**City Arts Festive Makers Marker 2019**

Thank you for your interest in our 2019 Festive Makers Marker.

Please complete the application form below, and send it to us including up to five images of your work. We are asking for an indication of costs, and have found that makers sell the most when they have a range of costs, including things under £5 as well as more expensive items.

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| **Dates for the diary** |  |
| Wednesday 30th October (Noon) | Deadline for applications |
| Monday 4th November | Applicants Informed |
| Monday 25th November | Promotional window display Installed at City Arts |
| Wednesday 27th November | Launch evening 6-9pm |
| Thursday 28th - Saturday 30th November | Shop Open 10-5.30pm |
| Sunday 1st December | Shop Open 11-4pm / shop pack down after 4pm |

**There is a charge of £25 per maker, plus 10% of takings.**

We will be installing a pop up shop promo window on the Monday of the week we open. Please make some work available to be part of this display to promote your presence in the shop.

At the opening event, we will be offering 10% discount to customers. This will be covered by the City Arts 10% and will incur no further cost to makers.

We will run one central payment point with all transactions being logged through our point of sale. We can take both card and cash payments. Sellers will be paid at the end of the time period once all transactions have been completed and commission has been deducted.

We will provide bags and packaging, so you do not need to supply your own.

We ask each maker to volunteer some time in running the shop. This will be up to four hours over the period the shop is open. We will set up a timetable for people to sign up to.

If you have any questions not addressed in this letter or on the form, please do not hesitate to get in touch by mailing: anya@city-arts.org.uk

**Please return the attached application form by noon on Wednesday 30th October.**

We will be making our selection and informing successful applicants by Monday 4th November.

City Arts Festive Makers Market 2019

Application Form

|  |  |
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| Name: |  |
| Address: |  |
| Contact number(s): |  |
| Email address: |  |
| Website/ social media (if have one): |  |
| Description of what you want to sell: |  |
| Average cost or price range for what you want to sell: |  |
| Statement about you and your work (up to 250 words): |  |
| Up to five images:(please note, they may be used for publicity and promotion) |  |
| A list of sites and places you have sold work before.  |  |

You may also attach a CV and any supporting information you may like to include.

**Please return this form by noon on Wednesday 30th November to**

anya@city-arts.org.uk