

The Christmas Shopping Weekend at Orleans House Gallery

Saturday 4 & Sunday 5 December 2021

Welcome to the 2021 Orleans House Gallery Christmas Shopping Weekend

We're delighted that you're considering taking part and hope that if your application is successful, you will find the Weekend both enjoyable and financially rewarding.

In light of Covid we're planning an event that will not only be as safe and successful as possible, but also adaptable to any changing guidelines.

Following on from the successful introduction of an outdoor market in 2019, this year's plans include additional external pitches. This will mean that the gallery buildings will be linked by a bright, exciting and colourful Christmas Market in the Stables Yard and Grass Court area.

Aside from a high-quality, varied and exciting range of vendors, the Shopping Weekend also features festive live music, family activities and a seasonal menu of mulled wine and delicious treats served by our popular Stables café.

These pages should answer any questions you may have, but if you require any further information, please contact us by email at artsinfo@richmondandwandsworth.gov.uk or by telephone on 020 8831 6000

Staging

- We hope that this year's Shopping Weekend will be bigger than ever, with external stalls available in our courtyards – in addition to our regular internal stalls, available in the Octagon Room and Coach House.
- The fair will run on Saturday 4 & Sunday 5 December 2021, from 10am-5pm each day. Participants will have access to the site for set up from 8am and all stalls must be ready by the time the fair opens. Stalls should be clear by 6pm on Sunday evening.
- Each internal participant will be provided with a standard trestle table (27" x 70"), chair and a plain white tablecloth. There are a limited number of plug sockets available for internal stalls upon request. External participants must provide their own table, chair and awning if desired. We regret that we are unable to provide power for external traders.

Publicity

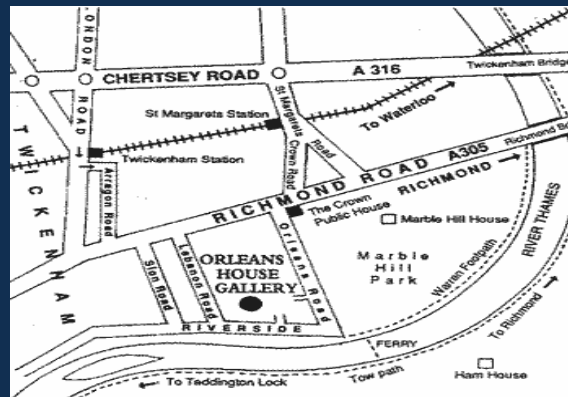
Publicity for the Christmas Shopping Weekend will include:

- Email and postal communication to our subscribers list
- Local mailing drops.

- Publicity in local and possible national media, to include a November advert in the Richmond and Twickenham Times and listings on relevant websites and print media.
- Poster distribution to libraries, local businesses, shops, cafes and community noticeboards.
- A co-ordinated social media campaign to begin in September in addition to a news feature on our Orleans House Gallery website
- Publicity materials will be sent digitally to all confirmed participants before the event, which we will encourage you to circulate within your own networks; connecting with us and/or each other on social media to maximise potential footfall on the day.

Parking & Access

The gallery has its own small car park, but space is limited and parking cannot be guaranteed. There is additional paid parking on Orleans Road and in Marble Hill car park nearby. Please note that access to the gallery is via Orleans Road only. If using a satnav please use our postcode TW1 3BL as your destination, as access via Riverside is blocked by a flood barrier.



Costs

Prices below are per day per stall (please note there is a maximum of one stall per individual/business per day.) Please indicate on your application form your first-choice space. We will try and accommodate these choices where possible and contact you before we confirm your booking if your chosen space is not available.

Space	Price
Octagon Room & Coach House	£50
Gallery Spaces	£40
Coach House Canopy (external covered)	£30
Courtyard (external uncovered)	£20

*In recognition of the challenging economic climate the Artist/Maker/Designer community has been facing since March 2020, we will be maintaining fees at 2019 levels.

Application Process

To apply for a stall at this year's Christmas Shopping Weekend please complete and return the attached application form.

Payment must then be made within 30 days of notification of your successful application to confirm your participation in this year's event.

Cancellation Policy**

Stalls cancelled more than 8 weeks before the event will receive a 75% refund. Any stalls cancelled after this time will, unfortunately, not be refunded.

**This policy does not include Covid-19 related cancellation, which, if necessary by either Orleans House Gallery or participants, will incur no charge and monies will be refunded in full.