

Application Form
The Christmas Shopping Weekend at Orleans House Gallery 2026

To apply, send a completed application form to info@orleanshousegallery.org with the subject line #CSW and your name (e.g. #CSW Joe Bloggs). Email your completed application form as a word document or PDF and attach your product image to the same email. Alternatively, you can make arrangement to fill the form out at the gallery if you prefer.

Applications must be received by Sunday 13 September at 11.59pm.

Applications Close	Sunday 13 September 2026, 11:59pm
Applicants Notified	21-25 September
Event Date	5 & 6 December 2026

1. **Name & pronouns:**
2. **Name of business (if different from above):**
3. **Email address:**
4. **Full postal address including postcode**
5. **If you are successful, would you prefer to receive your invoice by post or email?**
6. **Your website and/or social media:**
7. **A brief description of your work and what you will be selling over the weekend (including size, medium and price point):**
8. **Have you worked or exhibited with Richmond Arts Service/Orleans House Gallery before?**
9. **Where did you hear about this opportunity?**

Please attach 1 high-res image of your work to the email with your application. Do not paste the image into this document.

Please tick as appropriate:

- **I would like to take part on both days** ☐
- **I would like to take place on Saturday only** ☐
- **I would like to take part on Sunday only** ☐

- I am flexible ☐

Please tell us which space/s you are interested in applying for:

- Octagon Room – internal ☐
- Coach House – internal ☐
- Stables Gallery (visual artist hub) – internal ☐
- External Stretch Tent – external, covered ☐

Please complete our anonymous [Equal Opportunities Monitoring Form](#)

The Opportunity

The Christmas Shopping Weekend is an annual event at Orleans House Gallery where makers, designers, artisans, and artists can showcase and sell their products in the run up to Christmas. Launched in 2011, the event has grown annually and now offers 40 pitches across the site, including an outdoor market in our Stables Courtyard. We welcome a diverse range of applicants from ceramicists and jewelers to chocolatiers and artisan food producers (please note all food and drink sellers will be located in our outdoor market). We will also be offering 12 pitches for visual artists in our Stables Gallery, where our Winter Show will be on display, creating a pop-up art hub for gallery visitors to enjoy as part of the Christmas Shopping Weekend.

Please read the FAQ's carefully before applying. There is a separate opportunity for artists to exhibit in the Winter Show at Orleans House Gallery, which will be running in the Stables Gallery for the duration of the Christmas Shopping Weekend. Your application is for a pitch at the Christmas Shopping Weekend only and does not include any wall space or inclusion in the exhibition. If you are interested in applying to take part in the Winter Show, you can find more information on our website. You are welcome to apply for both opportunities.

Successful applicants will be selected:

- to ensure a diverse representation of mediums, price points and product types
 - based on the artistic quality of the applicant's work
 - in alignment with our objectives below
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- We will develop an ambitious arts programme which shares Richmond with the world and brings the world to Richmond. We will reach a larger and more diverse audience, offering the highest quality experiences which are authentic, meaningful and thought-provoking
 - We will be a catalyst for local artistic responses to Global challenges - ecological crisis, inequality and isolation. We will work with artists, researchers, the cultural and creative

sector, community partners and local services to explore new ideas, and play a role in change for the better.

- We will develop in a sustainable way, supporting Richmond's commitment to achieving carbon neutrality by 2030.

We particularly welcome submissions by artists from communities that are currently underrepresented at Orleans House Gallery.

How to apply

The deadline for applications is 11.59pm on Sunday 13 September 2026.

Applicants can submit 1 application to be reviewed by the selection committee. Please ensure you include as much information on your application form, such as websites, socials and an image, to allow us to best view examples of your work. Please note we expect a high volume of applications and not all submissions will be selected.

If you have any queries, please email Arts Info artsinfo@richmondandwandsworth.gov.uk or call 020 8831 6000

Frequently Asked Questions (FAQs)

How much does it cost to participate?

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 to accommodate these choices where possible and contact you before we confirm your booking if your chosen space is not available.

Space	Cost (per day)
Octagon Room - internal	£70
Coach House - internal	£70
Stables Gallery (visual artist hub) - internal	£70
Stables Courtyard – external, covered	£40

What space will I have and what equipment will be provided?

Each participant will be provided with a standard trestle table and chair (tablecloths are not provided). There are a limited number of plug sockets available for internal stalls upon request (if power is required, an up to date PAT certificate will be required in advance of the event). We regret that we are unable to provide power for external traders. Participants can also bring one small browser or rail and are encouraged to make their stalls visually appealing with tabletop displays. Please note, however, your pitch must not encroach on public access, or your neighbours allotted space and that there is no wall space available for hanging. Free standing

display boards are not permitted in the Stables Gallery, where the Winter Show will be exhibiting.

How many people will come along?

The Christmas Shopping Weekend has grown annually, and we expect to welcome approximately 1000 visitors a day, based on numbers from previous years.

How will the event be publicised?

Publicity for the Christmas Shopping Weekend will include, but is not limited to:

- Email communication to our newsletter subscribers
- Local leaflet drops
- Publicity in local and possibly 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 and community noticeboards.
- A co-ordinated digital marketing campaign across our social media channels and website reaching over 11,000 followers
- Paid digital advertising in the form of features and listings on targeted social media accounts and online publications
- 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.

When can I set up on the day?

The event will run from 10am-5pm each day. Participants will have access to the site for set up from 8.30am and all stalls must be ready by the time the event opens. Stalls should be clear by 6pm on Sunday evening.

Will I be able to park?

Vendors are welcome to access the car park on the day of trading for drop off and collection only. There is no parking on site, other than for those with access needs, but paid parking is available in surrounding roads and local car parks. You can find full details of how to find us on the [Your Visit](#) section of our website.

Can you tell me more about access?

Orleans House Gallery is committed to reducing barriers to access. You can read our [Access Statement in full here](#). If you have any specific access requirements that you would like to discuss before making your application, please email artsinfo@richmondandwandsworth.gov.uk

How do you decide who takes part?

We look to offer spaces to a diverse range of vendors who can offer a high quality, unique and exciting shopping experience for visitors, with a varied, accessible price point and range of products. Participants work should also align with the Arts Service objectives, listed in the

opportunities section above. To ensure this, all applicants will be reviewed by a selection panel, and we regret that we are unable to offer spaces to all who apply.

When will I hear if my application has been successful and how do I accept my place if it is?

We aim to notify successful applicants between 21-25 September. Payment must then be made within 14 days of notification of your successful application to confirm your participation in this year's event.

What is the Cancellation Policy?

Any stalls cancelled within 8 weeks of the event will not be refunded.

What file-format should media be sent in?

Please email your completed application document as a Word document or PDF. Please send your image in the same email as an attachment, either as a PDF document, PNG image or JPEG/JPG image.

Kindly note that we are unable to access applications sent as Pages documents, WeTransfer file transfers, Dropbox folders/links or Google Drive links.

Can I apply if I live outside the borough?

Yes, this opportunity is open to those both in and outside of the borough.