| **Please read the ‘Open Call’ criteria before completing the application form** | |
| --- | --- |
| Name:  Business Name: | |
| Mobile no: | Residential Postcode: |
| Email: | Website: |
| Instagram: |  |
| What is your connection with Farnham? (eg live locally; ex-student from UCA) (max 50 words) | |
| Brief description of your work and processes (max 50 words)  We are looking for original work of high standard | |
| Brief description of previous exhibitions/fairs/shows with timeline (max 50 words) | |
| Brief description of the work you would like to show at the Pop Up Shop with approximate prices (max 50 words) | |
| Requirements for exhibiting your work  (Please click to mark with X) | Plinths  Tables  Wall Space  Other |
| Which pop-up are you available to do? Tick the box (you can tick both if available for both) | | |
| October: 1st Oct - 9th Nov ☐ | Xmas: 12th Nov – 23rd Dec ☐ |
| Are you available for the set up and take down?  **Oct set up:**  28.9.24 (9.30 – 5pm) or  29.9.24 (9.30 - 5pm)**☐**  **Oct take down:**  9.11.24 (4-6pm)  ☐  10.11.24 (9 - 12 noon) ☐ | Are you available for the set up and take down?  **Xmas set up:**  11.11.24 (9.30 - 5pm) or ☐  12.11.24 (9.30 - 5pm)  ☐  **Xmas take down:**  23.12.24 (4 -7pm) or ☐  27.12.24 (9 - 12 noon) ☐ |
| Do you have experience using payment systems e.g, Zettle, Sumup or Square | Yes ☐ which?  No ☐ |

**Images:** Images of your pieces are hugely important. They help us to appreciate your work and may be used in the exhibition itself as well as for PR, with credit given.

**Please send 6 images of your work.** At least two of the images should be in a square format for use on Instagram. Images should be 1000 to 1500 pixels on the longest side, at 250-300dpi and in JPEG format. Please also consider the lighting and the background.

If you are sending these attached to an email, the image files should each be 2.5 MB max. If larger, please send to the pop up team via WeTransfer. See <https://wetransfer.com> or as a Dropbox link.

**Please label your image files as follows**:   
Surname.First name.Name of work.jpg E.g. Smith.John.Rainbow.jpg

Please complete table below with info about your pieces:

| image | title of piece | dimensions of piece (cm) | media (ceramic/glass etc) | price |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

I have read and meet the criteria for the pop-up and am happy to pay £200 (non-refundable),  20% commission and do 6 days stewarding. (please tick box and sign)

☐  Yes    ☐  No  (signature) ……………………………..

Whether you are successful or not, would you like to stay updated, by email, with Making Matters news/updates/invitations to Open Calls? We will respect your privacy.

☐  Yes    ☐  No