

'Makers at the Museum' is an exciting new craft & food market which will be held in the grounds of the Ulster Folk Museum on 18th August in The Diamond. Please read carefully the terms and conditions below before completing booking form and forwarding payment.

Placing a booking will indicate that you have read, understand and accept all terms and conditions of exhibiting as set out below.

Criteria :

All items must be handmade in Northern Ireland/Ireland.

- Sewing and crafting supplies
- Handmade jewellery
- Art & photography
- Artisan food & Drink
- Homewares and Soft Furnishing
- All items should be of high quality and excellent condition
- Items are in keeping with NMNI 'eco-friendly policy'
- Items for sale must comply with our Fur Fee Policy, meaning no real fur items may be displayed or sold including real fur trims
- No upcycled products
- No imported goods
- No items not in keeping with ethos of the museum

Please note:

- We have the right to reject applications which don't meet our criteria
- Preference will be given to suppliers whose products are most congruent with the themes and ethos of the Ulster Folk Museum
- There will be limited space within each category so early booking is advisable to avoid disappointment
- NMNI will not engage in any further correspondence with unsuccessful applicants but will hold your details on file for future events
- NMNI reserve the right to ask makers to remove any items from sale which they deem to be offensive, inappropriate or contrary to the ethos and values of the museum

Stalls & Pricing:

- Cost of a pitch is £40. A pitch will consist of a table 6ft by 2ft measurement under gazebo cover
- Allocation and location of spaces within the venue is at our discretion
- We will try to accommodate any special needs where reasonably and practically possible if flagged in advance
- In the event of inclement weather NMNI will provide an alternative indoor space

Booking Procedure:

- Go to <https://www.nmni.com/whats-on/makers-in-the-museum> to download a booking form and send to craftfairs@nmni.com
- Early booking is advised to avoid disappointment

Payment & Cancellation Policy

- On receipt of booking form we will check the details against the criteria and if the booking is accepted we will issue an invoice
- **Payment must be within 7 days, final closing date 11th July 2019**
- Payment for stand must be received before closing date. If payment is not received this will constitute cancellation
- Receipt will be issued on receipt of payment
- Stands are non-refundable
- Payments can be made via cheque or debit/credit card receipt of payment will be sent to maker via post or email
- If makers do not show up on the day of the event they will be removed from NMNI makers list and may no longer be eligible to take part in future fairs

Publicity:

- NMNI will promote the event via their social media platforms, website and 'What's on guide'
- NMNI will be running a 'Meet the Maker' schedule the month previous to the event. This will showcase selected makers. Makers providing high quality and interesting images will be more likely to be chosen
- Makers are required to provide NMNI with photographs of products and a brief description of same
- NMNI ask makers to actively promote the event through their own social media and to use the #makersatthemuseum in all posts

Event & Venue Rules:

- The location of the makers stand within the venue is at the discretion of NMNI.
- Due to the constrictions of trading in the Folk Museum makers need to deliver stock to their stands before 10am. The Food & Craft Fair is due to open to the public at 12.00pm so all makers must return and stock their stands at 11.30am. In the time between arrival and fair kickoff Nmni will secure the area and makers can have coffee and explore the Folk Museum at leisure
- Makers will not be able to drive their cars up to their stands. All cars must be parked in the Folk Museum car park and it is a sort walk to the stand locations. For ease of movement we suggest that makers bring suitable equipment to move stock.
- Makers are responsible for ensuring that the tables provided are suitable for the safe display of their goods.
- Makers are not permitted to move tables belonging to neighbouring makers. Makers should not obstruct the space between their stand and their neighbours stand.

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- Any banners which is not of the free-standing kind should be attached to the front of the makers stand and not fixed to any walls.
- Makers must not dismantle stands until the event closes to the public, all stands must be cleared of rubbish and placed in the bins that are provided.

Security, Insurance & Indemnity

- NMNI will not be held responsible for any loss or damage that may occur to the maker's property during the fair, event set up or event break down.
- Valuables should not be left unattended at any time.
- Each maker is responsible for ensuring that they have adequate valid public liability insurance cover, confirmation of their insurance provision must be forwarded to NMNI along with completed application form.
- Food vendors must ensure that they have adequate insurance and demonstrate appropriate food safety registration with their local authority. NMNI must receive copies of these documents along with the completed application form.
- Makers are responsible for any loss, damage or injury to a person or property arising from negligence on their behalf at any time during the event. The marker shall indemnify the organiser, and the venue in respect of any loss, damage or injury arising from their acts, negligence or omission.

Fire and safety

- Makers are responsible for checking the location of fire exits and for familiarising themselves with the fire procedures of the venue.
- In the event that there is a fire makers must make their way to the Munster point which is located at the green area in front of Tea lane houses and report to the NMNI member of staff there.
- No electrical equipment shall be fixed or installed without the approval of the venue and all portable equipment must have a current test certificate (Portable Appliance Test). Any freestanding equipment should be of a sturdy construction. The maker should ensure that the electrical system of the venue is not overloaded.

Health & Safety

- It is the makers' responsibility to keep their stand tidy at all times to ensure the quality of their stand and the safety of people in the Museum.
- All packing materials, boxes, additional stock, etc. must be stored out of sight/under the display tables. Materials must not create trip hazards by projecting into aisles or walkways were visitors or others will be moving around
- There are no circumstances under which makers will be permitted to dismantle their stand and leave before the event closes to the public.

Safeguarding

- Makers are responsible for familiarising themselves with NMNI safeguarding policy.

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- Makers must display 'Makers badge' which will be provided by NMNI at all times when on site.
- If a maker feels a safeguarding issues as occurred while on site they must report it to the designated officer on that day. This will be made known to all makers on day of event.

Eco-Friendly

- NMNI is aiming to reduce the use of single use plastics and we ask makers to make a conscious effort to move towards packing that can be either reused, recycled or is eco-friendly/ biodegradable.
- We are encouraging makers to bring a reusable coffee/tea cup and a refillable water bottle.