



The Print Fair @ LPW

Stallholder Information

Leicester Print Workshop will be hosting the Print Fair

on **Saturday 9th and Sunday 10th November 2024, 10am – 4pm**

Leicester Print Workshop will be opening up the studio once again, this time showcasing printmakers from across the UK at the Print Fair, promoting printmaking in its various forms; including relief, letterpress, intaglio, monoprint, silkscreen, bookmaking and lithography.

Venue: Leicester Print Workshop, 50 St George Street, Leicester, LE1 1QG

Date: Saturday 9th and Sunday 10th November 2024

Open to the public: 10am – 4pm

General admission: Free

To take part in the Print Fair, please apply by completing the application form.

Terms:

- Applications are open to all printmakers, and will be limited to 24 stalls in total. Applications will be assessed on a first come first served basis, with an aim to represent a variety of printmaking techniques.
- Stallholders are responsible for their own payments; please ensure you have sufficient float as we are unlikely to be able to help with change. Stallholders are welcome to bring their own mobile card machine, but please bear in mind that our wi-fi connection can be slow.
- Successful applicants are required to pay the stall fee by 25th October, and will receive an invoice within the confirmation email. Stall fees are non-refundable.
- If a stallholder is unable to attend, the stallholder must inform Leicester Print Workshop as soon as possible.
- Leicester Print Workshop cannot be held responsible for any loss and/or damage to any property or stock.
- The deadline for applications is **Friday 20th September, at midnight**. Leicester Print Workshop will respond to all applicants by **Friday 27th September**.

Stall information:

- Standard stall - 1 x table from [2ft x 5ft] - £85 (£75 for LPW Members)
- Space is limited, so please note in your application form if you would like additional space to present work in a browser alongside your stall.
- Stallholders must set up their stall themselves. Stallholders must bring their own table coverings, props and display units to showcase their work on their stall.

- Stalls must not obstruct members of the public or other stall holders. Stallholders are responsible for keeping their stall tidy and free from trip hazards.
- Tables will be available to set up from 9.00am on Saturday. Drop off/loading access is limited to the car park to the side of the studio and the main entrance. Trading will begin at 10am until 4pm and stalls must be cleared by 5pm on Sunday.
- Leicester Print Workshop have a small car park that will be used as a drop off point only, stallholders must then find alternative parking for the day. We will send more information on alternative parking options to all stallholders in advance of the event.
- Stallholders will be allocated a stall, please note in your application if you have any access requirements. Every effort will be made to allocate stalls according to preference, but there are no guarantees, as stalls are all slightly different and located throughout the building.

Leicester Print Workshop will provide:

Staff – welcoming the public and helping with enquires.

Marketing – Promotional material including posters and leaflets, social media and website coverage using images and text provided through the application form.

Tea & Coffee Making Facilities

Facilities on site include:

Kitchen, toilets, disabled toilet and baby change facility, fully accessible lift and wi-fi.

To apply:

Please complete an application form.

Please email or send your application form to Kezia, k.kneller@leicesterprintworkshop.com / 50, St George Street, Leicester, LE1 1QG.

Please submit your completed application form by **midnight on Friday 20th September.**

Applicants will be notified by **Friday 27th September.**