



**The Hospitium, Museum Gardens, York, YO30 7DR  
6 – 7 October 2018.**

Dear Exhibitor

We are all looking forward to putting on a great show this October at the Hospitium in the beautiful city of York.

The York Ceramics Fair along with Effects Design Market and the CoCA Day of Clay are part of a city-wide festival, Ceramics + Design Now with events, workshops, talks, demonstrations and selling exhibitions concentrating on ceramics and design.

The event will run from 10am – 5pm on Saturday 6<sup>th</sup> and Sunday 7<sup>th</sup> October. Plans are well under way and these are a few points to note before the event.

**PLEASE** take the trouble to read right to the end!

**Set-up** This will be on Friday 5<sup>th</sup> from 2 pm – 6.30pm and on the morning of Saturday 6<sup>th</sup> from 8am – 9am. Stands will be pre-allocated. **Please could you let me know whether you intend to arrive on the Friday afternoon or the Saturday morning.** To avoid congestion outside the Hospitium please try and unload quickly, and then move your vehicle off site **before** you set up. There will be stewards to assist you and I will be on hand to show you where your stand is and answer any queries. If you own a sack trolley it may be useful to bring it. **There will be no access to the drop-off zone before 2pm and after 6pm on Friday, or before 8am and after 9am on Saturday.**  
**Please see attached map with entrance and unloading information.**

**Parking** Over the weekend, do not bring your vehicle to the venue – there is nowhere to park! There are car parks near to the venue but they can be expensive and fill up quickly so if you can, it's best to leave your car/van at your B&B or use the Park and Ride (**details attached**).

**Associate Members** - Please make sure that you have public Liability Insurance and bring evidence of this with you.

**Badges** Exhibitors and their helpers will be issued with a name badge.

**Stands** Your display area is made up of 2 trestle tables making an area of 6 feet wide by 4 feet deep, and 30 inches high for the full stand, and 6 feet wide by two feet deep for the half stands. Please design your stand so that it is secure and that the height does not exceed 2 feet above the table. This applies to full, half and associates stands. **Please refer to the attached H&S guidelines.**

Also please make sure the back of your stand isn't a mess as all angles of stands can be seen right across the hall. Please paint the backs of anything that shows and make sure that your table is covered right to the floor. The lighting in the Hospitium is good, but for additional lighting only small, battery operated clip-on lights will be acceptable. John Wheeldon has kindly researched some battery LED lights and has found the best one to be Ikea's Harte at £15.

**Potter's Rest** Tea, coffee and biscuits will be available to exhibitors throughout the fair and set-up. We ask for a contribution of £2 to cover costs. **Please bring your own mug!** Savoury snacks, crisps and cakes can be purchased from the Hospitium café on Saturday and Sunday.

**Payments** CPA credit card machine will be available for sales. CPA will take just 3% card processing cost. If you think you might use this, let me know ASAP and provide your bank details so you can be paid by BACS. I need your bank sort code, account number and account name. The Hospitium WiFi should work with credit card apps. 3G is usually OK for mobile credit card machines.

**Tickets** As ticket prices are very low we will not be offering any complimentary tickets. Tickets can be bought online at [www.yorkceramicsfair.com](http://www.yorkceramicsfair.com) and can also be purchased on the door.

**Location** A map can be found on the Internet at: <http://www.yorkceramicsfair.com>

**Marketing** Attached with this email is a JPG of the flyer. If you need another format or would like some printed flyers please let me know and we will send you some.

**Social Media** We are running paid digital campaigns on Instagram, Facebook and Google. When using **Facebook** please tag the event page: <https://www.facebook.com/events/434906366916262/>

The hashtag for Twitter and Instagram is #Yorkceramicsfair. If you want to tag us please use @craftpottersUK for both **Instagram** and **Twitter**.

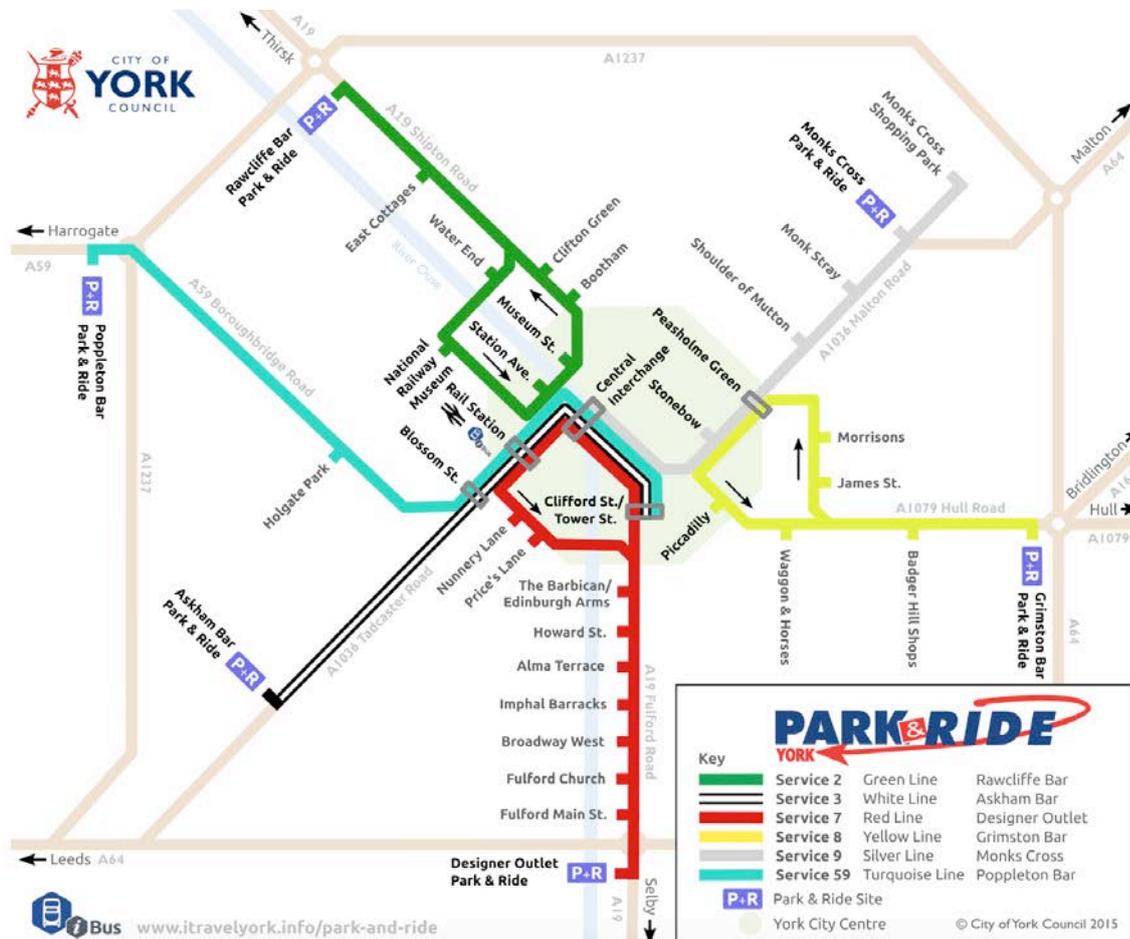
**Social** On the Friday evening there will be a preview/get-together at Effects Design Market, York St Mary's, Castlegate, York, YO1 9RN 7pm – 9pm. ALL WELCOME!

**If you have any queries please e-mail me, [hilly@77design.co.uk](mailto:hilly@77design.co.uk)**

## York City Centre Park and Ride

The best car park to use for getting to the Hospitium is Rawcliffe Bar (green line). The nearest stop to the Hospitium is Museum Street and from there it is a very short walk through the Museum Gardens to the Hospitium.

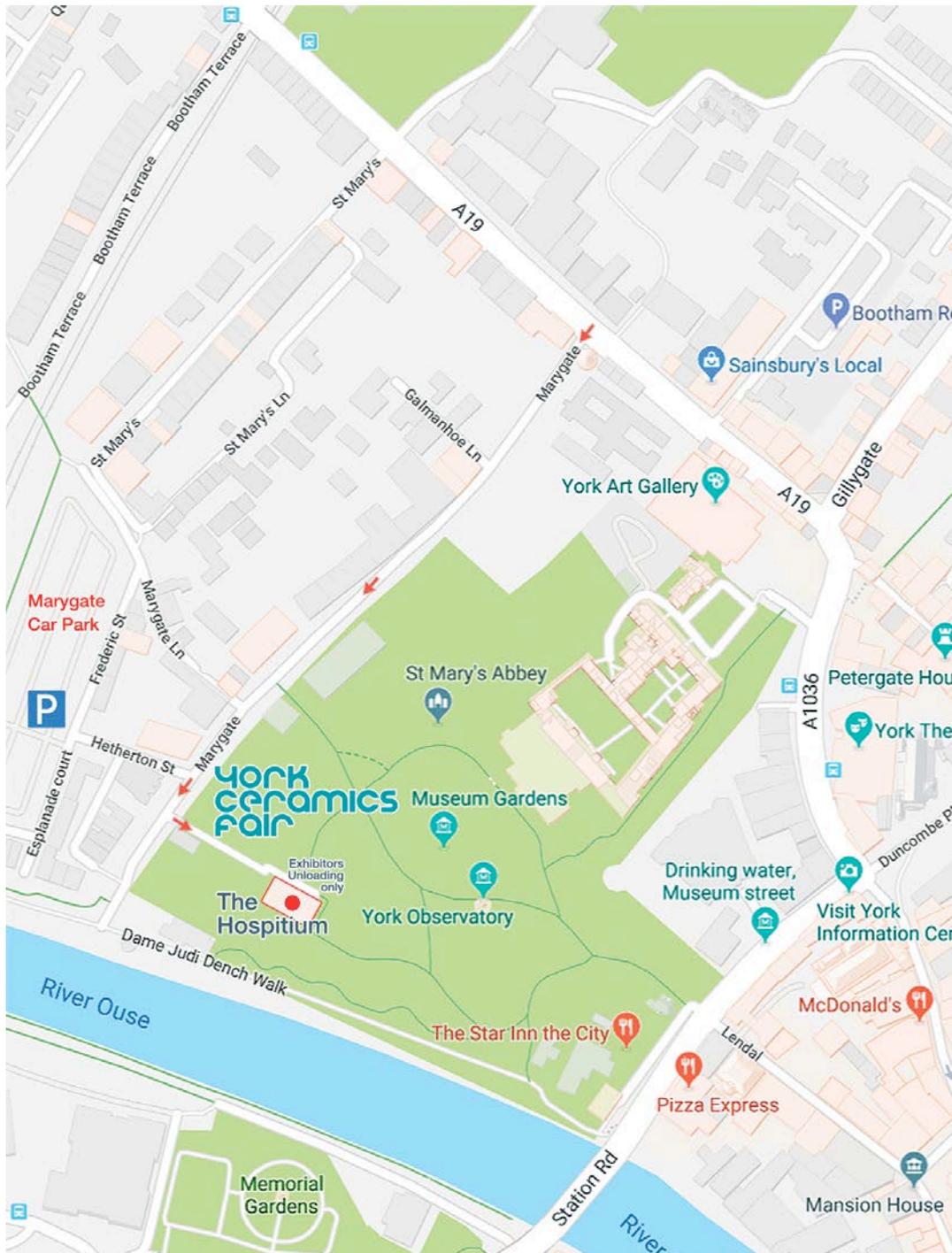
Alternatively you can use any of the other lines that stop at the Railway Station from where it is only a 10 minute walk.



## Vehicular entrance to Museum Gardens

The entrance for unloading is at the bottom of Marygate where there is some short stay parking available (pay at machine). There is also a long-stay car park very nearby on Frederic Street.

There will be some busy times as the available space for unloading is not huge, so please be patient and move your car as soon as you have unloaded.



# Health and Safety Guidelines

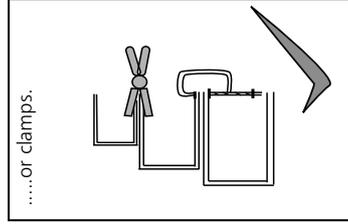
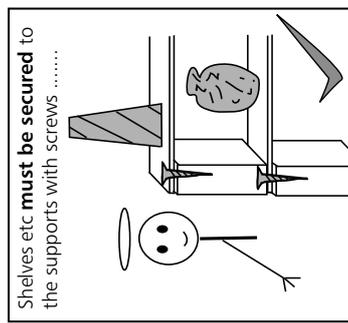
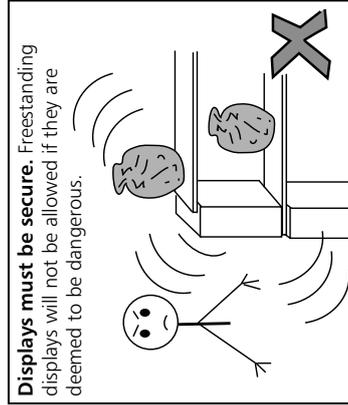
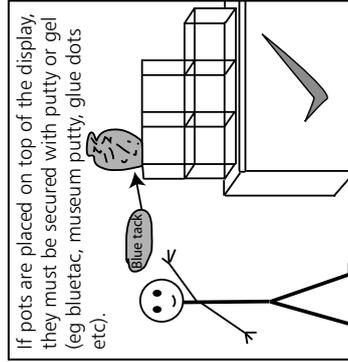
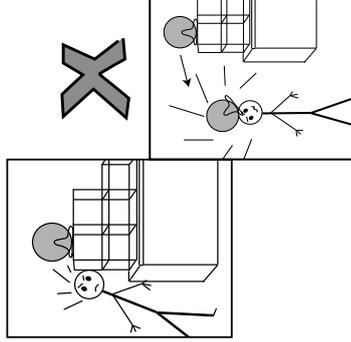
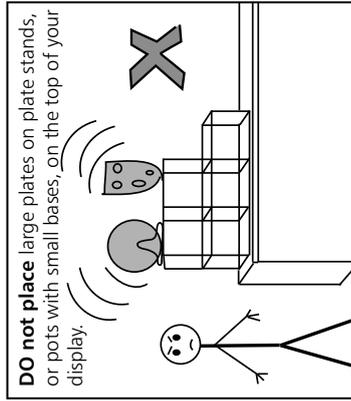
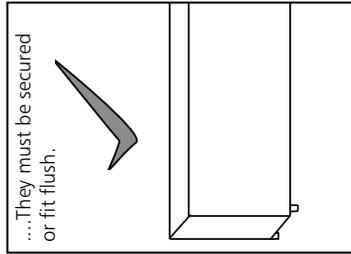
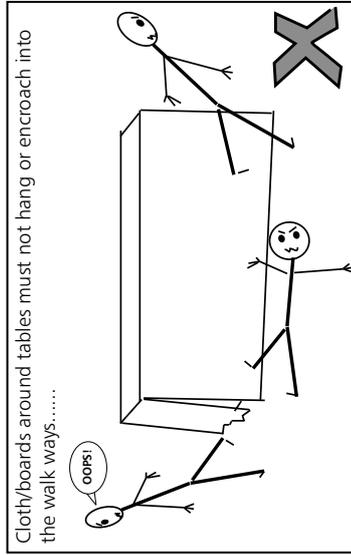
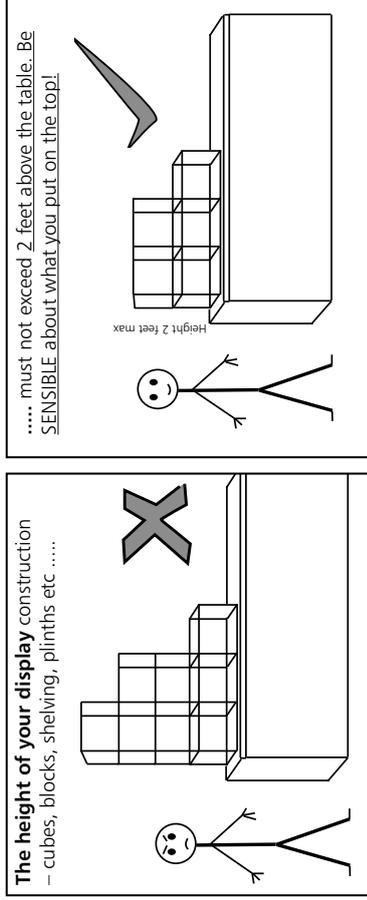
## Ceramics Fairs Health & Safety Guidelines - Please read this carefully.....

### Exhibitor displays at CPA Ceramics Fairs must be safe and secure.

A Health & Safety assessment has led to the guidelines illustrated which all exhibitors must adhere to. Organisers will carry out an on-site inspection to make sure all displays are safe before the Fair opens to the public.

Sorry about this, but we must do our best to ensure that there are no potential hazards to exhibitors and general public.

All stands are trestle tables which measure approximately 6 feet long by 2 feet deep and are 30 inches high. There are 2 of these placed one in front of another giving a display area of 6 feet by 4 feet approximately.



### THE SAME RULES WILL APPLY TO ALL STANDS

WE HAVE to enforce this in EVERY CASE.

So **please** make sure your stand design complies.

**Basically it's common sense.....**