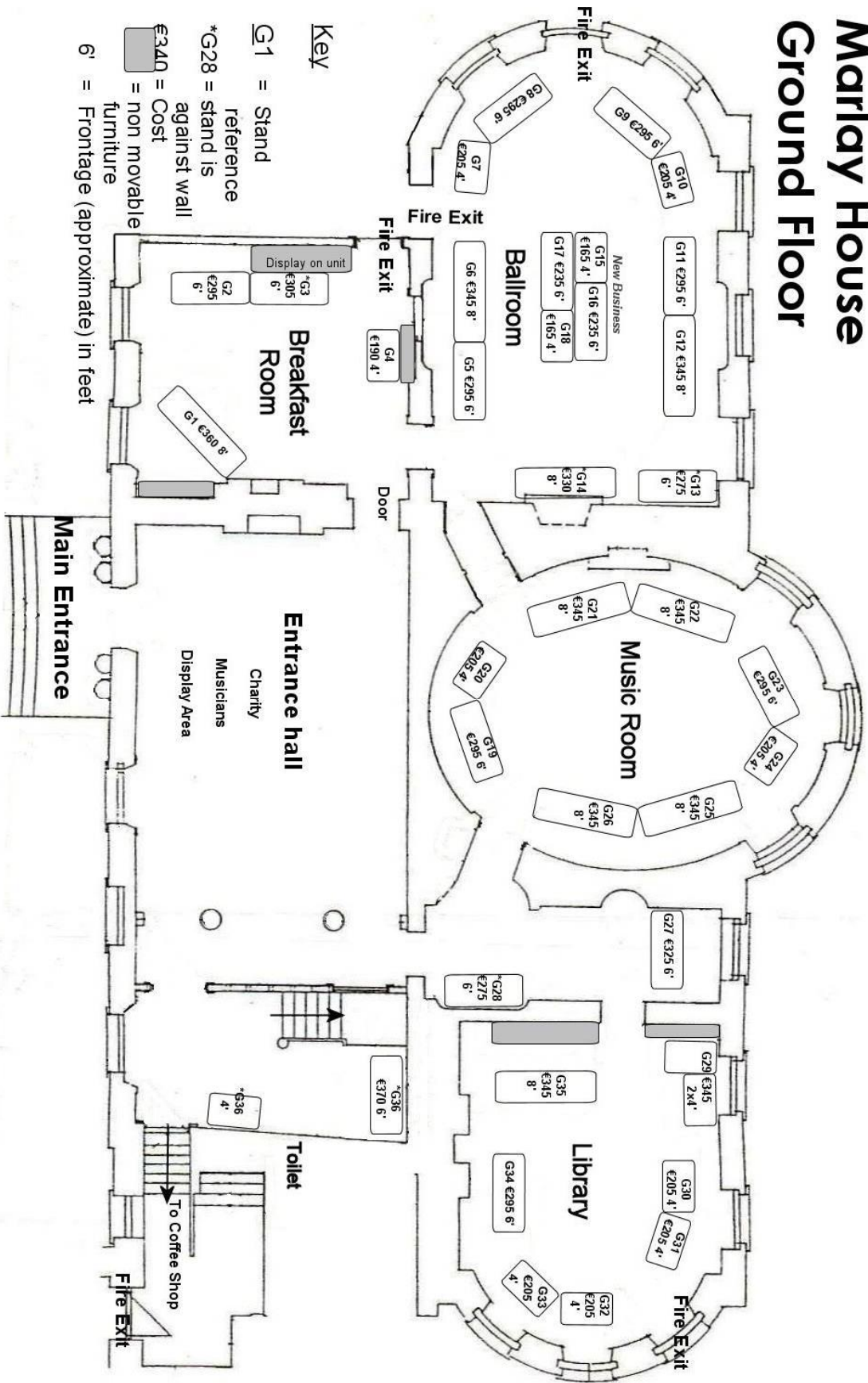
Email: MarlayCraftFair@hotmail.com

Web: www.MarlayCraftFair.com

Address: Cloghan House, Barr Road, Rossinver, Co.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

