

## **Christmas 2024 Pop up shop at North Down Museum #madeinAND**

North Down Museum once again would like to support local makers and crafters by providing an alternative opportunity to showcase their work for sale throughout the galleries in the museum, offering a unique local shopping experience for our visitors in the lead up to Christmas.

### **How it will work**

- Your allocated space will be like a small 'exhibition' which showcases your work. The galleries will not be manned, so your items must be able to be hung on our hanging system or placed within one of our display cases.
- Each item for sale must be priced & numbered by you, a price list and bio about you will be displayed at your exhibition space.
- Visitors will pay at Museum reception and our staff will sell the items on your behalf. We will keep you informed re number of items sold and if replenishments are needed.
- Payment to you for items sold will be after the exhibition is over.
- You are advised to call in and see the proposed areas before submitting your application.

### **What we will need from you.**

- Completed application. Inc your makers bio and list of your priced items for sale.
- Copy of current Public Liability Insurance.

### **Additional items to note.**

- This Pop up shop is on a sale or return basis.
- The 20% commission covers our credit card fees and staff time.
- The Museum does not accept liability for any damaged or stolen items.
- You will be given a specific timeslot to deliver your stock. Museum staff will create the display.
- We expect that there will be more applications than spaces available, there will be a selection process.
- Unsold items **must** be collected within 1 month of the end of the pop-up shop closing.
- There will be a "twilight make the maker event" which you are welcome to attend/participate in.

### **Shortlisting criteria.**

- The artist/crafter must either live in or have their business based in the Borough.
- Items for sale are made/crafted not bought in- (Made in AND is the slogan)
- Items will be at a price point of a Christmas market (i.e., priced to sell)
- The artist/crafter must provide a copy of public liability insurance.
- If the museum is oversubscribed, shortlisting criteria will be applied. This will include an assessment of the quality of the products and suitability to the museum space.

### **If you are successful.**

- Ideally, your display items will be examples and copies/similar items may be supplied in a separate box. (e.g., if you are selling prints- One print could be framed and hung on the wall in your display space. Additional copies of the print can be placed in a box and stored.)
- Example artwork pieces must be framed or strung and be able to hang from the museum's hanging system. We do not allow anything to be nailed or screwed into the walls.
- A completed delivery stock list and price of your items on our standard form only.

**Stock will need to be delivered to the Museum on 14 & 15 November 2024 ONLY**  
**Exhibition will run from Wednesday 20 November 2024 -Sunday 5 January 2025**  
**(Opening times : Tues -Sat 10am-4:00pm, Sunday 12noon-4:00pm Closed Mondays)**

I hope these answers any of your queries. If you would like to express your interest, please return the attached completed application by **5 July 2024**

I look forward to hearing from you.  
Donna Wilson