

Sawnee Association of the Arts
Christmas Arts & Crafts Festival at Lanier Tech
Presented by Sawnee Association of the Arts a 501 (c)(3) non-profit organization

NOVEMBER 9 & 10, 2019

SHOW GUIDELINES:

- The hours of the event are 9:00AM until 5:00PM on Saturday, November 9th and 10:00AM to 4:00 PM on Sunday, November 10th.
- This is an indoor show with a limited number of outdoor booths. **Tent frames will not be allowed in indoor booth spaces.** Outdoor booth spaces will allow tents. Tent walls are highly recommended, as the show assumes no responsibility for loss of merchandise left overnight.
- Outdoor booths will operate rain or shine; no refunds due to bad weather.
- Display items, shelving, curtains, etc. will be allowed indoors but must remain within assigned space.
- All Tables must be skirted to the floor and booths kept neat and professional at all times.
- There will be several booth dimensions available: Indoor single booth dimensions: 6 x 8 (Hallway), 8 x 10 & 10 x 10. Outdoor booth dimensions are 10 x 10 for art/craft/food vendors, with additional spaces for food truck vendors.
- Table (6ft) and chair rentals will be available for indoor booths only. See application for prices. Vendors who do not choose to rent tables and chairs will be responsible to bring their own equipment.
- Electricity will be available for indoor booth spaces only. Vendors must supply extension cords (50ft recommended), power strips and must use low watt lighting. Lighting will be checked prior to opening of festival, any vendor not complying to lighting guidelines will be asked to take lighting down. See application for prices.
- Vendors must not extend their booth space. If you set up outside of your designated booth area (this includes sitting outside booth space), you will be asked and expected to move within your booth boundaries. **NO EXCEPTIONS.** Please be considerate of your neighbors. All vendor booths must be functioning by 8:45 AM on Saturday and 9:45 AM on Sunday. Vendors are not allowed to vend outside assigned booth area.
- This is a juried festival, an independent juror juries all vendors each year. All decisions by the juror are final. Only items in your accepted category may be displayed or offered for sale. Merchandise must be handcrafted; no buy/re-sell, commercial, kits, or home party vendors will be allowed. This includes store-bought components used in conjunction with embroidery, laser and vinyl cutting machines. Sawnee Association of the Arts reserves the right to remove any inappropriate or non-juried items.
- In order to ensure quality of the show and greater sales opportunities for artists and craftsmen, as well as greater variety for the customer, the committee will limit the number of vendors accepted in each category.
- **Vendors are not permitted to break down until 4:00 PM on Sunday, November 10th. NO EXCEPTIONS. Any vendor not abiding by this rule will not be allowed to return to future events.**
- All vendors will be responsible for using carpets, etc., to keep their space clean from excessive glitter, saw dust, etc. All vendors will be responsible for cleaning up their booth space before leaving.
- All vendors are solely responsible for collecting and remitting 7% sales tax to the State of Georgia.

For further questions and information please contact:

678-936-6422

SaaChristmasFest@gmail.com

SawneeArt.org



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APPLICATION INSTRUCTIONS:

- **APPLICATION DEADLINE IS JULY 13, 2019.** Applications must be received online at SawneeArt.org or postmarked and mailed by the above date with no postage due. You will receive a notice that SAA has received your application. After 10 days, if you do not receive notification, please email SaaChristmasFest@gmail.com or call SAA at 678-936-6422.
- **A minimum of Five Clear, Color Photos must be uploaded on the online application or mailed with paper application: One** of booth display, **three** of your art/craft work and **one of you creating your work.** Please make sure all mailed photos are no larger than 5 x 7 and clear. **All types of items that you plan to sell must be clearly shown.** Photos become the property of Sawnee Association of the Arts, and by signing the application you agree that photos may be used for advertising the show and published on social media.
- **For applications to be considered they must be fully completed, all mailed applications must be legible, signed & dated. NO EXCEPTIONS.**
- **A \$20, non-refundable application processing fee is required. If mailing application and paying by check, separate application fee check and booth fee check must accompany application!!**
- **Online Applications:** Application fee will be charged at time of online application sign-up. Booth fees, along with electricity and rental fees will be charged after jurying is complete and vendor is accepted and notified.
- **Mailed Applications:** Application fee checks will be deposited immediately; Booth Fee checks will be deposited after jurying is complete and vendor is accepted and notified.
- **Refund Policy:** Prior to August 13th, a full refund will be given, less the \$20 application fee. Any cancellation after August 13th will incur a \$75 processing fee in addition to the \$20 application fee. NO REFUNDS WILL BE GIVEN AFTER SEPTEMBER 13TH.
- **Acceptance/Declined emails will be sent no later than August 13th.**

APPLICATION CHECK LIST – Mailed Applications:

_____ Completed (LEGIBLE) Application Form – **SIGNED & DATED IN APPROPRIATE PLACES**

_____ **Five** Clear, Color Photographs (**1-Booth display, 3-product/items, 1-creating work**)

_____ Non-Refundable Application Fee of \$20 (**SEPARATE CHECK**)

_____ Booth Fee, Table/Chair Rental Fee, Electricity Fee (**SEPARATE CHECK**)

CHECK-IN & SET-UP DATE INFORMATION:

Accepted Vendors:

- Check-in is required before you may start to set-up your booth. Check-in will be in the front lobby of the conference center.
- Vendors will be informed of their booth location upon arrival.
- Early bird check-in and set-up is Friday, November 8th from 4:00 PM to 8:00 PM.
- Regular check-in and set-up is Saturday, November 9th from 7:00 AM to 8:30 AM.
- **All vendor booths must be functional by 8:45 AM on Saturday and 9:45 AM on Sunday.**
- **Vendors are not permitted to break down until 4:00 PM on Sunday, November 10th.**

PARKING, LOADING & UNLOADING:

- Vendor parking is onsite. Directions will be given at time of check-in, and signs will direct vendors to parking area.
- Once Vendor has checked in, unloading will be available at the loading dock located to the left of the conference center. This is the only area allowed to unload your vehicles. All vendors with trailers must check in with dock supervisor for further unloading instructions.
- **There will be a 30-minute time limit to unload. This should be ample time for you to unload your equipment.**
- **After unloading, please move your vehicle so other vendors may have a chance to do the same. Please be considerate to other vendors.** Once your car has been moved, you may begin setup of your booth space.
- **All vendor vehicles must move to the vendor parking area no later than 8:30 AM on Saturday and 9:00 AM on Sunday.** Parking area in front of conference center is for customers. You will be asked to move your vehicle if it is found in customer parking.

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