

POTTERY NORTH

Northumberland Pottery and Glass Exhibition at Ellingham Hall.

APPLICATION

Event Date – Tuesday September 22 Exhibition Time – 11 am – 4pm Set Up

Arrivals – From 9.30am (all cars must be removed from front turning circle by 9am)

Venue Address - Ellingham Hall, Ellingham, Chathill, Northumberland NE67 5EY

About the Venue and Event - Ellingham Hall is an all-year-round wedding venue, where the entire hall is usually hired for a few days. It isn't a hotel, so it is not usually open to public.

Our event has access to all the hall's inter-connecting, main ground floor areas. Displays will be set up mostly in the dining room, the old chapel as well as a few spaces in adjoining lounge areas. We also have an option to use the separate mezzanine area overlooking the chapel to display larger solo pieces or for solo exhibitions. We can discuss this option with anyone interested in using this beautiful space which also leads out onto a roof terrace. It has large round original chapel window making it a very bright space. It is large enough for two exhibitors to share or for one solo exhibition, but access to it is via stairs and may not be accessible to all visitors. Please let me know if you are interested in using this space.

We have up to 20 standard spaces available based on everyone being allocated a space of around 7ft long x 6ft deep, to include one 6ft x 2.5ft trestle table (or equivalent) and/or other display plinths/stands to on top of it or behind it, with 1.5ft space at each side for access (this may vary depending on room).

Some larger corner spaces are available, which will accommodate two trestles in an L-shape. These are classed as double space and will provide a total display length of 12ft.

We may be able to offer a double straight length of two trestles in one line if anyone wants this, but availability of this will depend on demand for standard spaces.

Ideally we will have a greater variety of exhibitors in standard spaces. The cost of these spaces is detailed below.

We have 14 x 6ft trestle tables available and 14 x 3ft tables. Some of you may receive two 3ft tables to make up one 6ft length. The tables are of equal height.

If you prefer to bring your own trestle or not to use a table in favour of your own set up/shelves etc please let me know before booking and also put all details on your form.

Standard size spaces are approx. 7ft long x 6ft wide (to include your table and chair). There will be adequate gaps between these spaces for access and possible an additional small floor shelf to stand at one side or behind table.

Cost of a standard space with a table and chair is £45 / or with own table is £40

A 12ft space - straight or a L-shape corner position with one 6ft trestle £85 (you will need to bring your own second table / or £80 with both own trestles (two 6ft tables of your own or equivalent floor shelving).

Please do not lean or attach anything against or to the walls or woodwork

There are toilets upstairs near the mezzanine and more loos on ground floor.

All areas will be signposted.

Ellingham's chef will serve refreshments and bakes from the central bar /hall area which is between the old chapel and dining room areas.

Both rooms are flanked by two lounges, where visitors can sit.

Visitor parking in the bays, which are on left side of the main drive set amongst the trees.

No cars can be parked in the turning circle in front of main hall after 9am Once we have unloaded, cars must be moved from that area. Bollards will be raised to prevent any access during the day.

At the end of trading, the bollards will be lowered so we can bring cars back to load.

Trader cars must be parked at the rear of the building, where there is small staff car park and additional parking on the grass verge and side of rear road.

Unloading/loading can also be done from rear car park as there are doors leading directly into both rooms.

It is essential that all cars are moved from the front turning circle and that all our cars are parked at the rear of the building and NOT in the small public car park amongst the trees at the front/side of hall. We need to keep the hall's main car park clear for visitors.

The event will be open to public 11am till 4pm.

Arrivals to set up will be from 9.30am.

There is only limited access and parking at the rear so it will be first come basis. Unloading from the rear is via fire doors almost directly into each room.

Trader cars can be left in the rear car park (spaces are limited). Please do not block fire doors or emergency access.

If all spaces at rear are full, please park on grass verge on rear road or at side of road at back of hall.

If you are parked in the rear car park, at the end of trading, you can load directly into that area via the rear fire doors.

If you are on the road or verge, please bring cars round to front to load. The bollards will be lowered at the end of trading allowing access into the turning circles.

(I will send more info about parking and unloading/loading once spaces are allocated as it will help you decide where best to park) I've probably made it sound more complicated than it is...but once you do it, it will all make sense!

Details of the event will be advertised on the Pottery North and The Tin Shed websites, as well as all too. Flyers will be distributed in the surrounding area and via our other events. The event will be added to Visit Northumberland site, to the National Stall Collective and a press release sent to local news media outlets. Payments should be made as soon as your booking is confirmed to secure your space. Please add the reference PottElling to your payment. Payments

should be made via bank transfer. Details of payment amount and how to pay will be sent via email with confirmation of your booking.

Cancellations/Refunds – Refunds will only be given if cancellation is made by the trader, two full months ahead of the event. No refunds will be given after this time.

In the unlikely event that we have to cancel the event for any reason out of our control, such as weather or any other emergency, we are unlikely to be able to make refunds where costs still need to be covered. If, in such a situation, the venue agrees to waive hire costs or to offer us an alternative date, then we may be able to offer partial refunds or offer everyone a space at the same venue if the event is rescheduled. Sadly our insurance does not cover us for cancelled events due to bad weather or any emergency situation.

If we were to cancel an event for any reason within our control, ie it is our decision for no other reason and is within our control, then we will offer full refunds or offer to transfer payments to a different event.

If anyone has any questions, please get in touch.

Thanks – Lesley (07973108608) hello@potterynorth.com

Please fill in the separate booking form and email it back to info@thetinshed.co.uk along with a copy of your PLI certificate (unless I already have it) and a couple of full frame, good quality/file size 150-300 kb for promo.

Please give as much info as possible about your planned display, how you display your work and scale of it as helps me plan the layout and ensure I can accommodate everyone.

Once we have your application, we'll confirm the booking and send payment info. Please do not make payment until we have confirmed your booking.

We have up to 20 spaces available at this venue. We will inform you as soon as possible if your application is successful.