

Guidelines for Stall holders in Art & Design Market.

9 am set up

Meet under the flyover by Ladbroke Grove.

Please be prompt so we make the area our own.

Casuals on adjacent market (and who used to have our space) have to turn up at 7 a.m. then hang around until allocated an area & some are still waiting or setting up with us. They also pay more so we try hard not to upset them.

10.00 – 17.00 Market

17.00 Need to pack up so Carl et al get home at a reasonable time.

Parking

Restricted until 13.30.

Relatively easy if you have a Kensington & Chelsea Parking Permit.

Unload in bays on Ladbroke Grove.

Look at <http://www.park-up.com/Parking.aspx> for locations of meters etc.

Look particularly for meters that are 50p per hour.

Things to bring with you

Consider how you are going to display your work, and the quickest way to set up and take it down.

- Hammer, nails, picture hooks, wire, nail remover etc.
- First aid kit if you are not great with using hammers ..
- Boards and Table are definitely not 'pretty' so may need a cover.
- Stool
- Refreshment
- Sign with name and something about your work, emphasising that done by yourself with your fair hands & blood, sweat and tears.
- Some way to keep your valuables out of sight.
- Bin bag.
- Change for parking meters if necessary.
- £30 cash for the stall rent if you haven't paid in advance.
- Warm clothes.....

Storage area

The storage is currently just off Portobello Road so not next door to the Art Market.

It is not very large so we have to pack it carefully & consider everyone else. Not everyone will be there to take stuff out every Saturday.

- Try & make it easy to see where your things are, and for them not to get accidentally damaged or muddled with someone else's work or display kit.
- Consider packing in large (labelled) plastic boxes or similar.

- If the contents of the box are fragile use a sturdy lid in case someone else puts their things on top of it. Maybe even mark it clearly as fragile ?
- Storage area is not heated so it may get damp so cardboard boxes may loose their strength.
- If your work is heavy consider a trolley / wheels so you can move it easily (preferably in one go) to the Market & back.

SELLING

- Price labels and list – particularly useful if someone else watches your stand while you go to the loo etc. Friends I have asked who are not 'arty' all say that they usually wouldn't ask a price if there was no indication on the stall of at least the price range. Would assume it was too expensive.
- Bags / wrapping / string so clients can get purchases home easily : carry on tube, keep dry etc.
- Pen
- Receipts / receipt book
- Float / ways of taking payment.

Business cards –

Don't under estimate the value of being seen at the market. We are in a recession, people think more carefully about purchases: if they don't buy at the market they may contact you later. Make it easy for them to get hold of you !

Electricity

Working on this

Will need something near stalls and in storage area once clocks go back.