

THE TIN SHED – ELLINGHAM HALL FESTIVE FAIR 2026

APPLICATION (we will notify you asap if your application is successful).

Event Date – Tuesday, November 24

Trading Time – 10am – 3pm

Arrivals Time For Set Up – From 8.30am (all cars must be removed from front turning circle by 9am)

Venue Address -Ellingham Hall, Ellingham, Chathill, Northumberland NE67 5EY

About the Venue and Event

Ellingham Hall is an all-year-round wedding venue, where the entire hall is usually hired for a few days. It isn't a hotel, so it is not usually open to general public.

Our event has access to the hall's main ground floor areas and mezzanine overlooking the chapel area. This includes two main display rooms, the old chapel and the ceremony room. They are both links via two lounge areas off the central entrance hall.

The mezzanine is accessed via a separate staircase off the central hall, but there is no lift – so access will be limited for some visitors.

Refreshments and festive bakes/scones will be served by Ellingham staff in the central hall bar. Visitors have access to both lounge areas, which adjoin the old chapel and ceremony rooms.

The festive artisan fair follows The Tin Shed's usual ethos. To showcase original work, prints, hand-crafted artisan items, all created by the artist/maker selling it.

We do not show or sell bought in items or anything created by someone else. If artists have printed their work onto other "bought in" products, please let me know by putting this information onto your application form or contacting me about it before applying.

We have up to 20 trader spaces available in the old chapel, ceremony room and also two in lounge areas. We do not place anyone in the mezzanine area unless they specifically would like to use it. Please let us know. It is a beautiful space with a large rose window and full of light. It overlooks and is open to the chapel below. Access is via a narrow staircase, which also lead to loos running from central area (not the main staircase). The mezzanine could be shared by two exhibitors or would make a lovely space for a solo exhibition. Please let me know if you are interested. If the two main rooms are fully booked, we may offer out the two mezzanine spaces to traders interested in joining us on basis that they may not be fully accessible to all visitors due to stairs.

Tables are provided. They consist of either one 6ft x 2.5ft trestle or two 3ft tables pushed together.

Cost of space with table is £45.

There is a small amount of additional space behind and at side of your table for a couple of floor easels or stands, and one print browser at the side or in front or an additional small table if you don't have easels and print browsers. Please tell us about your planned display and stands/easels etc so we can ensure everyone receives equal and appropriate space.

Please do not lean or attach anything against or to the walls or woodwork.

Please do not bring pull up banners and we would ask you not to put advertising banners across the front of your tables. These are fine for typical market places or trade fairs, but they can look very

inappropriate and a bit overwhelming in these beautiful rooms. A small framed leaflet or business cards on your table top will be enough to meet legal trading standards.

There is also space for solo large pieces work of around 1m wide in the mezzanine area (if it is not in use. We can talk about this nearer the time once bookings are all in place).

These pieces would be too large to fit at your display area, but could stand in this separate area if labelled properly.

If a few artists want to do this, it could create a little exhibition.

Alternatively any artist who would like to set up their own solo exhibition in this space, made up mostly of work on floor easels, please let me know. The mezzanine is accessed via a narrow staircase, near the loos. Some visitors may not be able to manage the stairs, but it's a lovely light space overlooking the chapel area below. It seems a shame not to use it, but it is set apart from the other spaces. We can put additional signposts at the bottom of the stairs if anyone wants to use it as an exhibition/selling space. If solo pieces are placed there separate to your selling pitch in one of the other rooms, it would be left unattended and at your own risk.

There are toilets up the stairs near the mezzanine and more loos at ground level for visitors who can't manage stairs.

There is no access to a kitchen, but refreshments and bakes will be available to buy.

Ellingham's chef will serve refreshments and bakes from the central bar /hall area which is between the old chapel and dining room areas. Both rooms are flanked by two lounges, where visitors can sit to have their coffees/cakes.

The hall will be decked out in beautiful Christmas decorations with lit open fires in the lounges.

Visitor parking ONLY is in the bays, which are in the wooded area on left side of the main drive set in areas with trees. Traders cars must be parked either in the little car park at the rear of the Hall or on the rear roadside/grass verge leading to the rear.

No cars can be left parked in the turning circle in front of main hall after 9am. If you are unloading from the front, please move cars around to the rear as soon as you have unloaded,

No cars will be allowed to park in the turning circle in front of the hall after 9am and bollards will be raised to prevent access to anyone. Visitors will be required to park in the bays in the trees on the left side of the main entrance gates. It is important that we DO NOT park in these spaces otherwise there will be no parking for visitors!

Trader cars must be parked at the rear of the building, where there is a little car park (not the public car park in the wooded area) or parking on the grass verge and side of rear road. This means driving back out of the main gates, turning right onto main road and then sharp right almost immediately up a lane at the rear of the hall. There is parking on the roadside, on a grass verge on the left or if you keep going straight on, you will find a stone gateway into a rear car park behind the building. There are doors into the hall from the rear.

I will send a map showing the areas for our parking nearer the time.

There is also unloading via the rear car park, directly into rear fire doors into the individual rooms. So anyone who manages to park in the rear car park, can unload/load directly from there into the rooms via the rear fire doors.

There are tables and seating outside in gardens, where visitors can wander. Dogs must be kept on leads in the grounds due to wildlife wandering around, including the peacocks. No dogs are allowed in the hall apart from official guide dogs or carried in some way.

The event will be open to public 10am till 3pm.

Arrivals to set up will be from 8.30am. I will send arrival and unloading info to everyone once spaces/rooms are allocated.

Details of the event and everyone taking part in it will be added to the designated event page on our website www.thetinshed.co.uk

It will also be advertised via all our social media sites. Ellingham Hall has very kindly offered to advertise the event via their sites.

I would also ask that all artists & makers taking part also copy and paste the link to the event page in all their own posts and flyers about the event to help visitors find out more about the event and everyone taking part. If everyone can also share posts and flyers about the event, so to reach more customers, because posts via The Tin Shed may not reach your followers and customers due to the vagaries of social media's algorithms!

Flyers will be distributed in the surrounding area and via our other events. We'll also be uploading the event to Visit Northumberland, to the National Stall Collective site and similar as well as sending out a press release/story to Northumberland Gazette (National World group) in the hope of getting a bit more coverage.

We are asking for payments to be made at time of booking, as soon as your booking is confirmed. This is to help us cover costs for promo material and to pay for venue hire up front

. If you need more time to pay and are definitely coming please let us know and we will come to come arrangement in order to secure your space.

No refunds will be made for cancellations less than two full months before the event.

If payments are not made at time of booking (or specific arrangements agreed), your space may not be confirmed and secure.

If the weather is too bad for the event to go ahead on the day, or any other (unlikely) situation beyond our control, that prevents us from going ahead, we will not be able to provide refunds.

However, partial refunds may be possible if the hall agrees not to charge us hire fees in the event of such a situation.

If they agree to offer us an alternative event date and not to refund hire fees, then everyone would be offered the opportunity to transfer to the new date, but would not be offered refunds.

We cannot transfer fees to different events at different venues. Our insurance does not cover us for bad weather or cancellations due to any (unlikely) situation out of our hands which would prevent us from going ahead.

In the unlikely event we decided to cancel the event for any reason WITHIN our control, eg we just decide not to go ahead and it is not an emergency or anything beyond our control such as bad weather) then we would offer full refunds or offer to transfer fees.

If anyone has any questions please email info@thetinshed.co.uk

Thanks – Lesley (07973108608)

Application Form : Please detach this section and fill in the application form below.

Email it back to info@thetinshed.co.uk along with a copy of your PLI certificate (unless I already have it) and a couple of full frame, good quality/file size 150-300 kb for promo.

Please give as much info as possible about your planned display, how you display your work (floor easels/print browsers etc) and scale of work, as this helps me plan the layout and ensure I can accommodate everyone.

Once we have your application and if you are successful, we will confirm the booking and send payment info as soon as possible

If you are unsuccessful we will also let you know.

We only have up to 20 spaces available at this popular venue and we aim to select a variety of artists and makers, so to have a wide range and good selection of exhibitors for visitors. Once all the available trestles are taken, we will only be able to book exhibitors with their own table.

APPLICATION

Name:

Address:

Name of Business if different:

Business website address:

Email address:

Telephone number:

Please provide Instagram/Facebook names (ideally copy and paste the link here) so we can find you, follow you and be able to share and tag you in posts. (We can only share things with you if you also follow us on Insta and FB. It's @thetinshedart on Instag and @thetinshedartevents on FB (this is the like page not the group one).

What do you intend to show/sell? (Please provide as much info as possible. We reserve the right to ask for anything to be removed if it doesn't meet our ethos, or if we have not agreed to it beforehand).

Please give as much information about scale/size of work you plan to show/sell:

How do you intend to display your work? (Please give as much detail as possible about floor or tabletop standing work/easels etc as this means we can ensure you are in a suitable space and helps us to curate the event as best we can.

We reserve the right to remove any items or display stands which we haven't been told about or don't fit with what we do/the space/event.

Please provide a copy of your PLI policy cover note. This should contain your insurers name, your name and your policy number. If you are part of a group insurance cover, please obtain your own cover note with your name on it to send to us. A group cover note may only cover you if you are part of that group's activities.

Please sign and date if you agree to all the above terms.

Sign

Date

All bookings include one 6ft x 2.5ft table or two 3ft tables together and one chair.

All spaces cost £45.