

NaviStitch Christmas Pop-up 2024 in the 'Sail Loft' @ 28 High Street, Manningtree

Open from Saturday 16th November to Tuesday 24th December (7 days a week 10-5, Sundays 11-3) and 27/28th December (10-4 each day). Preview opening night Friday 15th November 4-8pm and Late Night shopping for the Manningtree Christmas Fair on Saturday 7th December to 9pm.

The pop-up shop will be mostly upstairs at 28 High Street in our 'Sail Loft'. All Payments and wrapping will be at the cash desk downstairs. Something from every maker/artist will be in the shop window.

We hope to have around 30 artists and makers work on display with us to offer our customers an interesting variety of work. We are very much aiming for a Christmas gift buying audience. You are asked to include in the form below what type of goods you would like to submit. This is so that we can curate a varied selection without too much duplication of product types. Artists, we are looking for giftable art and ideally artists that also have other product ranges in addition to wall art. Based on previous sales experience we are looking for most pieces to be priced under £100. We can also accommodate unframed works for our browsers. Makers, we are looking for high quality handmade items, goods that you won't see in every High Street shop. **We are unable to accept greetings cards for the Christmas pop-up shop this time.**

We are offering two ways of taking part. Either 20% commission and you will be expected to cover three half day shifts. Or we have only a few slots available where we will take 30% commission and you do not need to cover any shifts. We very much encourage artists and makers to be present by covering shifts, and your products will be additionally promoted on our social media each time you are in for your shift with a 'meet the maker/artist' type post. Customers like to meet the artist/maker and no-one else will be as passionate and knowledgeable about your work as you! Your role in taking a shift is to purely supervise the 'Sail Loft', speak with customers and make them feel welcome and hold the key to the locked cabinet. All payments will be handled by NaviStitch at the cash desk downstairs.

As a very rough idea of space, wall hanging work will have approx. 1 metre space or tabletop of one metre length, although your work may not be necessarily displayed all together. We have several browsers which artists may use for unframed work (these will be shared). We have a lockable cabinet which may be shared between two makers for high-value small items. We have plenty of wall and tabletop space. We have some wooden crates and tabletop easels to vary the table displays. We also have some gridwall which can make display in the centre of the rooms for some hanging items (not art). We will be happy to discuss your individual display requirements if your application is accepted.

Your goods will need to be delivered on Tuesday 12th November between 10am and 4pm For those that cannot make their delivery within shop hours we can individually agree a drop off time for the Tuesday evening. Loading/unloading will be through the front door. We will set up the shop display, so all you need to do is drop off. Please include a list of everything that you have delivered with prices and as you top up, addition's lists. Please make sure all your goods are **individually priced with a customer facing label and include your name or business name on the label** or is clearly identifiable on the product. If you have goods that require special or bulky packaging it is helpful if you can provide some. Please do leave business cards/flyers for customers to pick up. Any unsold work can be collected from the shop on Sunday 29th December between 11am and 3pm.

Previous participation in any of our past events, including last year's Christmas pop-up shop does not automatically assume your acceptance this time. We will not offer feedback for rejected applications

and decisions will be based on a number of factors. We will review applications as they are received with a cut off date of 7th October, only accepting applications after this date if we still have space. We will update the website when we are no longer accepting entries.

Shifts will be booked on a first come first served basis. I will set up a WhatsApp group for sellers so you can communicate with each other or arrange swaps as necessary. The current rota and vacant shifts can be viewed (but not updated) here:

<https://www.dropbox.com/scl/fi/lob09r5qkqm2zvsc13drw/rota-2024.xlsx?rlkey=l6sgk5f8zqhwm3no6063k7kfc&dl=0>

AM shift 10:00 to 13:30, PM shift 13:30 to 17:00, Sunday shift (counts as one) 11am to 3pm please arrive 15 minutes before the start of your shift. Goods are left at your own risk, although every care will be taken to look after your goods. Payouts will be at the end of the month. Once at the end of November and again at the end of December, by BACS.

Name:		Business name:	
Email Address:		Contact No:	
Facebook:		Instagram:	
Add me to the WhatsApp group	Yes/No	Add me to NaviStitch Makers mailing List	Yes/No
Can contact details be shared with customers on request?			Yes/No
Please describe your products - you may only bring what you define here:			
Any specific notes re display:			

I agree to the terms and 30% commission	
Signed:	Date:

OR

I agree to the terms, 20% commission and will cover the following three shifts.			
1st Choice three shifts		2nd Choice three shifts	
1.	2.	1.	2.
3.		3.	
Signed:		Date:	

You will only be allocated three shifts but please provide availability for six in case your first choices are taken. Shifts will be allocated on first come first served basis. Please check the spreadsheet for availability before submitting. Return to sam@navistitch.co.uk. Many Thanks.