



The Peak Professional body for Visual Arts, Craft & Design in the Hunter Region

HAN Hunter Arts Network
P.O. Box 569 Newcastle NSW 2300

23 January 2014

Dear Stallholder

Thank you for your enquiry to become a stallholder at Autumn Art Bazaar at Lake Macquarie City Art Gallery. The venue is an exceptional cultural and tourist destination. Located on the shores of beautiful Lake Macquarie, this award winning gallery features top of the range exhibition facilities, expansive grounds including Sculpture Park, mosaic pathway, and historic Awaba House Restaurant Café.

Art Bazaar has become a highly anticipated event for both the public and the participating stallholders. It has stimulated the arts community and increased public awareness of the Hunter's diverse artistic culture, successfully displaying the many individuals, groups, organisations and businesses.

Applications are selected from Hunter Arts Network members and we carefully hand pick stallholders to ensure that shoppers have an array of local, handmade, unique, original & quality products. We do not accept mass produced or imported products. Hunter Arts Network strives to promote professionalism and maintain the high standard of art works on offer at Art Bazaar, and encourage emerging Artists to take the opportunity to present their talent.

What you get?

- Promote and sell your products and business face to face with the customer
- This is a great marketing opportunity to raise your profile and increase brand awareness to large broader audiences
- Quarterly market attracting visitors from Lake Macquarie, Newcastle, Hunter region, day-trippers and holiday makers from surrounding areas.
- Opportunity for practitioners and organisations to develop professional networks
- Many people find a gallery somewhat intimidating, so this is a great way to introduce Art to potential customers.

How to apply?

To apply to become a stallholder please complete and return the attached stallholder application form along with four photographs of your products and a short blurb about your business and products by 21 February 2014

How can you pay for your stall?

Applications are due by 21 February 2014 & once accepted we will issue an invoice. Payment is required by 28 February 2014. When paying please quote the reference number on the invoice. Payment is accepted via direct deposit, cheque or money order & is required to ensure your stall space is confirmed.

Kind regards

Donna McKinnis

**Art Bazaar Co-ordinator
Hunter Arts Network**

Please visit our website & Facebook page to view all of our events:

Please complete this form and return to Hunter Arts Network, PO Box 569, Newcastle 2300 or artbazaar@hunterartsnetwork.org



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Stallholder Information

GENERAL INFORMATION

Venue	On the grounds of Lake Macquarie City Art Gallery First St, Booragul
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Date & Time	Sunday 9 March 2014 10am – 3pm
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STALLHOLDER INFORMATION

Bump in	Between 7.30am and 9.00am. You must finish set up by 10am. Closer to the event date your exact bump in time will be emailed to you
Bump out	3pm. You must not start to pack up and bump out before 3pm.
Floor Plan	Detailed floor plan and stall locations will be emailed closer to the event date and are subject to change without notification.
Furniture	Stallholders must provide all their own furniture for their display.
Security	Stallholders will be responsible for their own stalls and HAN will not be liable for any loss, damage or theft to your stalls.
Cost	3m x 3m. \$60 in GST. Please advise in your application if require two stall spaces.
Fixing methods	Stallholders will be liable for any damage to the venue due to negligence. Stalls requiring power should contact us via email no later than 4 weeks before the event.
Insurance	Public liability insurance is included in the stall fee HAN also has public liability insurance
We need your help!	We gratefully accept any donation of time to help in the lead up and running of the day. Remember we are a member organization so it requires everyone to contribute to the success of Hunter Arts Network and Art Bazaar. We have found that distribution of promo cards in letterboxes is the ideal way to promote Art Bazaar, so volunteering to do key areas is always appreciated – and think of the exercise.

IMPORTANT	All stallholders must stay within their stall floor space area, and displays must not protrude outside of this area. Stallholders must only market their business/brand within their stall area and not walk around marketing their brand or products.
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HAN MEMBERSHIP	Only financial members of HAN will be considered – so join now! Membership is \$55 for individuals, \$80 for groups of 3 or less, and \$100 for groups and organisations over 3 people.
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ADDITIONAL INFORMATION

Displays	All trestle tables must be covered. Stall layout and design must be of high quality and visually pleasing. All signs must look professional.
Payment deadline	Applications are due by 21 February 2014 & once accepted we will issue an invoice. Payment is required by 28 February 2014. When paying please quote the reference number on the invoice. Payment is accepted via direct deposit, cheque or money order & is required to ensure your stall space is confirmed.

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Stallholder Application Form & Agreement

STALLHOLDER DETAILS						
Contact Name						
Stall/Business Name						
HAN membership # (if known)						
Street Address						
Suburb		State		Postcode		
Postal Address						
Suburb		State		Postcode		
Telephone				Mobile		
Email				Fax		
Website						
Facebook page (not your own profile):						
Product/s (Please tick)	Painting			Community art group		
	Wood			Education Institution Specify:		
	Glass			Retail outlet Specify:		
	Ceramic			Gallery Specify:		
	Photomedia			Fibre/textiles		
	Printmaking			Sculpture		
	Designer			Mixed media		
	Jewellery			Other Specify:		
	Please briefly describe the work you will be selling at Autumn Art Bazaar 2014, including the type of materials used and the style of your work. Attach an extra A4 page if required (eg ceramics, hand built, wheel thrown, etc)					
					
					
					
					
					
					
					
					
					
					
					
					
					
					
Signatory's Position		Date				
Signatory's Name		Signature				

Standard Conditions for Benefit of the Stallholder, Organiser and Venue Owner

ORGANISER: Hunter Arts Network

- All Stall-holders must be financial members of Hunter Arts Network. Applications will not be accepted from non-financial members.
- Goods sold at ART BAZAAR are to be the ORIGINAL work of the Stall-holders and of a high standard. i.e. Made by you. The primary focus of the Market is on Arts, Craft and Design work – not imported/re-sale goods – and we look for originality and innovation.
- Based on feedback from visitors to the Market and to maximise the diversity of goods available at the Market, we would particularly like to encourage painters, illustrators, textiles, sculptors & uncommon/inventive/emerging forms.
- To apply to become a stallholder please complete and return the attached stallholder application form or complete the online application, along with with four photographs of your products and a short blurb about your business and products by 21 February 2014. If posting please include four non-returnable quality photographs of recent work & ensure the photographs are labelled with your name and the image details, including dimensions of work, materials/processes used, etc
- An independent selection panel will consider the applications and select the successful Stall-holders.
- Please note, the questions asked and the information sought within the Application are aimed at obtaining sufficient details about the nature of your work to enable the selection panel to reach a fair decision. Please be as thorough as possible.
- The results of this Application process will be sent to all applicants in the week after your application. If you are successful you will be provided with a time line of the event and relevant additional information.
- Stall charge of \$60, which will cover your public liability insurance on the day and contribute to the publicity, promotion and marketing for the event.
- Stall-holders need to provide all of their own equipment, tents, tables, etc for the Market.
- We are offering full sites (3m x 3m).
- Stall Fees will be due by 28 February 2014
- Abide by the set up and arrival times as advised via email in the weeks and days leading to each event;
- Act in a professional manner and follow directions given to you by the traffic volunteers and committee on the day of each Art Bazaar. Failure to do so may result in you being asked to leave the grounds and forfeit your involvement with any future Art Bazaar.
- Supply images of your work (no bigger than 2mb) for use in marketing and media releases (copyright remains yours)
- Help promote the event by distributing posters and cards to local businesses in your area.
- Please make sure you read all information carefully and fill in all questions on the Application form. Should you have any further questions please email them to artbazaar@hunterartsnetwork.org



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