

# Stallholders Information Booklet



GLIMMERCRAFTS EVENTS



All the information you will  
Require about exhibiting at our events.

# Introduction

**Thank you for your interest in our events. We are always pleased to welcome new stallholders to all our events. If you are experienced in the world of craft fairs you will find we take great care to ensure that our events have a professional feel to them and are described accurately as they do vary in size.**

**If you are a new stallholder and are unsure about anything, please contact us and we will do our best to help. As we have our own stall at events we do understand how daunting it can be setting up at a new venue and some of the problems that may occur. We will do our best to make your experience at our events as smooth as possible.**

**Throughout the year we organize many events in many different venues and we always ensure that our events are priced fairly for stallholders. We pride ourselves in our well organized and professional events and to ensure that continues we do expect certain standards from our stallholders.**

**We will always aim to avoid excessive duplication of products so it is important we have all the information we need about the products you are selling. If you want to add to or change your range of products, please check with us before the events.**

**We are always keen to attract stallholders who are able to demonstrate their craft at events. Experience has taught us that customers are keen to see crafters 'In action' and it could help to sell your products.**

**We hope you will be able to join us at one or more of our events.**

**Tracey Leonard**



# About Us

Glimmercrafts Events Ltd is a small family run business, myself and Tracey are a husband and wife team and Ben is our son-in-law. Tracey, who used to be a teacher, has been running her own craft stall for several years and brings her stallholder perspective to the company as well as her many administration and organisational skills. Ben brings his knowledge of business from his Masters Degree in Business Management and his experience as an Area Manager of a large retail company. I am the face of the company. I make sure I am there to greet the stallholders as they arrive and make sure there is a member of staff on hand throughout the day to sort out any problems or help out when needed.

We take pride in organizing quality crafts events to provide crafters with prime locations to bring their products to the general public.

After attending lots of craft fairs with my wife all over Scotland, I saw many hardworking crafters selling wonderful unique gifts. All had the same complaint; they were limited to where they could sell their goods. Also many members of the public are unaware of the unique crafts on offer and so bringing those too busy shopping malls open them up to a wider demographic area.

We already have a good working relationship with the management of many venues and we hope to not only bring more events to more areas in the future but make many a regular occurrence.

Adam Leonard



GLIMMERCRAFTS EVENTS

www.glimmercraftsevents.co.uk • glimmercraftsevents@yahoo.co.uk •

GLIMMERCRAFTS EVENTS

# Oak Mall Craft & Gift Fair

## Oak Mall Shopping Centre,

1A Hamilton Gate  
Greenock  
PA15 1JW

Suitable for Crafters, designers and retailers.

Located in middle of the mall.

10am to 5pm (setup from 9am)

You will be provided with a 6 x 3 table with a blue cover and white runner with our logo on the front. Your own cover can be placed on the table top as long as it does not hang over the front.

This is a well established, regular craft fair with an extensive customer base. Located within a busy and bright shopping centre which is the main shopping area for the whole of Greenock and the surrounding areas. With many sought after shops inside the centre regularly sees thousands of people through its doors every day.

Located next a large Tesco and a waterfront complex it serves the local community well.

Just outside the centre is the town centre bus terminus and across the road is one of two train stations within the area.

Throughout the year the busy port is visited by many large cruise liners, which is located near to the centre and visited by the passengers while the ships are docked.

Our fair is located in a large bright area in the middle of the mall next to shops such as M&S, Superdrug, and Primark.



# Clyde Craft & Gift Fair

## Clyde Shopping

### Centre,

Clyde House  
170 Kilbowie Road  
Clydebank  
G81 2UA



Suitable for Crafters, designers and  
retailers.

Located within the mall near to the west entrance

10am to 5pm (setup from 9am)

You will be provided with a 6 x 3 table with a blue cover and white runner with our logo on the front. Your own cover can be placed on the table top as long as it does not hang over the front.

This is a well established, regular craft fair with an extensive customer base. Located within a busy and bright shopping centre which is the main shopping area for the whole of Clydebank and the surrounding areas. With many sought after shops inside the centre regularly sees thousands of people through its doors every day. Our fair is located in a large bright area next to the West entrance beside shops such as Primark and HomeBargains as well as an O'Brian's café.

This is a large shopping centre that is located within a larger retail park and it serves the local community well. Attached onto the centre is a large multiplex cinema and a large Asda Supermarket, one of the largest in the area.

Just outside the centre is the bus terminus where buses from the local area and the Glasgow City Centre stop.

This is an easy to get to location with the added attraction of 2 large retail parks and several well known restaurants and fast food places located outside the south entrance as well as the award winning Fish & Chip boat that is docked opposite the centre.

There are several large onsite car parks as well as a multi storey car park just outside the entrance where our fair is located.



# Howgate Craft & Gift Fair

## Howgate Shopping Centre,

The Howgate  
Shopping Centre  
High Street  
Falkirk, FK1 1HG



Suitable for Crafters, designers and retailers.

Located inside a shop within the mall.

10am to 5pm (setup from 9am)

This is an indoor event.

You will be provided with a 6 x 3 table with a blue cover and white runner with our logo on the front. Your own cover can be placed on the table top as long as it does not hang over the front.

This is a well established, regular craft fair with an extensive customer base. Located within a busy and bright shopping centre which is the main shopping area for the whole of Falkirk and the surrounding areas. With many sought after shops inside the centre regularly sees thousands of people through its doors every day. Our fair is located in a shop unit next door to a large M&S opposite the large popular eating area in the middle of the centre. This surrounded by many popular retail establishments such as Debenhams as well as two banks.

This is a fairly large shopping centre that serves the local community well situated in the middle of the High Street in Falkirk. This is a compact town centre where everything you would look for is within a short walking distance.

Just a short distance away from the centre is the bus terminus where buses from the local area and the Glasgow City Centre stop as well as local rail links.

There are several car parks nearby as well as a multi storey car park attached to the centre.



# Kilmarnock Christmas Market

## Kilmarnock Town Centre.

Suitable for Crafters, designers and retailers.

Located in Bank Street and Bank Place  
Kilmarnock

12pm to 6pm (setup from 10.30)

### This is an outdoor event

This is a well established, annual event which draws large crowds of people from both Kilmarnock and the surrounding areas. The light switch on event itself is hosted by East Ayrshire Council with many attractions throughout the day to keep adults and kids of all ages busy. However it has to be said that the Christmas Market itself attracts a large crowd even after the lights have been switched on.

A large main stage is located at the top of King Street where many entertainment acts can be seen throughout the day. A second stage is located in Bank Street where many schools, clubs and local bands can be seen as well some of the acts from the main stage. It is in this area the market is located with us having the added advantage of many family members who come to see the acts on the second community stage browsing around the stalls while waiting.

The market is just a short walk away from a busy town bus station and train station as well as the many car parks that surround the main shopping area including a multi storey car park just yards away. All of these parking facilities are free on the day of the event.

On the day you will be provided with a covered stall 8 x 6 feet and generator powered lights. If you wish to bring additional covers or decorations for your stall that is acceptable.



# Wellgate Craft & Gift Fair

## Wellgate Shopping Centre, Dundee

The Wellgate, Dundee,  
Scotland  
DD1 2DB

**Suitable for Crafters, designers and  
retailers.**



**Located inside the shopping mall on 2<sup>nd</sup> floor**

**10am to 5pm**

**This is an indoor event.**

**You will be provided with a 6 x 3 table with a blue cover and white runner with our logo on the front. Your own cover can be placed on the table top as long as it does not hang over the front. Setup is from 9am**

**This is new event for us added in 2013. We held our first event there in April this year and were very pleased with the results. The Centre management was also pleased with the response from the public and has invited us back for two more dates before Christmas 2013.**

**The Wellgate Shopping Centre is one of the two main shopping centres located in the city centre of Dundee, Scotland. It comprises three floors, including a food court. The centre has a variety of retailers and eateries, principally BHS which operates a two-level store at the entrance of the mall. The Dundee Central Library is even adjacent to the third floor of the centre, which is level with Victoria Road.**

**This is a fairly large shopping centre that serves the local community well. It is a compact town centre where everything you would look for is within a short walking distance.**

**Just a short distance away from the centre is the bus terminus where buses from the local area stop as well as local rail links.**

**There are several car parks nearby as well as a multi storey car park attached to the centre.**

**The fair is located on the second floor of the centre just at the top of the escalators so it is very central. We have good brand named shops near us such as New look, BHS, Superdrug, and Home Bargains.**

# Rutherglen Craft & Gift Fair

## Rutherglen Shopping Centre

Mitchell Arcade  
Rutherglen  
Glasgow G73 2LS

Suitable for Crafters, designers and  
retailers.

Located inside the shopping mall.

10am to 5pm

This is an indoor event.

You will be provided with a 6 x 3 table with a blue cover and white runner with our logo on the front. Your own cover can be placed on the table top as long as it does not hang over the front. Setup is from 9am.

This is new event for us added in 2013. We held our first event there in June this year and were very pleased with the results. The Centre management was also pleased with the response from the public and has invited us back for two more dates before Christmas 2013. This centre is currently undergoing a refurbishment which they hope to finish before Christmas. The centre itself has received a lot of attention from the local press who are watching its transformation closely. This benefited us when a large article appeared in the local newspaper about our craft fairs and a follow-up article talking about its success in the centre.

This is a small shopping centre that serves the local community well. It is a compact town centre where everything you would look for is within a short walking distance.

Just a short distance away from the centre is the bus terminus where buses from the local area stop as well as local rail links.

The centre has its own rooftop car park which is used by most visitors to the town centre.

The fair is located on the main floor opposite the café.



# The Handmade Wedding Show

## Rutherglen Shopping Centre

Mitchell Arcade  
Rutherglen  
Glasgow G73 2LS

Suitable for Crafters, designers and  
retailers.

Located inside the shopping mall.

10am to 4pm

This is an indoor event.

You will be provided with a 6 x 3 table with a blue cover . Stall decoration is a must for this event. Setup is from 9am.

This is new event for us added in 2013. We held our first Craft event there in June and it was a great success and will be back with it later in the year. This time we are teaming up with YoYo Events to bring the centre its first wedding fair. This centre is currently undergoing a refurbishment which they hope to finish before Christmas. The centre itself has received a lot of attention from the local press who will playing a large part in this event.

The event will include competitions, fashion displays and other activities. The stalls will be located on the main shopping floor opposite the café.

This is a small shopping centre that serves the local community well. It is a compact town centre where everything you would look for is within a short walking distance.

Just a short distance away from the centre is the bus terminus where buses from the local area stop as well as local rail links.

The centre has its own rooftop car park which is used by most visitors to the town centre.



# Applications

To apply for a space at any of our events, first read the following event details and our terms and conditions and ensure that you are able to comply with them before moving onto the next stage. Next complete the application form and either post it to us or send it to us via email. Please do not send any money at this stage, we will send you payment details once your booking is confirmed. Please make sure that the event you are interested in is marked clearly on the form.

Ensure that all parts of the form are completed and you have described all your products in full. All payments can be made by cheque, PayPal, BACS or Credit or debit card. Please note that your place is not secured until full payment has been made.

# Insurance

You must have public and product liability insurance for a minimum of £5,000,000 before you can take part in any of our events. Before the event we must have a copy of your insurance certificate. You can send it with your completed application form or if you are applying for a new one, when you have it. When your insurance is due to be renewed please ensure we have a copy of your new certificate. Please remember that even although we have accepted your application and processed your payment we will need your insurance certificate before you can take part. **DO NOT** ignore this requirement as no refunds will be given if you are unable to take part in an event due to failure to supply insurance details ahead of the event.

Insurance can be arranged quickly and cheaply (from around £55 per year) and details of where you can obtain this can be found on our website.



# Terms & Conditions

Once we have received your booking form we will check if a space is available and then we will contact you to confirm your booking and provide you with payment details.

We will have duplicates of some stalls at some events; however we reserve the right to refuse an application if we feel there are too many of the same or similar products.

All payments are required one month before the event. We will send you a payment request and then one reminder for payments. If payment is not received after the reminder we reserve the right to cancel your booking and assign your stall to another stallholder.

All payments are non refundable if you cancel a booking 7 days before an event. If you cancel an event 14 days before then 50% will be non refundable. The exception being if we cancel an event and then all payments will be refunded.

We reserve the right to refuse any future bookings for stallholders who do not turn up on the day without explanation.

We also reserve the right to ask any stallholders attending who engage in disruptive or inappropriate behavior to leave.

We accept no responsibility for any accidents, damages or theft that may occur during an event. All traders must have their own insurance for a minimum for £5,000,000.

All food traders must provide a copy of the hygiene certificate and all food products must have a list of ingredients and conform to food safety regulations.

Setup is usually 1 hour before the event and pack time will be agreed depending on the venue. Please do not start packing up your goods before the agreed time as this could result in your being refused future bookings.

At all events a 6x3 foot table will be provided and table covers will also be provided bearing the company logo. Anyone wishing to place their own cover on top can do so provided it does not hang over the front of the table.

When you arrive at any event a table will be available to show where you are situated. Please make sure you stick to the space allocated to you unless told otherwise by us.



# Frequently Asked Questions

**Q. After I have sent you my applications does that means I am booked in?**

A. No. When we receive your application form we will need to check availability for the requested event before we can confirm your booking. Your booking will be confirmed in an email as soon as possible after us Receive you form.

**Q. Are the stand fees shown for the one day or the whole event?**

A. fees shown are for each day of the event unless stated otherwise.

**Q. Where can I get public liability insurance?**

A. You will need to have insurance that is specific to your craft and will cover you for any injuries or damages,etc. If you check on our website we will give you details of companies that we have found have been used by many of our stallholders.

**Q. How much does insurance cost?**

A. insurance is not expensive with most stallholders paying from as little as £55 per year.

**Q. Can I leave before the end of an event?**

A. No. It is a strict requirement that you are there for the whole event. Starting to close up The end gives a bad impressions to customers and is unfair to other stallholders. It may result in your being refused future bookings.

**Q. When can I setup?**

A. Setup usually takes place an hour before each event, however we may be able To give you more time depending on the venue.



## At a glance calendar of events.

### July 2013

Oak Mall Craft & Gift Fair,  
Greenock  
6<sup>th</sup> July  
Howgate Craft & Gift Fair,  
Falkirk  
26<sup>th</sup> & 27<sup>th</sup> July

### August 2013

Oak Mall Craft & Gift Fair,  
Greenock  
3<sup>rd</sup> August  
Oak Mall Craft & Gift Fair,  
Greenock  
8<sup>th</sup> August  
Clyde Craft & Gift Fair, Clydebank  
10<sup>th</sup> August  
Clyde Craft & Gift Fair, Clydebank  
17<sup>th</sup> August  
Oak Mall Craft & Gift Fair,  
Greenock  
24<sup>th</sup> August  
Howgate Craft & Gift Fair, Falkirk  
30<sup>th</sup> & 31<sup>st</sup> August

### September 2013

Handmade Wedding Show,  
Rutherglen Shopping Centre  
7<sup>th</sup> September  
Wellgate Craft & Gift Fair,  
Dundee  
14<sup>th</sup> September  
Clyde Craft & Gift Fair,  
Clydebank  
21<sup>st</sup> September  
Howgate Craft & Gift Fair,  
Falkirk  
27<sup>th</sup> & 28<sup>th</sup> September

### October 2013

Clyde Craft & Gift Fair, Clydebank  
5<sup>th</sup> October  
Rutherglen Craft & Gift Fair,  
Rutherglen  
12<sup>th</sup> October  
Clyde Craft & Gift Fair, Clydebank  
18<sup>th</sup> October  
Oak Mall Craft & Gift Fair, Greenock  
19<sup>th</sup> October  
Howgate Craft & Gift Fair, Falkirk  
25<sup>th</sup> & 26<sup>th</sup> July

### November 2013

Oak Mall Craft & Gift Fair,  
Greenock  
2<sup>nd</sup> November  
Clyde Craft & Gift Fair, Clydebank  
9<sup>th</sup> November  
Wellgate Craft & Gift Fair, Dundee  
16<sup>th</sup> November  
Clyde Craft & Gift Fair, Clydebank  
23<sup>rd</sup> November  
Kilmarnock Christmas Market,  
Kilmarnock  
24<sup>th</sup> November  
Howgate Craft & Gift Fair, Falkirk  
29<sup>th</sup> & 30<sup>th</sup> November

### December 2013

Howgate Craft & Gift Fair,  
Falkirk  
6<sup>th</sup> & 7<sup>th</sup> December  
Oak Mall Craft & Gift Fair,  
Greenock  
12<sup>th</sup> – 14<sup>th</sup> December  
Rutherglen Craft & Gift Fair,  
Rutherglen  
19<sup>th</sup> December  
Clyde Craft & Gift Fair,  
Clydebank  
21<sup>st</sup> – 23<sup>rd</sup> December

# Application Form

If you wish to participate in any of our events you can download our application form from our website and email it to us completing as much detailed information as you can. Pictures of your products or your stall setup would also be very helpful and will make it quicker for us to give you an answer. Alternatively you can provide us with a website or facebook page address.



*Glimmercrafts Events*

*Stall Application Form 2013*

## Contact Information

Name	
Company Name	
Address	
Post Code	
Home Phone	
Mobile Phone	
E-Mail Address	
Website/facebook page	
Terms and Conditions Agreement	Please tick the box <input type="checkbox"/>

## Description of Goods

Please provide pictures if possible.  
Only goods described here can be sold, any additional goods may be added at a later date by completing an **Additional Goods Request Form**, which will then be considered by Glimmercraft Events.

Payments can be made via paypal online to: [glimmercraftsevents@yahoo.co.uk](mailto:glimmercraftsevents@yahoo.co.uk)  
Or can be sent by a cheque made out to: Glimmercrafts Events

8 Orkney Drive  
Kilmarnock  
KA3 2HP

Bank transfer details: Barclays ; ACC NO: 73319636 Sort code; 20 33 70

**We try to answer all applications within a few days; however please do not be disappointed if it takes a little longer as sometimes we can have a lot of applications to go through.**

Our Posters can be seen at many venues.  
Look out for one at a venue near you.



For our latest news and events visit our website...

You will also find lots of up to date chat on our facebook page!



Glimmercrafts Events Ltd  
8 Orkney Drive  
Kilmarnock  
KA3 2HP  
07765205822

[www.glimmercraftsevents.co.uk](http://www.glimmercraftsevents.co.uk)  
[glimmercraftsevents@yahoo.co.uk](mailto:glimmercraftsevents@yahoo.co.uk)