

BLEDDFA CHRISTMAS FAIR 2018 – gorgeous, hand-crafted, high-quality gifts

DATES AND HOURS

DELIVERY AND INITIAL SET UP Thursday 15th November: deliver items for sale from 11:00am until 6:00pm
FINAL SET UP Friday 16th between 9:00am and 11:00am.

If you cannot deliver within this time slot, please let us know soon so we can arrange a different time with you.

OPENING HOURS

Fridays, Saturdays and Sundays, from 11:00 – 5:00, the final day being Saturday 22nd December, after which we will take down and unsold stock may be collected.

TAKE DOWN and COLLECTION OF UNSOLD GOODS from 3:00pm on **Saturday 22nd December**

DISPLAY

Feedback from last year indicates that we need to have a more equitable division of space, so we are allocating a **table space of approximately 2ft x 3ft (60cm x 90cm) per person**. You may also fix display items to the walls with nails or screws, but do not use rawlplugs.

Some tables will back on to window ledges which offer additional space. Some tables will not back on to either walls or windows, but be in the centre of the gallery.

If you have ideas for display options, or specific requirements, please get in touch to discuss.

Bring display racks and rails with you, and a suitably **small** table if you have one, cloths to cover tables if you like. We have plinths, electric sockets for lights, trestle tables for pottery and other objects, and some glass cabinet space for expensive items.

Pictures rarely sell as Christmas gifts, so we are not requesting paintings or prints on the wall, but cards are welcome, also browsers.

COMMISSION, LABELLING AND PRICING

Sale or return, 25% to the Bleddfa Trust. Everything must be clearly and firmly labelled with **full price including commission** and source of the items so that it is as easy as possible for those handling sales to correctly identify the seller. Ideally, the **full name of the maker** should be shown, as initials can be confusing. Please make it as easy as possible for those who have kindly volunteered to manage the sales.

RE-STOCKING

There is no space available to store items not on display, but re-stocking throughout is welcomed.

PAPERWORK

We need a clear descriptive list of all the work you are bringing, together with the prices. Any additional pieces you bring to re-stock will also need to be itemised on a sheet. Please also supply your contact details, and bank sort code and account number as the Trust makes payments by direct transfer.

MINDING THE SHOP

It is essential to have assistance supervising the gallery and dealing with sales. Visitors really like the opportunity to talk about the works on display, especially with the person who made them, and it is noticeable that those who participate usually have plenty of sales on the days they are in the gallery!

There is a rota available, and if you sign up for and complete **five** of the 2-hour slots we will reduce the commission you pay on sales from 25% to 20%. Gallery slots will be assigned on a first-come, first-served basis, and the final slot of 3:00 – 5:00 on 22nd December doesn't count – everyone wants that one for the handiness of taking down!

DATE	'MINDING THE SHOP' TIME SLOTS			
	11:00 – 1:00	1:00 – 3:00	3:00 – 5:00	NOTES
Fri 16 th Nov				
Sat 17 th Nov				
Sun 18 th Nov				
Fri 23 rd Nov				
Sat 24 th Nov				
Sun 25 th Nov				
Fri 30 th Nov				
Sat 1 st Dec				
Sun 2 nd Dec				
Fri 7 th Dec				
Sat 8 th Dec				
Sun 9 th Dec				
Fri 14 th Dec				
Sat 15 th Dec				
Sun 16 th Dec				
Fri 21 st Dec				
Sat 22 nd Dec			EVERYBODY! TAKE-DOWN	

CHRISTMAS 2018 CHRISTMAS FAIR

Yes I would like to take part in the Christmas Fair 2018.

	COMMENTS / DETAILS / DESCRIPTIONS / RESPONSES
Name	
Phone	
Email	
General description of what I will be bringing.	
Table space 2ft x 3ft: I will bring my own table Yes/No	
Wall space needed? Yes/No	
Glass cabinet space needed? Yes/No	
Will you be bringing any racks, rails, browsers, etc.? Please describe	
Access to power point(s) required? Yes/No	