

Burslem Arts Christmas Festival
Saturday 28th November 2009, 12midday to 6pm

Dear Stallholder & Supporter

Thank you for your interest in this year's event. The focus of the festival this year is the Christmas nativity and there will be a festive parade during the day - **please make every effort to create a festive display & decorated stall.** The charge for a stall on the day will be £20 per space – please bring your own table - **please book early booking as space is limited.**

Stated below is a brief for the day and basic guide, if you have any enquiries please do not hesitate to ring Julie on: **07971 272 059** or **07828 074 819** or email to - festival@burslemarts.co.uk

Loading and unloading of vehicles will be from 10am until 11.30am and packed up from 6pm - the road will be closed between these times - there is parking nearby and volunteers to help. You will be given an undercover space outside. Power will be made available where possible. Please state on the form under special requirements if necessary. If there are any problems we ask you to be aware and take due caution on the day.

Please bring along your own table (if outside in a marquee), no more than 2 metres long (a pasting table would be ideal) – some inside space is available within the Burslem School of Art but these tables are smaller and space is limited - please state on special requirements.

We have an established website www.burslemfestival.org.uk - if you would like yourself or organisation listed, please email festival@burslemarts.co.uk - we can add images, CV, statements etc to get the participants advertised.

If on your stall valuables are lost, stolen or damaged, Burslem Arts Festival Group cannot take responsibility - we have basic insurance to cover the day, but if you require additional advice or cover please ensure that you take professional legal advice.

Please enclose payment specifying which stall you require with this form to secure your stall for the day - make your cheque payable to Burslem Arts Festival Group.

The stalls are heavily subsidised and the event is run wholly by volunteers, so if you have a great day and make lots of sales please do consider the Festival survival for the future and offer a donation which will be greatly received.

Please read all the above carefully and sign and date on the dotted line below. There is additional space for requests or questions and we will do our very best to accommodate your requests.

BOOKING FORM
BURSLEM ARTS CHRISTMAS FESTIVAL
Saturday 28th November 2009

Name.....Address.....

.....

.....

Artist Telephone

.....

E-mail

Address.....

Type of

Artist/Demonstration.....

Special

Requirements.....

.....

Signed.....Dated.....

Thank you on behalf of the Burslem Arts Festival Group.

Please return completed forms ASAP with £20 stall booking payment to –
Burslem Arts Festival, 7 Queen St, Burslem, Stoke-on-Trent, ST6 3EG

(Burslem Arts gallery & shop is open Monday–Saturday from 10am-3pm)