

## We Love Marlborough Christmas Gift Market

### Rules of participation

Marlborough Town Hall, Thursday 24 November 3-8pm  
Set up 12-3pm, dismantle 8-9pm

1. The booking fee (by cheque payable to 'We Love Marlborough'), accompanied by a signed booking form, must be received by Louisa Davison, We Love Marlborough Ltd, Garden Cottage, Durley, Marlborough SN8 3AZ before a pitch is secured. Please ring 01672 811515 or email [louisa@welovemarlborough.co.uk](mailto:louisa@welovemarlborough.co.uk) if you have not had booking confirmed within two weeks of postage.
2. The market is open to the public between 3-8pm. The art space is available from noon to set-up and from 8-9pm to dismantle. The hall must be clear, clean and tidy by 9pm. Please let us know if you need to set up later than this. By booking an artspace, stallholders agree to exhibit until 8pm.
3. The We Love Marlborough Art Market supports original art and crafts, especially those made locally. Therefore the artwork available to buy does not have to be created by the stallholder, but it does need to be (a) original and handmade, or (b) high quality and ethically sourced or (c) preferably limited edition print and preferably in Wiltshire. Mass produced prints or other arts and crafts not by the stall holder and other goods and ornaments are not permitted to be sold.
4. Stallholders are not permitted to sell refreshments, though stallholders are, of course, allowed food and drink for their own consumption (consumed discreetly). Stallholders who sell packaged and locally and 'homemade' food such as pickles, fudge, etc may do so providing the maker is licensed to do so and confirms to health and safety regulations.
5. Smoking, alcohol and music are not permitted in the art market.
6. We Love Marlborough has public liability insurance though this will not cover any injury or issues arising from your artspace or negligence. **You must have public liability insurance** and strongly advise insurance for your artwork/equipment. This can be obtained at reasonable cost – we recommend a-n membership (0191 241 8000) as possibly the cheapest option.
7. There are 22 trestle tables available as part of our town hall hire. One per stall are available on a first come first served basis. We'll let you know if all the tables are allocated and you need to bring your own.
8. Please do publicise your involvement in the art market. Please publicise the art market as: We Love Marlborough Christmas Art Market and website: [www.welovemarlborough.co.uk](http://www.welovemarlborough.co.uk). The logo is available from

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### We Love Marlborough Ltd.

Registered address: Garden Cottage, Durley, Marlborough, Wilts SN8 3AZ.  
An Industrial and Provident Society co-operative registered in England, number 30671 R.  
hello@welovemarlborough.co.uk www.welovemarlborough.co.uk 01672 811 515



- [www.welovemarlborough.co.uk/art\\_market\\_info.php](http://www.welovemarlborough.co.uk/art_market_info.php)
9. Your 'stall' or art space must be tidy and free from obstruction, and its appearance must be of a high quality to reflect both the art on sale and the overall market.
  10. Stallholders are responsible for their artspace at all times, and their artspace should be supervised at all times. We Love Marlborough is not responsible for any loss or damage to goods, money, equipment or person unless through negligence of We Love Marlborough representatives.
  11. Stallholders should direct questions on the day to a We Love Marlborough representative. Questions before hand as contact details below.
  12. There will be toilets and refreshments on site.
  13. In the eyes of the public, stallholders also represent the art market as a whole. This requires stallholders to be professional and courteous to the public at all times, regardless of the behaviour of the public. If a stallholder is having problems with a member of the public and are concerned with abusive behaviour, or the safety of artwork or person, please talk to a We Love Marlborough Art Market representative.
  14. All work sold must conform to the Sale of Goods and Trade Descriptions Acts. Stallholders must sell work that is in new/good condition and is fit for purpose, unless clearly labelled to the contrary. If goods are faulty or not fit for purpose and returned by the customer, the stall holder must conform to statutory requirements and refund the sale by exchanging the art work, credit note or refund – to which ever the customer agrees.
  15. Stallholder's rubbish must be removed at the end of the market by the stallholder. Bins at the market are for the public use only.
  16. If the customer decides against a sale already made or tries to bargain with the stallholder, please remember to always be polite and courteous regardless of the reply. This ensures a good name for the stallholder, the market as a whole and repeat custom.
  17. We Love Marlborough will be helpful, courteous and professional to stall holders and public and expects the same from stallholders. Any abusive or offensive behaviour will not be tolerated.
  18. Art space cancellations will be refunded up to seven days before the event commences.
  19. If you - the booker/stallholder - have a complaint, please contact We Love Marlborough as below and we will do our best to rectify the problem.
  20. We Love Marlborough reserves the right to refuse hire of an artspace to anyone who cannot conform to any of the rules above. If these rules are consistently broken on the day and/or cannot be rectified, the stallholder will be asked to remove their stall or cease trading and their fee will not be refunded.
  21. Please visit [www.welovemarlborough.co.uk/art\\_market\\_info.php](http://www.welovemarlborough.co.uk/art_market_info.php) for more information.
  22. After the event (or before) if you have any questions or have any suggestions or feedback, please contact Louisa Davison on 01672 811515 or email [louisa@welovemarlborough.co.uk](mailto:louisa@welovemarlborough.co.uk).

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