**Application Form**

**The Christmas Shopping Weekend at Orleans House Gallery**

 **Saturday 2 & Sunday 3 December 2023**

Please read the accompanying participants pack carefully before applying to take part in the *Christmas Shopping Weekend* at Orleans House Gallery. There is a separate opportunity 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* at Orleans House Gallery, you can find more information on our website. You are welcome to apply for both opportunities.

|  |  |
| --- | --- |
| Name |  |
| Name of Business(if different from above) |  |
| Email Address |  |
| Telephone Number |  |
| Website  |  |
| Social media handles |  |
| Please provide a brief description of what you will be selling (including size, medium and price)  |  |
| Please tick as appropriate: | I would like to take part on both days □ I would like to take part on Saturday 2 December □I would like to take part on Sunday 3 December □ |

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| Please tell us which space/s you are interested in applying for |
| Space | Cost (per day) | Please tick |
| Octagon Room - Internal | £60 |  |
| Coach House - Internal | £60 |  |
| Stables Gallery (visual artist hub) – Internal  | £60 |  |
| Coach House Canopy – external, covered | £35 |  |
| Stables Courtyard – external, uncovered  | £25 |  |

Please include one high quality, portrait image of your work that you would be happy to be used in social media/website/marketing content if you are selected. Please choose an image that best represents what you will be selling on the day and is of professional quality where possible.

I confirm that I have included an image with my application form and give consent for this to be used for event marketing purposes if my application is successful □

Richmond Arts Service is committed to equality, diversity and inclusion. Please complete this optional [Equal Opportunities Monitoring Form](https://forms.office.com/pages/responsepage.aspx?id=rPXT2QP4vkmUnxSnB010p_1TOoZTZGFFlaYq1Z1Y4exUNUtRUEIxODNaVDlCODk5QjJBMVVHWERaQi4u) to help us understand and represent our audience better.

Please return your completed application form:

* By email to: artsinfo@richmondandwandsworth.gov.uk with **Christmas Shopping Weekend Applications** as the subject heading
* By post to: Christmas Shopping Weekend Applications, Orleans House Gallery, Orleans Road, Twickenham, TW1 3BL