



POTFEST in the PENS INFORMATION

2019 Dates

Setting up day Thursday August 1st – no setting up Friday morning.
Open to the public Friday, Saturday & Sunday August 2nd, 3rd & 4th 10am until 5pm each day

Changes to the application process

Applications can be sent in by email or regular post (**note the new email address**) Upon receipt of your application form you will be emailed a note acknowledging delivery.

All application forms will be held until November 7th when a ballot will be drawn. Spaces will be allocated in the order they're drawn and everyone notified. A waiting list will also be established at this time. *In the past potters might have felt it an advantage to be near the front entrance but as last year there will be two entrances – one at each end of the building. In 2019 the car parkers will direct visitors to both entrances in equal numbers throughout the day to try and maintain a regular flow of visitors to everyone.*

Images of your work can be emailed or sent by disc but should accompany your application. These should be of current work and not just the same ones as sent previously.

No money should be sent (for any show application) until spaces have been allocated and accepted by the potter. At that point payment can be made by online transfer, bankers draft or cheque. Spaces allocated will be held for a given time, if payment has not been received in full by that deadline then that space will be given to the waiting list

We advise against posting special delivery, if there is no-one in to sign for it, we then have a 16 mile round trip to collect it from the main sorting office in Penrith. If your stamp is not of the correct value for the size or weight of the letter then it will simply be returned to sender.

At the show -

Potters' Competition this has become a very important part of the show and a favourite with the public. It's hoped that everyone will take part although it is not compulsory. (Title to be decided in the New Year)
Free space awarded to our chosen winner for the following year.

Pot swap

On Friday evening after the show we have wine and nibbles. At this time it's become a bit of a tradition to have a drinking vessel swap between the potters though no one should feel that they have to take part, it's just a bit of fun. During the day the public will have been voting for their favourite piece in the competition but this is when the exhibitors get to vote for theirs.

Potters' Dinner/Social

After this, for those who want to join us, we have a meal together off site, give out prizes and spend the rest of the evening enjoying one another's company.

Accommodation

For the past few years we've been based at Greystoke village a few miles west of Penrith. We have full use of the village hall for socialising, their kitchen and toilets, camping on the sports field, parked caravans, cars and vans in the car park and use of the showers in the village swimming pool.

The village also has a small shop and a pub that serves food. Greystoke is on the edge of the National Park with Ullswater, Aira Force, Castle Rigg stone circle, Blencathra and Helvellyn all within a very short drive.

There are a few B&B's in the village and the immediate area. The Boot & Shoe in Greystoke and the Herdwick Inn in Penruddock (about 2 miles away) both offer accommodation. Beckses Caravan Park in Penruddock caters for camping and touring caravans.

Be aware that Penrith is the generic address for all the villages within a ten-mile radius of the town. Before booking any accommodation through the tourist information centre check its location on the map. It could be some way away from the Pens.



POTFEST in the Pens APPLICATION FORM

Trading name

Name

Address

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Email

Tel. Home.....

Workshop/mobile.....

Description of work

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Space 12ft front x 8ft deep, including 2 tables 6ft x 2ft **£200**

Extra tables @£10 each []

A web link from the website, direct to your own website @ £15 []

TOTAL []

Power is limited to 3 rows, so in the interest of fair play it can only be used to power products e.g. fountains, table lamps, etc. **It cannot be used for spotlights to light your stand.** Even then it can't be guaranteed and might go off in some areas on the day of the show. We accept no responsibility for this.

If you can't do without power, please don't book the show.

If power is requested, let us know what **ceramic product** it is for.....

.....

Your website url (only required if you are booking web link above)

www.....

Signed Dated.....

Signing this form means that you have read the rules and agreed to abide by them

Make a copy of this document for your files so that you can refer back to see what you have booked

Potfest in the Pens, Stoddah Gate Barn, Penruddock, Penrith, Cumbria CA110RY

potfest@gmail.com



POTFEST in the PENS RULES

Signing the application form shows that you have read these rules and agree to abide by them. Anyone breaking the rules will be seen as not taking part in the spirit of the event and will not be considered for future events.

Public Liability

The show in general has public liability insurance but exhibitors must also have their own. As a professional potter (or someone making that transition) selling direct to the public either at Potfest, craft fairs, or from the studio, everyone is expected to carry public and product liability insurance. In an age of litigation any freak accident could result in a major claim against a potter. Potfest carries public liability for the fabric of the show but has no jurisdiction over individual stalls.

Exhibitors will not be allowed to set up without proof of public liability insurance.

Probably the most cost effective way is to subscribe to AN (Artists Newsletter) become a member of AIR (artists interaction and representation) and get a monthly email newsletter and £5 million public and product liability cover for £36 a year www.a-n.co.uk

Only ceramic work can be sold at Potfest

Potfest – it says it in the name. Non-ceramic sculptures, bronzes, prints and paintings etc. cannot be shown

The actual maker must be present at all times

All the work displayed must be produced by the potter on the stand and whose name is on the application form. **No sub-letting of space is allowed.**

The mart aisles are narrow and the province of the public, the space you've booked is the space within the confines of the cattle pen. The exhibitor and all of their work must be contained within this space.

Stands must be made presentable when viewed from all sides. Tall stands can steal their neighbours light, if you have a stand/display **higher than 2m please inform us at the time of booking.**

No application will be accepted without images of the work to be displayed

Images are used for the website, fliers, posters and banners. Send 4 to 6 high quality images of your work at 300dpi resolution, maximum size 5Mb, each labelled with your name (e.g. C Cox 1) **Please send new images, with plenty of space around the pot so that magazines etc. can crop down to the size and shape they require.**

Payment in full is due on notification of being offered a space.

Potters who cancel cannot pass their space to a third party, thus by-passing the waiting list. Cancellation at any time after accepting a place will incur a **£50** administration fee. **Cancellation after May 1st 2019 will result in the loss of all monies paid.**

SEND NO MONEY AT THIS STAGE

Please post or email applications back to:

POTFEST in the PENS, Stoddahgate Barn, Penruddock, Penrith, Cumbria CA11 0RY or email images and form together to potfest@gmail.com

The draw for space allocation will take place on November 7th with a waiting list established at that time.

Please make a copy of this for your own records to remind you what you have booked