

## Leicester Print Fair Stallholder Information

Leicester Print Workshop will be hosting our first annual Leicester Print Fair

on **Saturday 13<sup>th</sup> July, 11am – 5pm.**

Leicester Print Fair will showcase printmakers from across the UK, promoting printmaking in its various forms; including relief, letterpress, intaglio, monoprint, silkscreen, bookmaking and lithography.

Venue: Leicester Print Workshop, 50 St George Street, Leicester, LE1 1QG

Date: Saturday 13<sup>th</sup> July 2019

Open to the public: 11am – 5pm

General admission: Free

To take part in Leicester Print Fair, please apply by completing the application form.

### **Stall Options:**

Large stall - 1 x table from [3ft x 6ft] - £65

Medium stall - 1 x table from [2ft x 5ft] - £50

Small stall - 1 x table from [2.5ft x 3ft] - £40

### **Stall information:**

- Space is limited, so please note in your application form if you would like additional space to present work in a browser alongside your stall.
- Stallholders must set up their stall themselves. Stallholders must bring their own table coverings, props and display units to showcase their work on their stall.
- Stalls must not obstruct members of the public or other stall holders. Stallholders are responsible for keeping their stall tidy and free from trip hazards.
- Tables will be available to set up from 9am. Drop off/loading access is limited to the car park to the rear of the studio and the main entrance. Trading will begin at 11am until 5pm and stalls must be cleared by 6pm.
- Leicester Print Workshop have a small car park that will be used as a drop off point only, stallholders must then find alternative parking for the day. We will send more information on alternative parking options to all stallholders in advance of the event.
- Stallholders will be allocated a stall, please note in your application the size you would prefer and if you have any access requirements. Every effort will be made to allocate stalls according to preference, but there are no guarantees, as stalls are all slightly different and located throughout the building.

### Terms:

- Applications are open to all, members and non-members are welcome and will be selected by Leicester Print Workshop. Applications will be reviewed on a number of criteria including quality, relation to Printmaking, consistency of work and artistic identity. Only original prints will be considered, digitally reproduced work will not be accepted.
- Leicester Print Fair is a fundraising initiative for Leicester Print Workshop and we request that stallholders make a 10% donation on total sales over £400.
- Stallholders are responsible for their own payments; please ensure you have sufficient float as we are unlikely to be able to help with change. Stallholders are welcome to bring their own mobile card machine, but please bear in mind that our wi-fi connection can be slow.
- Successful applicants are required to pay the stall fee by 15<sup>th</sup> May and will receive an invoice within the confirmation email. Stall fees are non-refundable.
- If a stallholder is unable to attend, the stallholder must inform Leicester Print Workshop as soon as possible.
- Leicester Print Workshop cannot be held responsible for any loss and/or damage to any property or stock.
- The deadline for applications is **Monday 1<sup>st</sup> April, at midnight**. Leicester Print Workshop will respond to all applicants by **Monday 15<sup>th</sup> April**.

### Leicester Print Workshop will provide:

Staff – welcoming the public and helping with enquires.

Marketing – Promotional material including posters and leaflets, social media and website coverage using images and text provided through the application form.

Tea & Coffee Making Facilities

### Facilities on site include:

Kitchen, toilets, disabled toilet and baby change facility, fully accessible lift and wi-fi.

### To apply:

Please [download the application form](#).

Please email or send your application form to Kezia Kneller, [k.kneller@leicesterprintworkshop.com](mailto:k.kneller@leicesterprintworkshop.com) / 50 St George Street, Leicester, LE1 1QG.

The application form must include:

- Artist details: full name, address, email address, phone number, and website
- Artist statement to be used on the promotional material and website
- Preferred stall size
- 4 high quality images of work and information including the title, process and dimensions
- Optional image of previous stall and any relevant information

Please submit your completed application form by **midnight on Monday 1<sup>st</sup> April**.

Applicants will be notified by **Monday 15<sup>th</sup> April**.