

## **West Dean Design and Craft Fair featuring MADE 3 - 5 June 2016**

### **The Show**

The successful West Dean Design & Craft Fair featuring MADE will be returning for its second year over three days 3 - 5 June 2016. Last year just under 5,000 people flocked to the event which takes place in the beautiful grounds and in the workshops of West Dean College near Chichester. Organised by the College and run in collaboration with the team behind the highly successful MADE London, MADE Brighton and the Brighton Art Fair, the event promises to be even better in 2016.

As well as a high quality Designer/Makers Fair, with a separate Printmaking area there will be a number of hands-on Taster Workshops in a variety of art and craft subjects (at a small extra charge); arts and craft demonstrations and a range of catering stalls including a pop-up Vintage Tea Room. Visitors to the show will also gain free entry to the award-winning West Dean Gardens.

We do hope that you will join us in 2016.

### **Venue**

West Dean College is set in an Edwardian country mansion, in the middle of the award-winning West Dean Gardens, in the heart of the South Downs near Chichester.

The House was originally owned by Edward James, artist, poet and lifelong patron of the arts. In 1964 he gave the House, estate, and his art collection to the Edward James Foundation and in 1971 West Dean College opened.

The College has a world-wide reputation for the study of conservation and the creative arts. More than 250 artists, craftspeople, designers, musicians and writers are employed to deliver the full and part time educational provision.

The show will take place undercover in the grounds and in the workshops of the College itself.

A small number of Bed and Breakfast rooms are available for exhibitors on a first come first serve basis. Please call West Dean's Reception on (01243) 811301 for further details.

### **Dates**

Thursday	2 June (SET UP)	9am - 5pm
Friday	3 June	10am - 5pm
Saturday	4 June	10am - 5pm
Sunday	5 June	10am - 5pm

### **Applying and Selection**

Exhibitor applications are invited from individual or groups of designer-makers.

We would also welcome proposals from stall holders to run 1 ½ hour workshop or to give a 45 minute talk or demonstration connected to their work.

Workshop subjects should be suitable for 12 + age and participants should complete a small project within the 1 ½ hours. We can offer support from a volunteer or you can bring a helper with you. Workshop spaces are inside the main building and in a marquee.

Talks and demonstrations are held in the Creative Hub (this could be a Marquee or a room within the college). Demonstrations are delivered 'in conversation' with the Creative Hub host and are interactive. Talks offered on a specific theme are preferred over a general talk about your work.

The fee system is as follows:-

### **Workshops**

Tutors Fee £50                      Materials Budget: £2-£4 per student

Maximum number of students is 8-12 depending on space and subject

Equipment can be supplied by West Dean

### **Talks/Demonstrations**

Tutor Fee £100

Talks/Demonstrations will take place in a marquee with a low level stage, two tables, a camera on a tripod directed at the tables, two TV screens, PA system, laptop connected to screens, water in bucket/container.

**West Dean will provide a volunteer (one of our Foundation Students) to man your stand whilst you teach/talk/demonstrate.**

### **Stand Cost**

We do not charge a commission on sales.

<b>Stand size</b>	<b>Description</b>	<b>Price ex VAT</b>	<b>Price inc VAT</b>
<b>1.5 x 1.25m</b>	Boarding on 2 sides. No partition between your fellow exhibitor on other side.	£325	£390
<b>2 x 1m</b>	Basic contained space	£400	£480
<b>3 x 1m</b>	Long and thin – good visibility and impact	£500	£600
<b>2 x 2 x 1m</b>	Wedge shaped – spacious feel	£510	£612
<b>3 x 1.25m</b>	Long and thin – good visibility and impact	£575	£690
<b>3 x 2 x 1m</b>	Wedge shaped – spacious feel	£600	£720

### **Extras**

<b>Item</b>	<b>Price</b>
<b>Socket</b>	£40 + VAT
<b>Extra light (basic but ample lighting is included)</b>	£30 + VAT
<b>Table</b>	£10 + VAT

### **Deadline**

The deadline for applications is Friday 29 January 2016. All applications will be considered by a panel including representatives from both West Dean and Tutton & Young and successful applicants will be notified in February.

Applications must be accompanied by a non-refundable £15 application fee.

Makers wanting to share space will be individually considered. The number of makers must be reflected in the size of space requested. **Please ask if you require a larger space as we may be able design to your specification at an extra cost of £150 per square metre.**

Please apply online if possible otherwise print out and complete the PDF application form you can find at <http://www.westdean.org.uk/events>

## **Payment**

We require a deposit of 50% of the combined total cost of the stand and any extras to be paid within 10 working days after notification of selection to guarantee reservation of your space – this will be in February/March. The remaining balance must be paid by Friday 8 April or you risk losing your space.

## **Tickets**

Advance tickets will be for sale to the general public in early spring. Ticket price to be confirmed, but will be £10 or less and will include entrance to West Dean Gardens (standard price £8.25) when they are at their summer best.

## **Credit Card**

Increasingly buyers want to use credit or debit cards to pay for purchases at the shows. A central facility will be provided by our show partners, Tutton and Young Limited, for which there will be a charge of 5% commission. As an alternative you could consider signing up for an online service which allows you to take credit and debit card payments at your stand via a wireless device. We will provide Wi-Fi coverage so far as is reasonably practicable to facilitate this.

## **Mobile Phones**

Please note that due to the rural location of the event there is limited mobile coverage for voice and data services.

## **Contact Information**

Tutton and Young (from MADE) are dealing with all exhibitor matters for this event. If after reading through this information pack you have any further questions, please email [info@tuttonandyoung.co.uk](mailto:info@tuttonandyoung.co.uk).

Tutton and Young prefer to correspond by email, but if that is not possible, please contact them on 01903 608757. Please leave your message on the answer phone and they will get back to you. Office hours are Monday – Friday 10am – 5pm.

## **TERMS AND CONDITIONS OF TRADING**

### **1.0 GENERAL**

- 1.1 The submission of an application form implies acceptance of these terms and conditions and any addition, variation or amendment as is reasonably required.
- 1.2 “Organiser” means West Dean Limited (company number 1363911), its employees, contractors and agents.
- 1.3 “The Venue” means West Dean College and Gardens, and its staff.
- 1.4 “The Event” means the West Dean Design & Craft Fair 2016.
- 1.5 “Stallholder”, “Trader” or “Exhibitor” means any person or organisation allocated space to trade at the Event.

- 1.6 Acceptance by the Organiser of an Exhibitor's application grants the Exhibitor licence to trade at the Event on the following terms and conditions. Any violation of these terms and conditions will render this Licence null and void, and in that event, the Organiser reserves the right to remove the Exhibitor and any of their possessions from the Venue without compensation or refund of the Licence fee.
- 1.7 The Organiser reserves the right to refuse any application, or part thereof, without stating a reason. In this instance, all fees paid will be refunded with the exception of the Application Fee which is non-refundable.
- 1.8 Once an Exhibitor's application has been accepted there are no refunds. The Event will go ahead whatever the weather unless cancelled by the Organiser. (See 4.4 below).
- 1.9 Proceeds from the Event will ultimately be for the benefit of The Edward James Foundation Limited, registered charity number 1126084 and company number 6689362. The Foundation is an educational charity responsible for running West Dean College and West Dean Gardens.
- 1.10 In all instances the Organiser's decision is final.

## **2.0 EVENT DETAILS AND TIMES**

The following times are provisional and will be confirmed nearer the time.

### **2.1 Public car parks**

- 2.1.1 Car parks open to the public at 8.00am on each of 3, 4 and 5 June 2016.

### **2.2 Event opening hours** are as follows:

- 2.2.1 Gates open to the public at 10.00am on each of 3, 4 and 5 June 2016.
- 2.2.2 Last admission for the public is at 4.00pm on each of 3, 4 and 5 June 2016.
- 2.2.3 Event closes at 5.00pm on Sunday 5 June 2016.

### **2.3 Setting up** times for exhibitors as follows:

- 2.3.1 Before Thursday 2 June: only by prior arrangement with the Organiser as access is likely to be severely limited. All early deliveries are at the Exhibitor's own risk; the Organiser will take no responsibility for any loss.
- 2.3.2 On Thursday 2 June: from 9.00am to 5.00pm. All Exhibitors must be set up and with all vehicles removed by 5.00pm on Thursday 2 June and ready to trade at 9.30am on Friday 3 June.

### **2.4 Restocking** is permitted during the following times:

- 2.4.1 During the Event from Friday 3 June through to Sunday 5 June only from 7.00am until 9.30am.

### **2.5 Breakdown and clearance** is during the following times:

- 2.5.1 Sunday 5 June: from 5.00pm to 8.00pm.
- 2.5.2 Exhibitors, their vehicles, staff, equipment and merchandise must vacate the site by 8.00pm on Sunday 5 June.
- 2.5.3 Any stock or equipment etc. remaining after the clearance times may be repositioned, removed, stored or destroyed by the Organiser, at the discretion of the Organiser, and at the expense of the Exhibitor.
- 2.5.3 Additional time may be allowed for clearance of stands only by prior arrangement with the Organiser.

## **3.0 STAND LOCATION, PRESENTATION AND MERCHANDISE**

- 3.1 The Exhibitor shall not extend beyond the agreed stand size.

- 3.2 Exhibitors will be emailed set up instructions nearer to the time of the Event including who to contact regarding set-up.
- 3.3 The allocation and position of space is entirely at the Organiser's discretion.
- 3.4 All Exhibitors will be charged a stand fee to trade during the Event. The fee for each stand includes tickets for up to four staff.
- 3.5 Exhibitors may not sub-contract any part of their stalls.
- 3.6 The Venue has a reputation for quality and Exhibitors' stands should be well presented and reflect the theme of the Event.
- 3.7 A stand fascia will be provided by the Organiser and will include the Exhibitor's business name.
- 3.8 'Day-glo' signs are prohibited.
- 3.9 The use of loudspeakers and public address equipment is prohibited.
- 3.10 Sales by auction are prohibited.
- 3.11 The use of individual generators for power supply is strictly forbidden.
- 3.12 The Exhibitor must only sell goods specified in their application. Any changes to the application form must be made in writing at least two weeks prior to the start of the Event.
- 3.13 Exhibitors may not sell food or drink especially alcohol in any form whatsoever (unless attending as a caterer or bar), herbal highs, tobacco products or any banned substances.
- 3.14 The Organiser reserves the right to demand the removal from sale of any item deemed unsuitable for the Event without paying any compensation to the Exhibitor.
- 3.15 Exhibitors are responsible for "policing" the products that they are selling or sampling. It is an Exhibitor's responsibility to ensure that the public are aware of any adverse consequences that sampling products may result in.

#### **4.0 APPLICATIONS**

- 4.1 Submission of an application form and payment of the non-refundable Application Fee does not guarantee attendance at the Event. The Organiser will select Exhibitors based on their suitability for the Event and their likely appeal to visitors. The Organiser's decision is final in this regard and no reasons for the rejection of an application will be given.
- 4.2 If selected to attend the Event, the Exhibitor will be invoiced the booking fee in full. 50% of this invoice value will be payable within 10 working days.
- 4.3 The balance of the booking fee shall be paid no later than 6 weeks prior to the Event (Friday 8 April 2016).
- 4.4 Once the deposit has been paid there are no refunds. The Event will go ahead whatever the weather unless cancelled by the Organiser. If the Event is cancelled by the Organiser, the Exhibitor's pitch fees will be refunded. The Organiser will not be liable for any other losses or costs incurred by the Exhibitor.
- 4.5 Stands can only be booked for the duration of the entire show.
- 4.6 Payment by BACS/Bank Transfer is preferred:

Account Name	West Dean Ltd
Sort Code	60-05-24
Account Number	50394398
BIC Code	NWBK GB 2L
IBAN Number	GB18NWBK 6005 2450394398
- 4.7 If payment by BACS is not possible a cheque for the payment should be made out to West Dean Ltd.
- 4.8 All successful applications will be acknowledged by an invoice for the Licence Fee.

- 4.9 The Organiser reserves the right to refuse any application, or part thereof, at any time, without stating a reason. In this instance, any fees paid will be refunded with the exception of the Application Fee which is non-refundable.

## **5.0 INSURANCE AND LIABILITY**

- 5.1 Whilst the Venue and Organiser have comprehensive public liability insurance, Exhibitors are required to hold current public and product liability insurance, with cover of at least £500,000.
- 5.2 Exhibitors will not be permitted on site if the Organiser has not received a copy of the Exhibitor's Public Liability Insurance certificate for £500,000 (minimum) in advance. If the policy expires between the date of the application and the date of the Event, please submit a copy of the current policy and then submit a copy of the new policy as soon as it is available.
- 5.3 The full cost of making good or replacing to any damage caused by an Exhibitor, their employees, contractors and agents will be met by that Exhibitor.
- 5.4 It is the responsibility of each individual Exhibitor and their staff to ensure that their stall is safe - e.g. electrical installations, stability of heavy equipment and articles and other hazards. The Organiser reserves the right to insist upon the repositioning or removal of any item that is deemed to be unsafe. Exhibitors are reminded of their responsibilities under Health and Safety Law.
- 5.5 Any Exhibitor demonstrating potentially hazardous skills or showing potentially hazardous goods must be able to demonstrate to the Organiser (if requested) that a proper Risk Assessment has been carried out.
- 5.6 The Exhibitor will indemnify and keep indemnified the Organiser against all actions, proceedings, costs, claims and demands which may be brought or made against the Organiser in respect of personal injury and damage to property arising directly out of the activities in connection with the Event, legal liability of the Organiser excepted.
- 5.7 In the event of any abandonment, postponement or limitation of an Event, or of services thereto, there shall be no claim against the Organiser.
- 5.8 The Exhibitor acknowledges that the Organiser is not responsible nor holds any liability for any financial losses incurred by the Exhibitor, or for any loss or damage of equipment, goods or personal belongings, or personal injury of employees working for or connected to them.
- 5.9 No damage to the Venue, beyond normal wear and tear, is acceptable. The disposal of boiling water, oils, brines etc. at the Venue is strictly forbidden. Any damage will incur a repair charge.

## **6.0 SECURITY**

- 6.1 The Organiser will provide security to operate across the Venue from 9.00am on Thursday 2 June 2016, but Exhibitors are responsible for the safety and security of their stock, vehicles and stand, and the Organiser accepts no responsibility for any loss or damage to Exhibitors' equipment, merchandise, vehicles or personal belongings.

## **7.0 VEHICLES**

- 7.1 Access to the Venue for Exhibitors is via the entrance signposted 'West Dean College' and not 'West Dean Gardens'.
- 7.2 Clause not used.
- 7.3 For setting up, restocking and clearance only Exhibitors may temporarily park service vehicles along the main drive outside West Dean House.
- 7.4 Exhibitors will NOT be permitted to park vehicles near their stalls. Service vehicles must remain in the designated Exhibitor car park except during the Setting Up, Restocking and Breakdown times outlined in clauses 2.3, 2.4 and 2.5 above.
- 7.5 Vehicle passes must be visible.

- 7.6 Access from the designated Exhibitor car park to the main road and vehicle movement on site during the Event opening hours will be restricted to emergencies only and all moving vehicles must be escorted by a steward. Please follow the Organiser's instructions on the day and unload and vacate the Event site as quickly and considerately as possible.
- 7.7 Clause not used.
- 7.8 Further instructions regarding vehicle movement will be provided with set up information.

## **8.0 USE OF OWN EQUIPMENT**

- 8.1 Clause not used.
- 8.2 All electrical equipment must have been tested for electrical safety by a competent person within the last twelve months and be clearly marked with the test results. Exhibitors will not be permitted to use or connect any equipment that is either deemed unsuitable by the Organiser or does not carry a recent PAT (Portable Appliance Test) certificate or sticker. A current Test Certificate may be requested.
- 8.3 Clause not used.
- 8.4 Clause not used.

## **9.0 RECYCLING AND RUBBISH**

- 9.1 Exhibitors must use the recycling facilities available.
- 9.2 All recyclable and non-recyclable waste is to be separated and sorted as follows:
  - 9.2.1 Paper/cardboard: any plastic wrapping or bandings should be removed and the paper/cardboard separated from other rubbish, broken down into manageable sizes and neatly stacked to the front of stands at the end of each day. Do not put in plastic sacks.
  - 9.2.2 Plastic bottles.
  - 9.2.3 Glass.
  - 9.2.4 Other rubbish must be in sealed plastic sacks of sufficient strength not to burst on transport.
- 9.3 The Organiser does not provide dustbins for stallholders. Exhibitors who expect to generate a lot of rubbish should provide their own receptacles.

## **10. NOISE**

- 10.1 The Organiser reserves the right to reduce or curtail any excess noise created by an Exhibitor if it is deemed to be affecting other exhibitors or Event activities. PA systems are not allowed on any stand.

## **11. DOGS**

- 11.1 Dogs are permitted in the outdoor areas only at the Event provided they remain on a short leash. Dogs are not permitted inside any buildings at the Venue. Please do not leave dogs in a vehicle.

## **12. SMOKING**

- 12.1 Due to the smoking ban it is illegal to smoke in any public space that is enclosed or undercover (this includes marquees and similar structures).