



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

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

1 October 2014

Dear Stallholder

Thank you for your enquiry to become a stallholder at the twelfth annual Art Bazaar Newcastle at Civic Park, Newcastle on Saturday 6 December 2014 from 10am - 8pm!

This original home of Art Bazaar in the heart of Newcastle, adjacent to Newcastle Art Gallery & close to Darby Street, is where over 10,000 eager art fans come each year to purchase creative Christmas presents. This year will attract more potential buyers, as we will be sharing Civic Park with the City of Newcastle who will be holding a major Christmas event! The festivities will include face painting, kids activities, schools will be involved in making Christmas wishing trees, entertainment from 5-8pm & turning on the lights on the Christmas tree at 8pm. Art Bazaar will be included in an enormous amount of advertising & publicity through The City of Newcastle's marketing for their event.

Art Bazaar is a 2014 Finalist in the Hunter & Central Coast Awards for Excellence in Tourism & 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.

Art Bazaar is free entry & there are also demonstrations, a mobile ATM, food & refreshments, Art in the Park, yarn bombing, Starlight foundation will assist crocheting a coral reef, Perth's Martien Vanzuilen's felt yurt, who will also be running workshops while she is here (visit <http://www.martienvanzuilen.com/the-yurt-project.html>)

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
- A highly anticipated market held three times every year attracting visitors from Maitland, 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 8 November 2014

How can you pay for your stall?

Applications are due by 8 November 2014 & once accepted we will issue an invoice. Payment is required by 15 November 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 complete this form and return to Hunter Arts Network, PO Box 569, Newcastle 2300 or artbazaar@hunterartsnetwork.org



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GENERAL INFORMATION

Venue Civic Park, Cnr King & Darby Sts, Newcastle

Date & Time Saturday 6 December 2014
10am – 8pm

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 8pm. You must not start to pack up and bump out before 8pm.

Parking Civic West Car Park, Gibson St, Newcastle. Open 5am to midnight. We have contacted them for a reduced fee there will be more information to come

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. \$80 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.

Wet Weather

1. In the event of Art Bazaar being cancelled in advance with prior notice given to stallholders, stallholders will receive half of their stall fee refunded.
2. In the event of Art Bazaar being cancelled on the day stallholders who turn up will receive half of their stall fee refunded.
3. Stallholders who do not arrive because of self-assessment of weather conditions, on a day when Art Bazaar is operating (not cancelled) will not receive any refund.

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.

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.
* Applications will be open to current members first for two weeks before accepting new member's applications

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 8 November 2014 & once accepted we will issue an invoice. Payment is required by 15 November 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 Wood Glass Ceramic Photomedia Printmaking Designer Jewellery	Community art group Education Institution Specify: Retail outlet Specify: Gallery Specify: Fibre/textiles Sculpture Mixed media 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)			
			
Image of your work	Please remember to attach or include images of some of your work.			
Signatory's Position		Date		
Signatory's Name		Signature		

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

ORGANISER: Hunter Arts Network

- All stallholders 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 8 November 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 stallholders.
- 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 \$80, 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 15 November 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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