

# Open Studios / Workshops / Venues 2017

Application Deadline: Friday 23 June at 5pm

### Inside [Craft] would like to invite you to participate in the 2017 Craft Trail. The aim of the Craft Trail is to make craft businesses more visible to the Irish public and tourist visitors, thus enabling potential customers to access and purchase craft, applied art and design more easily. The Craft Trail, as a printed and online resource, will provide year-round promotion.

FOR THE BUSINESSES WHO MEET THE CRITERIA FOR INCLUSION ON THE INSIDE [CRAFT]: CRAFT TRAIL THERE IS NO PARTICIPATION FEE – It is FREE to have your business included in the Inside [Craft] first publication of Craft trail.

You will find more information on the back of this page and on the enclosed APPLICATION FORM.

**If you would like to apply please fill in the APPLICATION FORM and return** tobyemail to annamarie@momentumconsulting.ie  by Friday 23 June at 5pm **by** post to **Momentum Consulting, Orchard Court, Leitrim Village, Co. Leitrim** at the latest.

All applications will be subject to a Selection Process. A copy of the APPLICATION APPRAISAL FORM is enclosed. This shows how your application will be appraised. You should not assume that the appraisers know what you make or do. The selection will be made on the Application Form and supporting materials alone.

All Applications should include the following supporting materials:

* Proof of insurance (Public Liability is a requirement of participation)
* Up to 6 images via- A) email, B) share a wetransfer link (<https://wetransfer.com> to annamarie@momentumconsulting.ie or post a CD to the address above (images must be high resolution at least 1MB and 300dpi)
* A current CV listing the highlights of your career in craft, applied art and design to date
* A brochure about you and what you make and /or do

If you have any queries or need more information please do not hesitate to contact us.

# MORE INFORMATION

**FOR THE BUSINESSES WHO MEET THE CRITERIA FOR INCLUSION ON THE INSIDE [CRAFT]: CRAFT TRAIL THERE IS NO PARTICIPATION FEE – It is FREE to have your business included in the Inside [Craft] first publication of Craft trail.**

**Preferred**

**Opening Times:** e.g. Daily from 10.30 am to 5.30 pm

 Advertised opening times must be strictly adhered to – please complete the relevant section of the Application Form

**Insurance/Security:** All Participants are responsible for the security and insurance of their own work and venue

 **Public Liability is a requirement of participation**

 **Proof of Insurance must be sent with your Application**

**Images:** Up to 6 images by email or on CD (images must be at least 1MB and 300dpi) or good quality photographs, slides or transparencies

**If your Application is successful we will use the images supplied for your entry in the Craft Trail, therefore it is most important that the images provided are of a high enough quality for print reproduction**

**Brochure:** A brochure about you and what you make and /or do

**CV:** A current CV listing the highlights of your career in Craft, Applied Art and Design to date

**Publicity:** Craft Trail a printed guide of participating Craft Business 5,000 initial print run distributed to Tourist Information Centres and Cultural Venues throughout the four counties (Cavan, Leitrim, Longford & Roscommon) and beyond

 PR and Marketing Campaign: local and national press, media and listing

 Launch of Craft Trail: email invite to the launch craft Trail on-line ([**www.INSIDECraft.ie**](http://www.INSIDECraft.ie)**/CraftTrail2017**)

**Other:** The organiser (Inside [Craft]) reserves the right to alter any details if deemed necessary.

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# CRAFT TRAIL

# Inside [Craft] Open Studios / Workshops / Venues 2017

#### APPLICATION FORM

Please fill in your details below and return this Application Form to: **Momentum Consulting, Orchard Court, Leitrim Village, Co. Leitrim** as soon as possible or by Friday June 23 2017 **at the latest**. This information will be used for administration and PR purposes.

**SECTION 1: Your Details**

These details will be used to complete your entry in the Craft Trail guide. Please fill them out as fully and clearly as possible.

|  |
| --- |
| Contact Name: |
| Name of Business: |
| Address (Street): |
| Address (Town/Village): |
| Address (County): |
| Address (Eircode): |
| Telephone: | Mobile: |
| Email: | Craft Discipline:  |
| Web: | Facebook: |
| Instagram: | Twitter: |

## SECTION 2: Event Details

These details will be used to complete your entry in the Craft Trail guide. Please fill them out as fully and clearly as possible.

**Statement:** This statement should explain who you are and what you do and should not be more than 100 words

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**Directions to Your Venue:** please include clear directions form nearest main road(s) and Google Map coordinates

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Places of Interest Nearby: e.g. Other creative or cultural venues, coffee shops, restaurants, parks

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Other Questions:

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| --- | --- |
| Please state your Price Range from the lowest to the highest, e.g. €5 to €5,000 |  |
| Do you undertake Commissions? Please state YES or NO |  |
| Please state your type of Venue, e.g. Studio, Workshop, Shop, Gallery, etc. |  |
| Please state your planned Opening Times during Craft Trail (preferred Opening Times: 10.30am to 5.30pm)Advertised Opening Times must be strictly adhered to |
| Is your Venue usually open to the Public? Please state YES or NO |  |
| If YES, what are your Usual Opening Times? | If by appointment only (please ✓) |
| Do you have Parking Spaces at your Venue? Please state YES or NO |  |
| Does your Venue have a Toilet for use by the Public? Please state YES or NO |  |
| Do you welcome Accompanied Children to your Venue? Please state YES or NO |  |
| Do you have wheelchair access to your Venue? Please state YES or NO |  |

**SECTION 3: Other Details** (please tick)

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Are you a member of INSIDE[ Craft]? |  |  |
| If no, would you like to be a member of INSIDE][Craft]? |  |  |

##### SECTION 4: Supporting Materials (please tick)

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Enclosed: Copy of your Insurance Policy |  |  |
| Enclosed: Good quality images |  |  |
| Enclosed: CV |  |  |
| Enclosed: Brochure |  |  |
|  |  |  |

I wish to apply for participation in the above event and agree to pay the appropriate costs by the stated deadline. I, the undersigned, hereby indemnify Inside [Craft],Leitrim, Roscommon, Longford and Cavan Local Enterprise Office, the consultants and its employees against any injury to, or the death of any person or any loss or damage to any property or any claim, demand proceedings, charge, costs or liability arising in connection with my participation in the project known as “Craft Trail”. I confirm that all work has been made by me (where appropriate) and that I have the necessary insurance to take part in this event. I have enclosed a copy of my Insurance Policy.

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**