

**The Harris is looking for good quality, locally made accessories, gifts, clothing and artwork to sell in our recently refurbished shop.**

We know that there are many skilled artists and makers in the Preston area and feel that it's very important to showcase the wonderful products that local people make. At the Harris, we offer artists the opportunity to sell their products in the city centre at a reasonable rate of commission. With 375,000 visitors passing through the shop in the last year, this is a great opportunity for independent artists to access a prime retail location.

If you would like us to stock your products in the shop, please complete the following application form and send it back to us, either via email or directly to the Harris shop.

## **Application Guidance**

### **What type of products?**

Ideally products will have a connection to the Harris, Preston or Lancashire; this could mean that they are locally made or inspired by the local area. We're looking for a variety of products: homewares, jewellery, clothing, accessories, toiletries, stationery, prints and more. We love anything quirky or individual; things that you would not find in your average high street store.

We will only stock good quality products that are suitable for sale and conform to any relevant health and safety standards. Items must be well-finished and fit for purpose, retaining their quality after repeated display, use or cleaning. Please ensure you consider any risks and include care instructions/labels wherever necessary.

We will do our best to display your products professionally, however, we do encourage you to think about appropriate ways to display your items at their best. We will consider using any relevant display stands/materials you wish to provide.

### **Can I submit more than one product?**

Yes, you can submit one product or a range of products. We will **consider all submissions** and decide which products are best for the shop. If you are submitting a range, we may only select some of your products.



**How many products do I need to supply?**

On the form, we will ask you how many products you can supply. Ideally, smaller products (such as items of jewellery) should be supplied in multiples of five. If you submit clothing, please think about the sizes that are most likely to sell and inform us what you will be able to supply.

**When should I submit my products?**

**We accept applications at any time**, but may not call upon your products until our next stock rotation or until a more suitable time of year. Completed forms can be emailed to [theharris@preston.gov.uk](mailto:theharris@preston.gov.uk) or handed in/posted in to: The Harris, Market Square, Preston, PR1 2PP.

The shop team will meet quarterly to review submissions. **The next meeting will take place w/c 6 July 2020**. We will endeavour to contact you within ten days of the meeting with a decision. If you have been successful, we will then confirm the order and discuss a delivery date.

**What's the commission rate?**

We will charge a commission rate of **40%** of an item's retail price. Please take this into account when calculating your retail price(s).

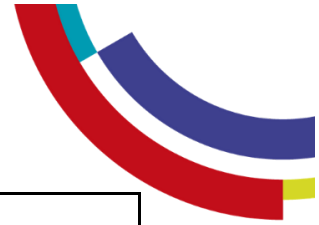
**Harris Shop Application Form**

<b>Name</b>	
<b>Business name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email</b>	
<b>Website</b>	



<p><b>Tell us about yourself</b></p> <ul style="list-style-type: none"><li>• Who are you?</li><li>• Why do you make what you make?</li><li>• What inspires you?</li></ul>	
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<p><b>Description of item</b> Please supply a detailed description (include size, colour, etc.) and include/attach photographs or drawings of exact or similar products. Include links to existing sales/display website if applicable.</p>	
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<b>Materials Used</b>	
<b>Approximate production cost per item</b>	
<b>Retail price</b>	
<b>Quantity Available</b> (If a single piece please detail how subsequent items may differ)	
<b>Any specific care instructions required?</b>	
<b>Any potential hazards identified?</b>	