

## WINTER ARTS MARKET CALL FOR STALLHOLDERS

Winter Arts Market  
10am — 5pm  
Friday 3 December 2021  
& Saturday 4 December 2021  
at Liverpool Cathedral

The Open Culture Winter and Summer Arts Markets are the most popular art and craft fairs in the North West. Our events provide a fantastic opportunity for artist, designers and makers to sell work to people who love beautiful design, art and handcrafted creations.

[www.winterartsmarket.com](http://www.winterartsmarket.com)

### WHAT CAN BE SOLD?

We're looking for **original** and **handmade** artworks, screen prints, textiles, sculpture, jewellery, leatherwork, glass, handmade beauty products, accessories, decorations, independent clothing designers and local/artisan food producers etc.

Mass-produced items, or work you have not designed or produced yourself, **must not be sold**.

### HOW TO APPLY

It costs £4 to apply for a stall at the Winter Arts Market via online payment only. **If you apply without paying the fee, unfortunately your application will not be considered.**

Before you apply, please read this document in full, then proceed to complete the [online application form](#).

Once you have completed the form you will be taken to a payment processing page where you can pay by using a credit or debit card, or by logging into a PayPal account if you have one. Once paid, please click 'Return to Merchant' on the Paypal page to ensure your application is submitted.

You will receive a confirmation email shortly after you have pressed submit (if you don't get the email please check your junk mail folder, and if it's still not there please email us – thank you).

**Closing date for applications: Midnight Tuesday 19 October 2021**

If successful, you will need to pay for your stall cost by 8 November 2021.

### COSTS & STALL DETAILS

To allow for social distancing we have a much-reduced capacity for stallholders (approx. 55 per event), so we are only offering one size of stall for this year to give as many people the opportunity to sell as possible.

**Cost: £80**

**Stall footprint: 1.8m (w) x 1.5m (d)**

This space gives you one trestle table (approx. 1.8m x 0.7m) two chairs. You might choose to bring a small freestanding display to put behind or in front of the table within your footprint.

Please note: Stallholders should hold their own event and public liability insurance.

You will have additional space around you to allow for social distancing between stalls, so it is important that your display does not spill out into this area.

There is no pressure to work on your stall alone, but if you can, please do. This will allow a greater capacity for people within the venue (less staff and more shoppers in the space is better for everyone!).

### OTHER INFO

#### Larger Displays

If you are keen to take part but cannot fit within the space described above please apply as normal and email us via [info@culture.org.uk](mailto:info@culture.org.uk) with details of your requirements. If your application is successful, we will make every effort to accommodate your needs.

#### Parking

Drop off/collection is free for vehicle loading and unloading, otherwise parking during the day is charged on a first-come, first-served basis. A list of charges can be found on the Liverpool Cathedral website.

Sometimes we are able to provide a limited number of free car parking spaces for stallholders during the day. If this is possible you will be provided with the details in advance.

#### Questions?

Please email us via [info@culture.org.uk](mailto:info@culture.org.uk) and we will come back to you promptly.

## CANCELLATION POLICY

If we are forced to cancel the event due to changes in government guidelines and restrictions, you will be refunded 60% of the stall cost. This is to cover some of the planning, administration, marketing and other costs associated with delivering the events.

We advise you to arrange emergency cover for your stall, as refunds cannot be issued if your circumstances change, or if you become ill.

## COVID-19

The event will be carefully managed to reduce the risk of infection. Precautions you can expect may include (but are not limited to) the following: mandatory masks/visors if required at that date, track and trace, capacity limits and monitoring, social distancing, timed entry, one-way system and hand sanitising stations.

## SELECTION CRITERIA

Our events are popular with makers and audiences alike, and competition for spaces is high. Your application will be judged on the following points:

- Original items not based on any pre-existing products, and whether they are made by hand or partly manufactured elsewhere.
- Quality, uniqueness and consistency of your work
- You must provide clear images of your work (either on your website, by upload or email) or we cannot accept your application.
- The environmental ethos and credentials of your products; their design, production, manufacture, and packaging.
- The price range your work falls into. It's important to have a mix of prices on your stall to appeal to a range of shoppers; our events are promoted as affordable.
- How well you present your items on your stall, in photographs and online.
- North West applicants will be prioritised; however Open Culture reserves the right to take a final view across all applicants to select those that meet our objectives for a broad mix of original, handmade and high-quality work.

## CODE OF PRACTICE

This code has been produced to assist you (the Stallholder) and to outline your legal obligations when taking part as a stallholder at Open Culture events in 2021. By applying to take part you agree to observe and comply with the following:

- Stallholders will be asked to wear a visor/mask if mandatory at that date unless medically exempt.
- Stallholders use the Venue and exhibit [their stall content] at their own risk and the Organisers cannot accept liability for any loss of and/or damage to any property of those exhibiting at the Event;
- Stallholders must only set up on their allocated stall and must ensure that neither they nor their stall content nor their temporary structures cause an obstruction or danger to any persons exhibiting, visiting or working at the Venue;
- All stallholders' temporary structures must be adequately installed and weighted;
- Stallholders must not permanently mark or damage their allocated space or any part of the Venue;
- If selling any food or beverages you must have all allergen information available;
- All equipment/belongings/cash kept within your area on the day are your own responsibility and we can accept no responsibility for loss or damage incurred;
- Stallholders must not in any circumstances cause obstruction to the public, and it is the responsibility of each stallholder to ensure that their stall area is kept free from litter and any other trip hazards for the duration of the Event;
- No electricity or generators will be offered or provided to stallholders, nor can any such electricity or generators be used by the stallholders;
- At the end of the Event, stallholders must immediately remove all temporary structures, property and litter from their allocated space;
- Stallholders agree to the recording of the Event for the documentation and promotion of the Organisers;
- Stallholders are responsible for their own Tax and National Insurance.