

**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 11<sup>th</sup> & 12<sup>th</sup>, 2023**

**APPLICATION INSTRUCTIONS:**

- **APPLICATION DEADLINE IS JUNE 13, 2023.** 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](mailto:SaaChristmasFest@gmail.com).
- **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 items and **one of you creating your work.** Please make sure all mailed photos are no larger than 4 x 6 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. **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.**
- **A \$30, 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.**
- **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 July 13<sup>th</sup>, a full refund will be given, less the \$30 application fee. Any cancellation after July 13<sup>th</sup> will incur a \$100 processing fee in addition to the \$30 application fee. NO REFUNDS WILL BE GIVEN AFTER AUGUST 13<sup>th</sup>.
- **Acceptance/Declined emails will be sent no later than JULY 9<sup>th</sup>.**

**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-YOU creating work) Videos will not be accepted.**

\_\_\_\_ **Non-Refundable Application Fee of \$30 (SEPARATE CHECK) MONEY ORDERS NOT ACCEPTED**

\_\_\_\_ **Booth Fee, Table/Chair Rental Fee, Electricity Fee (SEPARATE CHECK) MONEY ORDERS NOT ACCEPTED**

**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. Indoor booths only. **NO EARLY ARRIVAL!**
- 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.
- **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 12<sup>th</sup>.**

**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 9:30 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.

For questions and further information please contact:



**SaaChristmasFest@gmail.com – include your phone number**  
**SawneeArt.org**

# SAA Christmas Arts & Crafts Festival at Lanier Tech 2023 –Vendor Application



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

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

Phone C: \_\_\_\_\_ H: \_\_\_\_\_ Vendor/Bus. Email: \_\_\_\_\_

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

List last 4 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> ) \$30 = \$30.00		
Rentals – Table -\$15 each /Chairs -\$5 each	=	\$
6 x 10 Booth - (Indoor-Hallway) \$120 each x	=	\$
8 x 10 Booth (Indoor) \$150 each x	=	\$
10 x 10 Booth (Indoor) \$220 each x	=	\$
10 x 10 Booth (Outdoor Vendor) \$135 each x	=	\$
Food Vendor (Outdoor) \$175 each x	=	\$
Food Trucks \$200 each x	=	\$
Electricity (Limited, Indoor only) <b>Yes or No</b> \$25	=	\$
<b>GRAND TOTAL</b>		<b>\$</b>

**NOTE:** Limited number of 6 x 10 booths available.

**Application Deadline:** All applications must be postmarked and mailed by **JUNE 13th. NO EXCEPTIONS**  
**Refund Policy:** Prior to July 13th, a full refund will be given, less the \$30 application fee. Any cancellation after July 13th will incur a \$100 processing fee, in addition to the \$30 application fee. **NO REFUNDS AFTER August 13<sup>TH</sup>.**

**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 both checks payable to Sawnee Association of the Arts and Mail to:**  
**Sawnee Association of the Arts, 111 Pilgrim Mill Road; Cumming GA 30040 Attn: Christmas Festival**

Application Fee Amount: **\$30.00** Check # \_\_\_\_\_ Booth Fee Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

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

I have read & fully understand all the terms and conditions of the event information, show guidelines, registration, parking, and application information and if accepted, creates a binding contract between me and any entity through which I shall conduct business concerning SAA Christmas Arts & Crafts Festival at Lanier Tech.

Sawnee Association of the Arts and the Forsyth Conference Center at Lanier Technical College, and its agents, employees, 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 SAA Christmas Art & Crafts Festival activities. Applicant further agrees, consents, and acknowledges to hold Sawnee Association of the Arts and the Forsyth Conference Center at Lanier Technical College, its agents, employees 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 SAA Christmas Arts & Crafts Festival at Lanier Tech.

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>OFFICE USE ONLY:</b> App Rcvd/Notified Date _____	Acptd Date _____	Declined Date _____	Notified Date _____
App. Fee _____	Ck# _____	DP Date _____	Booth Fees _____
	Ck# _____	DP Date _____	
Electricity _____	Indoor _____	Outdoor _____	BOOTH # _____
Rentals: Tables _____	Chairs _____		

**Questions: Contact SAA at: SaaChristmasFest@gmail.com – Please include your phone number**