



CALL FOR ARTISTS FOR “SPRINGTIME IN THE CITY”  
OPEN-AIR ARTS MARKET  
MAY 9<sup>TH</sup>, 2020

Dear Vendors,

Sawnee Association of the Arts (SAA) dba The Cumming Arts Center is pleased to announce the Call for Artists to apply to the “**Springtime in the City**” **One (1) Day Open-Air Arts Market!** Please complete form online and submit no later than Friday, April 18, 2020. There is a \$10.00 Application fee – Separate Check – **Non-Refundable**.

\$50 Booth Fee for Vendors / \$40 Booth Fee for SAA Members.

\*NOTE – ONE DAY OUTDOOR EVENT

This family-oriented community event is part of our annual “Springtime in the City” Art Show. The Art Show will be held indoors at the Cumming Arts Center and the Open-Air Arts Market will be outside, directly adjacent to the Arts Center. Music will be playing throughout the day to welcome customers and to get everyone into the event!

The hours of the event are 9:00 AM until 5:00 PM on Saturday, May 9th. SAA is pleased to announce the opportunity to apply online at [SawneeArt.org](http://SawneeArt.org)! Please visit our website to apply online or print the application to apply by mail. Please read the show guidelines and application guidelines carefully.

Sincerely,

Kay Money  
Chair, Open-Air Arts Market

About Sawnee Association of the Arts (SAA):

SAA has opened the new Cumming Arts Center in the historic Brannon-Heard house located at 111 Pilgrim Mill Road, Cumming GA 30040. The Cumming Arts Center is home to adult and children’s art classes, along with a Gallery Shop filled with handcrafted, original art and gifts by our SAA artists. Please stop by and see what the Cumming Arts Center has to offer!

Founded in 1974, SAA has served the Forsyth County community as a 501 (c)(3) non-profit organization for over 40 years. The organization is dedicated to providing a rich, visual arts experience for Cumming and Forsyth County residents by organizing shows and exhibits throughout the year. Its many members

include painters in oil, water color, acrylic, and other media; potters, wood turners, 3D artists, photographers, fiber arts as well as community art advocates. Membership is open to anyone regardless of experience and ability.

Sawnee Association of the Arts  
Cumming Arts Center  
111 Pilgrim Mill Road  
Cumming, GA 30040  
678-936-6422  
SawneeArt@gmail.com

### **MAY 9, 2020 OPEN-AIR MARKET GUIDELINES:**

- The hours of the event are 9:00AM until 5:00PM on Saturday, May 9, 2020.
  - This is an outdoor event with a limited number of outdoor booths. Outdoor booth spaces will allow **WHITE** tents only. Tent walls are highly recommended, as the show assumes no responsibility for loss of merchandise.
  - Outdoor booths will operate in light rain or shine.
  - Display items, shelving, curtains, etc. will be allowed, but must remain within assigned space.
  - All tables must be skirted to the ground and booths must be kept neat and professional at all times.
- 
- Outdoor booth dimensions are 10' x 10' for arts/crafts.
  - Vendors will be responsible to bring their own equipment.
  - No Electricity or WiFi available. Vendors will be responsible for personal WiFi/hotspot access.
  - 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. Vendors are not allowed to sell 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, kits, commercial or home party vendors will be allowed. The Cumming Arts Center 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 5:00 PM on Saturday, May 9<sup>th</sup>. **NO EXCEPTIONS.** Any vendor not abiding by this rule will not be allowed to return to future events.
  - 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  
[Sawneeart@gmail.com](mailto:Sawneeart@gmail.com).

## APPLICATION INSTRUCTIONS:

- **APPLICATION DEADLINE IS APRIL 18, 2020.** Applications must be received online at [SawneeArt.org](http://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 5 days, if you do not receive notification, please email [Sawneeart@gmail.com](mailto:Sawneeart@gmail.com) or call SAA at 678-936-6422.
- A minimum of Five (5) Clear, Color Photos must be uploaded on the online application or mailed with paper application: One of booth display, three of your art/craft items 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 Cumming Arts Center, and by signing the application you agree that photos may be used for advertising the show and published on social media. **Videos will not be accepted.**
- For applications to be considered they must be fully completed, all mailed applications must be legible, signed & dated. **NO EXCEPTIONS.**
- **Online Applications:** A \$10, non-refundable application processing fee is required. Application fee will be charged at time of online application sign-up. Booth fees will be charged after jurying has been completed and vendor has been accepted and notified.
- **Mailed Applications:** Mail to: **Cumming Arts Center, 111 Pilgrim Mill Rd., Cumming, GA Attn: Springtime Open-Air Arts Market.** A \$10, 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!! MONEY ORDERS NOT ACCEPTED.** Application processing fee checks will be deposited immediately; Booth Fee checks will be deposited after jurying has been completed and vendor has been accepted and notified.
- **Refund Policy:** Prior to May 5th, a full refund of the Booth fee can be returned if Vendor finds out they will not be able to attend due to unfortunate circumstances. The \$10 application processing fee will **not** be refunded. **NO REFUNDS OF BOOTH FEES WILL BE GIVEN AFTER May 5<sup>th</sup> unless the outdoor market is canceled by SAA due to inclement weather.**
- Acceptance/Declined emails will be sent no later than April 19th.

### 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) Videos will not be accepted.
- \_\_\_\_ Non-Refundable Application Fee of \$10 (SEPARATE CHECK) **MONEY ORDERS NOT ACCEPTED.**
- \_\_\_\_ Booth Fee (SEPARATE CHECK) **MONEY ORDERS NOT ACCEPTED.**

### CHECK-IN & SET-UP DATE INFORMATION: **Accepted Vendors:**

- Check-in is required before you start to set-up your booth. Check-in will be on School Street next to the green space adjacent to the Downtown Parking Deck.
- Vendors will be informed of their booth location upon arrival.
- Regular check-in and set-up are Saturday, May 9th from 6:30 AM to 8:30 AM.  
All vendor booths must be functional by 8:45 AM on Saturday
- Vendors are not permitted to break down until 5:00 PM on Saturday, May 9th.

### PARKING, LOADING & UNLOADING:

- Vendor parking is in the Parking Deck. Directions will be given at time of check-in, and signs will direct vendors to parking area.
- 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 will have a chance to do the same. Please be considerate of other vendors. Once your vehicle has been moved, you may begin setup of your booth space.
- All vendor vehicles must move to the parking deck no later than 8:30 AM on Saturday. You will be asked to move your vehicle if it is found on the Cumming Arts Center grounds.

For questions and further information please contact: 678-936-6422 [SawneeArt@gmail.com](mailto:SawneeArt@gmail.com)

# Cumming Arts Center – Vendor Application

## Springtime in the City – Open-Air Arts Market

### May 9, 2020

Vendor Name & Company Name: \_\_\_\_\_

Business Addr: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Vendor/Bus. Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook/Other: \_\_\_\_\_

List last 2 shows you have attended: \_\_\_\_\_

Please describe your booth display and items you will be selling in detail. (Use separate sheet if needed):

\_\_\_\_\_  
\_\_\_\_\_

Application Fee ( <b>Separate Check, Non-Refundable</b> ) \$10 = \$ 10.00				
10 x 10 Booth (Outdoor Vendor)	\$ 50	each x	=	\$
<b>GRAND TOTAL</b>				<b>\$</b>

**Application Deadline:**  
**All applications must be postmarked and mailed by APRIL 18th.**  
**NO EXCEPTIONS**

**Refund Policy:** Prior to May 5th, a full refund will be given, less the \$10 Application fee. **NO REFUNDS after May 5th unless outdoor event is cancelled by SAA due to inclement weather.**

- CATEGORY (Please check)**
- Basketry/Gourd Art/Natural Plant Art
  - Drawing– Ink,Pencil,Charcoal,Pastel
  - Floral-Artificial Floral Arranging/Wreaths
  - Food
  - Glass – Stained glass, Warm glass
  - Jewelry
  - Metal Works
  - Mixed Media/Photography
  - Painting – Oil, Acrylic, Watercolor
  - Fiber Art-Sewing/Embroidery/Knitting
  - Pottery/Sculpture
  - Spa/Candles
  - Wood: Turning/Carving/Crafts
  - Other: Please Specify: \_\_\_\_\_

**PAYMENT METHOD – THIS FORM IS FOR CHECK PAYMENTS ONLY!**  
**Make checks payable to Sawnee Association of the Arts and Mail to:**  
**Cumming Arts Center, 111 Pilgrim Mill Road; Cumming GA 30040 Attn: Springtime Open-Air Arts Market**

Application Fee Amount: **\$10.00** Check # \_\_\_\_\_ Booth Fee Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

**FOR CREDIT CARD PAYMENTS, PLEASE VISIT SAWNEEART.ORG AND COMPLETE ONLINE FORM!**

I have read & fully understood all the terms and conditions of the event information, show guidelines, registration, parking, and application information. If accepted, Vendor Application creates a binding contract between me and any entity through which I shall conduct business concerning The Cumming Arts Center at Springtime Open-Air Arts Market.

The Cumming Arts Center and its agents and representatives thereof assume no liability or responsibility for injury or loss that may result to any vendor/exhibitor or his/her personal or corporate effects, including goods for sale that may occur on the premises or may arise under the Cumming Arts Center activities. Applicant further agrees, consents, and acknowledges to hold the Cumming Arts Center, its agents, and representatives harmless for any such injury or loss. I have read, understand, and accept the event information, show guidelines, registration information, parking information, and application information for the Cumming Arts Center Springtime in the City Open-Air Market.

**OFFICE USE ONLY:** App Rcvd/Notified Date \_\_\_\_\_ Acptd Date \_\_\_\_\_ Declined Date \_\_\_\_\_ Notified Date \_\_\_\_\_

App. Fee \_\_\_\_\_ Ck# \_\_\_\_\_ DP Date \_\_\_\_\_ Booth Fees \_\_\_\_\_ Ck# \_\_\_\_\_ DP Date \_\_\_\_\_

BOOTH # \_\_\_\_\_