

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

**NOVEMBER 11 & 12, 2023**

**SHOW GUIDELINES:**

- The hours of the event are 9:00AM until 5:00PM on Saturday, November 11<sup>th</sup> and 10:00AM to 4:00 PM on Sunday, November 12<sup>th</sup>.
- 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 10, 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 (15ft 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 sell outside assigned booth area.**
- This is a juried festival, an independent juror juries all vendor applications each year. All decisions by the juror are final. Only items submitted in your application and in your accepted category may be displayed or offered for sale. Merchandise must be handcrafted; **no buy/re-sell, commercial, kits, Store-bought components used in conjunction with vinyl, laser, or embroidery machines, or home party vendors will be allowed.** 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 12<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 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.

**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 10<sup>th</sup> from 4:00 PM to 8:00 PM- **NO EARLY ARRIVAL!!** Indoor booths only.
- Regular check-in and set-up is Saturday, November 11<sup>th</sup> from 7:00 AM to 8:30 AM. Outdoor booth set up – Saturday only.

For further questions and information please contact:  
**SaaChristmasFest@gmail.com – include your phone number**

**SawneeArt.org**

