

The Sawnee Artists Association Presents
Christmas in Central Park
November 17 and 18, 2012



Dear Vendors,

The Sawnee Artists Association and Forsyth County Parks and Recreation are pleased to invite you to participate in the 9th Annual Christmas in Central Park art and holiday event. The vendors are essential to an event's success and we strive to have the highest quality of products available. **We do not accept 100% commercial or home party vendors.** Please see the attached "**Show Guidelines**" for detailed information.

The event will be held in Forsyth County's Central Park Recreation Center; a secure indoor facility located at 2300 Keith Bridge Road, Cumming, GA. 30040. The hours of the event are 10:00 AM until 6:00 PM on Saturday, November 17th and 10:00 a.m. until 4:00 p.m. on Sunday, November 18th. (Hours are subject to change once current years surveys are reviewed.)

Vendor and staff shopping to be held 9:00 until 10:00 AM on Saturday before the doors open to the public.

Event Information:

- Acceptance packets will be sent on November 5, 2012 and will include detailed set up information.
- Early bird set up is Friday, November 16th, 5:00 PM – 8:00 PM
- Regular set-up is Saturday, November 17th, 7:30 AM – 9:00 AM
- **Vendors are not permitted to break down until 4:00 PM on Sunday, November 18th.**
- Vendors will be informed of their booth location upon arrival.
- Access to electricity is limited - please see "**Show Guidelines**" for more information.

We continue to make changes this year. We are continuing the early bird application discount and you notice the hours have been changed. Because your input we are remaining on Saturday and Sunday, and adjusting the hours.

There will be event facilitators and volunteers throughout the show to assist customers and vendors for "necessary" breaks or lunch breaks. There will be fresh food onsite and the menu will include breakfast, desserts and beverages. A menu will be provided in the vendor packet.

Please mail your application to:

Jennie Viers
Christmas in Central Park
409 Maple Ridge Court
Cumming, GA. 30040

For more information:

Call Sawnee Artists Association

678-936-6422

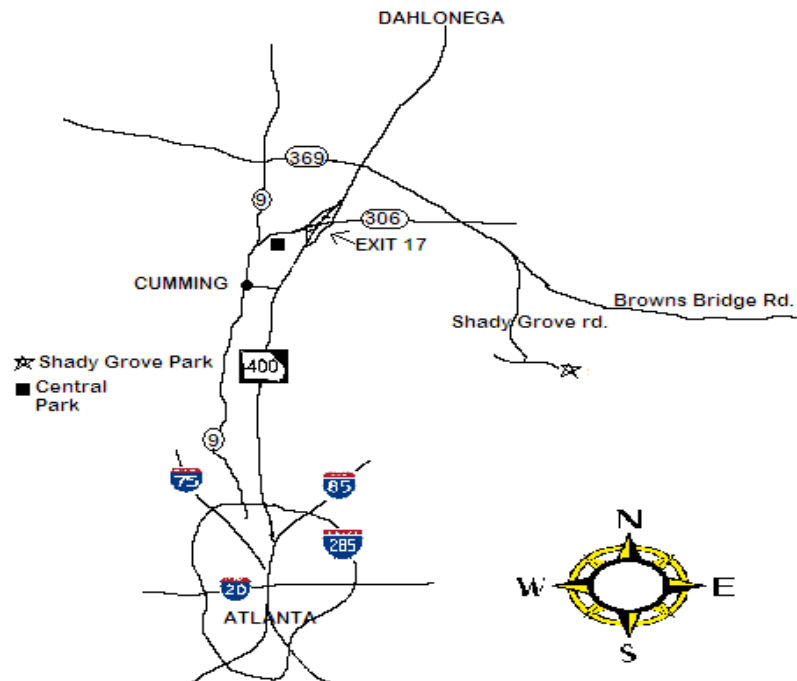
or contact:

Jennie Viers

Cicp2011@gmail.com

(Please leave a message we will return your call as soon as possible.)

www.christmasincentralpark.com.



Christmas in Central Park 2012

Show Guidelines

- The selection committee will limit the number of exhibitors accepted in each category.
- Applicants must handcraft all merchandise – **No Commercial Vendors will be accepted.**
- Artists must enclose their application fee and rental fees with their application.
- 3 photographs of artists work, 1 photo of artist creating items and 1 of the booth set-up **MUST** be submitted with your application even if you are a returning vendor. – NO WEB SITE VIEWS will be ACCEPTED.
- Photographs may be used in the advertising of the event.
- Exhibitors may display and sell only in the category in which work has been accepted. See categories listed below.
- Exhibitors must be present for the entire show.
- All tables must be skirted to the floor and booths kept neat at all times
- Exhibitors must not extend their booth space. **NO EXCEPTIONS**
- Breakdown will not be permitted until 4 PM on Sunday.
- Festival committee reserves the right to remove any items or signs from booth deemed inappropriate **OR NOT HANDCRAFTED.**
- Artists are solely responsible for collecting their sales, 7% sales tax and remitting sales tax to the state of Georgia.
- This event is an indoor show; the booth sizes available are 8 ft. x 10 ft. or 10 ft. x10 ft.
- Access to electricity is limited; exhibitors must supply extension cords and power strips and use low watt lighting (i.e. CFL) and must be approved prior to set up.
- Tables (8'x30") are available for rent.
- Exhibitors must provide their own chairs.
- Two checks must be written one for the jury fee of \$20.00 and a second check for the booth fee.
- Jury Fees will be immediately deposited booth fee checks will be held until Show Jury is complete.
- An email will be sent when application is received and when jury decision is made.
- If the application is not signed it will be returned to the vendor for the signature.



For additional information, please call: Sawnee Artists Association: 678-936-6422 (please leave a message and your call will be returned as soon as possible)

Or email:

Jennie Viers at

cicp2011@gmail.com

Committee Use Only: Payment _____ Check# _____ CC _____
 Received/Emailed Date: _____ Accepted Date _____ Notified Date _____
 Declined Date _____ Space Assign: _____



Christmas in Central Park 2012

VENDOR APPLICATION
Please print



Vendor/Company Name: _____

Primary Contact: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____ Alternate Phone: _____

Primary Contact's Email: _____ Web Site: _____

Please describe your display and items you will be selling in detail: _____

List last 4 shows you have attended: _____

How did you hear about Christmas in Central Park: _____

Booth Special Requests: _____

Jury Fee (separate check, non-refundable)	\$20.00
8'x10' booth	
\$125.00 each x _____ =	\$ _____
10'x10' booth	
\$150.00 each x _____ =	\$ _____
Table Rental (2 1/2'x 8')	
\$30.00 each x _____ =	\$ _____
Electricity (limited) Yes or No	\$ 20.00 = \$ _____
Late Fee Charge (after Oct. 2nd)	\$ 25.00 = \$ _____
Early Bird Fee reduction	
All applications postmarked before August 1 st will receive a \$20.00 discount.	- \$20.00 = \$ _____
TOTAL AMOUNT	\$ _____

Category

The selection committee will limit the number of exhibitors accepted in each category.

- Basketry
- Drawing – Ink, Pencil, Charcoal
- Floral
- Glass – Stained glass, Warm glass
- Jewelry
- Metal Works
- Mixed Media
- Painting – Oil, Acrylic, Watercolor, Pastel
- Photography
- Pottery/Sculpture
- Weaving/Textiles
- Wood Turning/Wood Carving/Wood Crafts
- Other: please specify**

REFUND POLICY – Refund requests must be received by October 8th to receive a refund. No refunds will be processed after October 8th - No exceptions!

**PAYMENT METHOD - Checks payable to Sawnee Artists Association and Mail to:
 Jennie Viers, 409 Maple Ridge Court, Cumming, GA. 30040 Attention: Christmas in Central Park**

Check Amount _____ Check # _____ Visa _____ MasterCard _____

Card Number _____ Exp. Date ____/____/____

Name as appears on Card _____ Signature _____

Sawnee Artists Association and Forsyth County, and its agents, employees, and representatives thereof assume no liability or responsibility for injury or loss that may result to any exhibitor or his/her personal or corporate affects including goods for sale that may occur on the premises or may arise under Christmas in Central Park Activities. Applicant further agrees, consents, and acknowledges to hold Sawnee Artists Association and Forsyth County, its agents, employees, and representatives harmless for any such injury or loss. I have read, understand, and accept the vendor information and "Show Guidelines" for Christmas in Central Park 2012.

Vendor Signature _____

Date _____