

## What CUP Ceramics CIC will provide for your application fee:

- Numbers of exhibitors will be limited to 10 makers to make the best use of our studio space.
- Displaying as a part of September's hArt will automatically give you priority entry to our Winter Market. Please indicate your interest in the Winter Market by September 30th.
- Advertising through social media platforms and flyering. This consists of an individual maker post on our social media platforms, a maker image on our h-Art gallery page, and your name listed in our venue/gallery advert. Images within the advert are chosen to represent the widest variety of work on display at the discretion of the studio staff.
- Admin and balancing at the end of the event will be taken care of by staff.
- Displays (shelving and plinths) will be prepared and maintained ahead of the event.
- Organisation and display of stock in the gallery and studio will be completed by staff.
- Stock rotation will be managed during the event by staff.
- A member of staff will be on site every day across the event working in the cafe providing refreshments and supporting makers.
- A space to sell with 20% commission to CUP Ceramics Community CIC.
- You will be paid for sales at the end of September.
- Items that sell best in our gallery space are priced between £10-£20. Large items can be useful to draw buyer attention and can sell.

## What exhibitors are expected to commit to as a part of the exhibition:

- Makers are expected to attend preparation meetings. These will provide information and training in relation to the studio and other makers, as well as being a space for you to raise questions. Dates will be made available
- You are selling the work of all makers present at the event, attendance of the preparation sessions will improve your knowledge of other makers, and improve overall sales.
- Makers will provide high quality digital images of work and a maker statement within the timeframe. If there are any difficulties in providing a high resolution image, or you are struggling with a maker statement, please contact Amy to organise assistance.
- Makers will distribute their share of paper advertising in their local area. If a maker is on social media, sharing posts promoting the event in the lead up to the launch is advised also.
- Maker will supply a correctly filled in stock sheet which correlates to the labelling on supplied stock. Stock sheet will be provided. Any stock provided without sheet and correlating labels will be returned to the maker.
- One label with the maker's initials and price applied underneath or behind the object/s to be sold. Labels provided. Any queries, contact Amy.
- Studio will provide all gallery dressings and none of these will be for sale.
- Please let us know if you wish to remove stock during the event.
- Stock will be delivered to the studio within the allotted time frame.
- Makers will supervise the studio during their allotted time, this will involve welcoming and engaging with members of the public, advising about courses, the studio, and others work.
- Makers are expected to attend the raku launch party, Friday September 6th, 6-9pm.

## Studio and gallery duties to be carried out as a part of your shift:

Your stewarding role must be carried out over two half days or one full day across the ten days.

Opening shift 830-1pm, closing shift 1230-5pm

When your duties have been fulfilled you may make use of the studio space to make. Be aware of your surroundings and be prepared to break from making to greet and host guests. We suggest finishing work (decorating, turning, etc) so that it is easy to step away from.

The Pot Sales Till and Cafe will be staffed by a member of the team throughout the event.

### Opening:

- Studio and cafe doors opened.
- Hoover the studio space.
- Check all shelves are appropriately full. Place out stock if necessary in the morning.
- Greet and converse with guests enthusiastically throughout your shift. This will require knowledge of the studio and other makers.

### Closing

- Ensure the studio is presentable.
- All signage is brought indoors.
- The making table is left clean and tidy.
- Cafe and studio doors are locked.
- Greet and converse with guests enthusiastically throughout your shift. This will require knowledge of the studio and other makers.

## **Submit application *digitally* by February 16th**

Application fee: £75

This covers a portion of the hArt advert.

### Individual makers page:

hArt offers the option to have an individual makers page for the cost of £38. This page allows you to change and update images across the course of the year for your own advertising. It also includes your name listed in the back of the hArt brochure, and an opportunity to list your own social media and website.

This opportunity will need to be self driven, but if support is needed the CUP team can advise.

### Winter Market:

Application fee is £25 for non hArt participants, and free to those participating in hArt.

Non-hArt participants will need to bring work into the studio, for trial sales through the gallery from June.

**All sales through CUP Ceramics are subject to 20% commission, alongside any event fees.**