

F.E. McWilliam Craft Fair 2022

Guidelines for Applicants

F.E. McWilliam Craft Fair will take place on Friday 16th & Saturday 17th September 2022. The craft fair, which showcases a range of locally made bespoke gifts and crafts, is now in its fourth year and growing in popularity with both designers, makers and visitors.

The event will take place on Friday 16th & Saturday 17th September and will include live music, children's entertainment and catering by Quails Café.

The schedule is as follows:

- Thursday 15 September - set up from 10am – 4pm
- Friday 16 September - set up from 10am – 3pm
Open to the public 4pm – 8pm
- Saturday 17 September - **Open to the public 10am – 4pm**
(Event take down after 4pm)

Each trader will be allocated a stand which will consist of 1 table and 2 chairs, electricity can also be provided if requested. Please note that individual requests for a particular stand cannot be accommodated.

All applicants must submit a completed application form, provide a copy of their public liability insurance and 3 current images of the work they propose to sell.

Stall holders selling handmade cosmetics, soaps, bathbombs, creams and body products must include an EU Cosmetic Assessment. Stall holders selling edible products must include hygiene certificates and food safety certificates.

All products for sale must be:

- Handmade
- Exhibitors' own design
- Reflect a high level of skill
- Finished to a high standard
- Durable and fulfil their expected function

A panel will assess each of the applications received based on:

- Completed application submitted before the deadline
- Valid insurance supplied
- Good quality images supplied
- Balance of craft type represented in the craft fair
- Craft & design quality

The cost of a stand is £40.00. A payment link will be sent out to successful applicants after the selection process. Stands will be allocated through a selection process. Selection will be made based on the application form and supporting materials alone. An application

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appraisal form is available which demonstrates how your application will be assessed and outlines the Selection Criteria.

The deadline for submission of applications is Tuesday 9 August at 4pm.

If you would like to apply for participation, please fill in the application form and return it by post or email with the appropriate supporting documents to:

F.E. McWilliam Gallery & Studio

200 Newry Road, Banbridge.

Co. Down.

BT32 5BD

Or Danielle.Fegan@armaghbanbridgecraigavon.gov.uk