

Please read these **EVENT GUIDELINES** before making your application

**Perthshire Creates Christmas Design Market**  
**Saturday 23 & Sunday 24 November 2019**  
**10 - 4.30pm | Civic Hall, 2 High Street, Perth**

We're delighted to once again be running our popular Christmas Design Market following the success of previous events and as a direct selling opportunity for artists and designer makers. This event is curated and only applications using the Survey Monkey link on the website will be considered.

**Application Criteria**

- The application process welcomes submissions from professional independent artists and creative practitioners with **original, high-quality work** who are living and/or working in Perthshire & Kinross and the Tay Cities area which includes North Fife, Dundee & Angus
- Design Markets are set up as an opportunity for artists and designer makers running their creative practice on a professional basis to sell and exhibit their artwork and creations.
- We are not accepting submissions consisting of items that are bought in and not original in design – for example, jewellery that is assembled from manufactured beads or knitwear from commercial patterns
- Work must be handmade, or produced in small batches, finished to the highest standards and displayed creatively
- **IMAGES:**  
Complete the online application form (link on the 'Design Markets' page on the Perthshire Creates website) including **5 CLEARLY LABELLED (with your business name)** image files of the type of work you intend to have with you on the day. If selected, these images will be used in the marketing of the event, therefore please include some seasonal images of your work if you have them. **Excellent images are vital, please NO WATERMARKS with your name on them and NO MONTAGE images.** You may be asked to resend these images in higher quality resolution for marketing purposes if needed.
- Application deadline : 5pm on Monday 10 June 2019

- The cost of a 6' stall on **Saturday 23 November is £65 + £4.88 booking & admin fee** and on **Sunday 24 November is £55 + £4.22 booking & admin fee**. You can apply for one or both days, there will be a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> choice option on the application form, please note that due to high demand it may not be possible to offer everyone their first choice.

- Selected stall holders will be notified if their application is successful w/c 1 July 2019

- Stallholders are asked to bring their own floor length table covering cloth

- Exhibitors are encouraged to merchandise their table in a creative manner that best reflects the nature of their work. If additional space eg: for hanging rails, easel or print rack, access to electrical sockets etc is required please indicate this on your application form. We'll do our very best to accommodate these requests so long as clearly indicated on your submission form and space allows, but cannot make any guarantees

- All exhibitors **MUST** have public liability insurance in time for the event Having memberships to either A-N or the Scottish artists union includes public liability insurance and have a copy of 'certificate of insurance' available on the day should it be required

- Set up on the day will be from 8.30am, full logistics details will be emailed prior to the event

### **Promotion of the event**

- Perthshire Creates will undertake the marketing and promotional activity to support and build the success of this event, including posters, flyers, a dedicated Facebook Event page, web content, and social media, venue signage and external banners

- Perthshire Creates will provide promotional graphics and information and there is an expectation that all participants promote the event via their own networks

- Stallholders are requested to contribute to the marketing of the event by sharing posts and information to their own networks, and engaging with the online activity where appropriate

## **Selection Process**

- Originality and quality of work are the main criteria for the selection process, but we also want to ensure there's a good mix from both the stallholders' and visitors' perspective. Work will also be selected on suitability for the audience and the show itself and complement other exhibitors
- If you are not successful for this event, please know that space is limited and it does not mean that you won't be successful for future events, previous participation at any of our Design Markets does not, unfortunately, guarantee selection

## **Submission Outcomes**

- Successful applicants will be sent notification, a marketing information form to complete and payment details for the event w/c 1 July 2019
- Confirmation of taking a stall is requested by return after notification, completed marketing form and payment due by Mon 29 July 2019
- Unsuccessful applications will also receive notification via email w/c 1 July 2019

## **Dates to Note**

- Application Deadline – Monday 10 June 2019 by 5pm
- Notification – w/c 1 July 2019
- Acceptance of place – By return
- Payment due – Mon 29 July 2019\*
- Marketing Information Required by – Mon 29 July 2019
- Christmas Design Market – Saturday 23 & Sunday 24 November 2019

\*Please note that payment will not be chased, if not received by this date it will be presumed that you no longer wish to take part in the Christmas Design Market and your space offered to any applications on the reserve list

## **Other Information**

- Please note that regrettably no refunds can be made after Saturday 26 October 2019 (4 weeks ahead of the event), due to cost commitments in running this event

We very much look forward to receiving applications for the 2019 Perthshire Creates Christmas Design Market.

If you have any further questions please contact Caron Ironside at [cironside@culturepk.org.uk](mailto:cironside@culturepk.org.uk) or [contact@perthshirecreates.co.uk](mailto:contact@perthshirecreates.co.uk)