



LANDMARK ARTS CENTRE

## PLEASE READ CAREFULLY

# Sparkle

Contemporary Craft & Gourmet Food Fair

**Friday 19 November 6-8.30pm**

**20-21 November 2010**

**Saturday & Sunday 10am – 5pm**

### General Information

**Sparkle: Contemporary Craft & Gourmet Food Fair** - a Christmas feast for the senses at Landmark Arts Centre. **Sparkle** will launch the Christmas Festival culminating in the annual Carol Concert. **Sparkle** will bring together individual designer makers from across the country with a separate area dedicated to gourmet foods.

### **Publicity:**

Will include 20,000 of our own glossy Events leaflet, 20,000 flyers, posters, paid advertising, national and local listings, mailing listings, AA signposting, website listings and banners in the local vicinity.

### **Café:**

Hot and cold lunches, snacks, drinks, and a licensed bar available. The café will be run by volunteers of the Landmark Arts Centre, with all profits going directly to support the upkeep of this unique Grade II\* listed building. The café will be open on Friday during set-up from 11am-3pm.

### **Set Up:**

Will be from 9.30am until 5pm on Friday 19<sup>th</sup> November. Details will be sent with the marketing material 4-6 weeks before the show. Screens supplied are grey polyweave fabric. For hanging: Velcro, small pins or hooks from the top of the stands may be used. Absolutely **NO** nails, screws, blue tac or glue as these will damage the screens.

### **To apply:**

Please complete the **Application Form** below and send it with a deposit cheque for £50, stating choice of stand giving 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> choice. All applicants will be contacted by phone or email shortly after receipt of the application form to confirm if you have been successful and then the balance will be due within 2 weeks. The deposit cheque will not be cashed until you have been accepted.

### **Cancellation:**

- 8 weeks or more before set-up day – full refund, if stand can be re-sold, less 10% admin charge.
- 4-8 weeks before set-up day – 50% refund, if stand can be re-sold, less 10% admin charge.
- 4 weeks or less before set-up day – 25% refund, if stand can be re-sold, less 10% admin charge.
- Within 1 week of set-up – no refund

Ferry Road, Teddington, Middlesex, TW11 9NN

Telephone: 020 8977 7558 Fax: 020 8977 4830 [www.landmarkartscentre.org](http://www.landmarkartscentre.org) email: [info@landmarkartscentre.org](mailto:info@landmarkartscentre.org)





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# Sparkle - Booking Form

Once your application has been confirmed please complete the following and send it with your cheque made payable to 'Landmark Arts Centre':

Each stand will be individually lit with 150w halogen light.  
Each stand will be provided with 1 chair (additional chair on request)  
**Please note we cannot provide additional requirements on the day.**

Please complete the following :

Name: ..... Stand no: .....

**Electrical socket requirement**

Cost: £5.00

Please advise additional lighting you will be supplying  
Lighting ..... Wattage .....

(The venue reserves the right to refuse lighting and there are only 30 sockets available on a first come, first serve basis) Priority will be given to jewellery and glass.

**Tables required – size? .....**

Cost: £5.00

Please indicate whether you need a 6 x 2'6" or 3'9"x2' table

(You can supply your own table within designated space)

**Add additional requirements costs if any: Socket and/or table: £ .....**

**Stand cost: £ .....**

**Less deposit: £ .....**

**Total payment: £ .....**

**Preferred arrival/unloading time: 9.30am : 10.00am : 10.30am : 11.00am : 11.30am  
12noon : 12.30pm : 1.00pm : 1.30pm : 2.00pm : 2.30pm : 3.00pm : 3.30pm**

**Please circle one time only and we will do our best to accommodate, bearing in mind that the times are first come first served and must be adhered to as unloading bays are extremely limited.**

**Set-up will be until 5pm then the Centre will close for 1 hour for cleaning prior to the PV.**

**Please send this form with your cheque for the balance owed made payable to 'Landmark Arts Centre' along with a SAE (£1.68) for the marketing material when your stand number is confirmed within two weeks to:**

Sparkle, Landmark Arts Centre, Ferry Road, Teddington, Middlesex TW11 9NN

**For further information: E: meg@landmarkartscentre.org or T: 020 8977 7558**