**Call for Applications**

**Millennium Court Retail Space – Opportunity for Local Creatives**

**Application Deadline:**

**About Millennium Court**

Millennium Court in Portadown supports and showcases contemporary creative work from across Northern Ireland. As part of our commitment to supporting local talent, we are launching a new retail space dedicated to selling original, high-quality work by local creatives, opening in September 2025.

This initiative offers an exciting opportunity to be part of a curated programme of makers whose work will be showcased and sold in this high-visibility, professionally marketed setting.

**Retail Opportunity Details**

* Each selected maker will be featured for a 4-month period.
* A mid-term stock refresh is expected halfway through the 4 months to keep the display fresh and engaging.
* A rotating schedule of makers will ensure a dynamic, ever-evolving retail experience.

**Marketing & Promotion**

To raise awareness of this new venture, Millennium Court will launch a dedicated marketing campaign, promoting both the space and the selected makers through:

* Millennium Court’s website and email newsletters
* Social media platforms
* Press and community partnerships

All featured makers will benefit from this promotional activity. In return, we expect makers to actively acknowledge and promote their partnership with Millennium Court, for example by stating in their own marketing channels that their work is stocked here. Collaboration and mutual support drive the strongest results.

**Who Can Apply?**

We welcome applications from creatives based in Northern Ireland, with particular encouragement for those living in the Armagh, Banbridge and Craigavon area. Suitable applicants may include:

* Ceramicists
* Artists
* Textile designers
* Printmakers
* Illustrators
* Woodworkers
* Designers/makers of functional or decorative products

**Exclusions:** Food items, cosmetics, perishables, or mass-produced products will not be accepted.

**Product Requirements**

Selected work should:

* Demonstrate a high standard of craftsmanship and originality
* Reflect a clear creative identity or brand
* Be suitable for display in a retail setting
* Be professionally packaged and labelled
* Be accompanied by promotional material (e.g., artist statement, product tags)

**Price Range:** Up to £150

**Terms & Conditions**

* All products are sold on a sale-or-return basis
* Makers receive 65% of the final retail price
* Payments issued quarterly by BACS upon receipt of invoice
* Millennium Court pays 20% VAT on final resale price
* Selected makers must:
  + Provide sufficient initial stock
  + Deliver a stock refresh halfway through their 4-month term and restock items that have sold out within 7days
  + Supply any necessary product stands or display aids
  + Include sample packaging that adds value for the customer
* Items by the maker must not already be available in another venue within a 5 mile radius of Millennium Court.

**How to Apply**

Submit the following by 12 noon on Friday 28th June 2025.

1. Completed application form
2. Pictures of a minimum of 5 product samples (clearly labelled with prices and dimensions)
3. Marketing materials (brochure, artist bio, product info)
4. Sample product packaging

Shortlisted makers will be asked to provide physical products prior to final selection.

**Delivery Address:**  
Millennium Court   
2 William Street  
Portadown  
BT62 3NX

**Contact & Accessibility**

If you need help with the application process or wish to check the suitability of your products, please contact:

📞 **02838350935**  
✉️ [**info@millenniumcourt.co.uk**](mailto:info@millenniumcourt.co.uk)  
🌐 [www.millenniumcourt.co.uk](https://www.millenniumcourt.co.uk/)

**Retail Space Application Form**

**1. Applicant Information**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media Pages (Instagram/Facebook/Twitter):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Business Details**

Business Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Creative Discipline (e.g., ceramicist, illustrator): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you based in Northern Ireland? □ Yes □ No

Are you based in the Armagh, Banbridge and Craigavon area? □ Yes □ No

**3. About Your Work**

Please describe your work, including:

• Your artistic inspiration and influences • The techniques and materials used • What makes your work unique or distinctive • How you present or package your products • The story behind your creative identity or brand (Max 200 words)

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**4. Retailers and Markets**

Please list where your work is currently available or has been sold, including:• Other retail shops or galleries (with locations) • Craft fairs, markets, or exhibitions attended • Online platforms (e.g., Etsy, your own store)

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**5. Product Information**

Describe the range of items you wish to sell: (Max 100 words)

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Price range (up to £150): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do your items comply with packaging and labelling requirements? □ Yes □ No

Are your items currently sold in another venue within 5 miles of Millennium Court? □ Yes □ No

**6. Submission Checklist**

Please ensure you include the following with your application:

□ Pictures of at least 5 product samples (clearly labelled with prices and dimensions)

□ Artist bio or brochure

□ Product information

□ Sample product packaging

□ Relevant insurance documents

7. Declaration

**I confirm that the information provided in this application is true and complete.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_