# **Entry Guidelines**

### Set up, exhibiting and collection details:

1. George McNeillie, College Co-ordinator (0141 375 8258, [George.mcneillie@cityofglasgowcollege.ac](mailto:George.mcneillie@cityofglasgowcollege.ac)) must be told of your intention to participate in Craftex 2019 by 20 May 2019.
2. Craftex will start setting up on the morning of Tuesday 4 June 2019 with partial judging that afternoon (apart from the Instruments and Floristry sections which will set up and be judged on Wednesday 5 June) in the Trades Hall, 85 Glassford Street, Glasgow, G1 1UH.
3. There are NO exhibiting costs to exhibitors / colleges.
4. If your entry uses digital / electronic technology and you are bringing it in on a lap-top, please ensure that its password is securely attached on paper underneath the lap-top.It is also your responsibility to ensure that your laptop is securely attached to the display table with a security cable.
5. The Craftex Exhibition will be open to the public on Thursday 6 June from 10am to 5.00pm and on Friday 7 and Saturday 8 June from 10am to 4.30pm. All category-winning students will receive their awards at a prize giving celebration in the Trades Hall on the Friday evening.
6. All entries should be collected from Trades Hall between 8am and 10am on Sunday 9 June, unless alternative arrangements have been made by your college.

## Marketing opportunities

1. As mentioned above, press releases are issued to Glasgow media to publicise the event, exhibitors and sponsors.
2. A substantial social media campaign is planned for 2019, with Facebook and Twitter being the main platforms. Posts will be boosted in order to target relevant audiences to encourage them to visit. Please ‘like’ / ‘follow’ @TradesHouse on both to keep up to date and ‘like’ and share all relevant posts to get the word out there! The hashtag #Craftex18 will be used on Twitter, please post updates on your entries too!
3. As mentioned above, many interested parties - including business owners, potential employees and potential buyers - visit Craftex looking for young, fresh, exciting talent. Please ensure that you have a card to lay beside your exhibit, giving your name, contact details and a brief description of your piece. THIS CARD MUST BE NO BIGGER THAN A6.

For any further details about this year’s Craftex Event, contact George McNeillie, College Co-ordinator (0141 375 8258, [George.mcneillie@cityofglasgowcollege.ac](mailto:George.mcneillie@cityofglasgowcollege.ac).uk)

### **Standard Entry Form**

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| Name: |  |
| College: |  |
| Course and year of study: |  |
| Your address: |  |
| Your email: |  |
| Your phone number: |  |
| Entry category: |  |
| Brief description of entry: |  |
| Signature: |  |

The Trades House of Glasgow will store (not share with any 3rd parties) those detail above for the duration of the Craftex 2019 exhibition and for 2 months thereafter, using it for administration purposes and to communicate with you if required. If you decide that you do not wish Trades House to make use of your personal details in the ways described here or if you have any queries, please contact us on 0141 553 1605 / info@tradeshouse.org.uk.