

Call to Artists

THE NEWNAN-COWETA ART ASSOCIATION
invites you to participate in the

50TH ANNUAL CHRISTMAS ARTS & CRAFTS MARKET

2018

WHEN: Friday Nov 2nd 10am - 6pm
Saturday Nov 3rd 10am - 5pm
Sunday Nov 4th 12pm - 4pm

SETUP: Thursday Nov 1st 12pm - 7pm

WHERE: Coweta County Fairgrounds
275 Pine Road, Newnan, GA 30263

Entry Deadline: **October 22, 2018**

- **60 Exhibitor spaces** (*artisans & fine crafters only*)
- **Booth sizes:** 6x4, 8x4, 10x4, 8x6
- **Booth fees:** \$50 / \$60 / \$70 / \$80
- Additional \$10 for non-NCAA members
- Fees include all 3 days and are non-refundable



703.895.2046

Cheryl Hipke
cherhipke@hotmail.com

A Golden Christmas

Join us as NCAA celebrates its 50th Arts & Crafts Market

New this Year! More space (yaay!), larger booth sizes, art education (classes/demos), cool stuff for the kids to do, and raffles each day (*need not be present to win*).

In the larger **Sandy Creek Room** - 60 vendor (sales) booths - (see floor plan)

In the smaller **Golden Creek Room** - Art Classroom & Kids Corner

Inspire! Art Education Classroom — This is a *great* opportunity to teach or demo your craft! Teach one or more times as desired and as the schedule allows. We provide the space and coordinate the overall schedule; you provide everything else. **Instructors pay a one-time Room fee of \$50** (*no fee if you also have a sales booth*). Instructors keep 100% of their class fees. Instructors must coordinate and set up their own classes.

See **Rules & Regulations** for detailed information.

Newnan-Coweta Art Association, Inc.

newcaa.com ♦ newnanncaa@gmail.com ♦ www.facebook.com/newnancowetaartassociation



Rules and Regulations

NCAA 50th Annual Christmas Arts & Crafts Market, 2018

Sandy Creek Room

1. Exhibitor area (feet wide x feet deep):

6 x 4	25 spaces	\$50 members / \$60 non-members
8 x 4	19 spaces	\$60 members / \$70 non-members
10 x 4	7 spaces	\$70 members / \$80 non-members
8 x 6	9 spaces	\$80 members / \$90 non-members

NCAA will set up grids (display panels) in the center of the room (Booths 22 thru 60). If you do not need grids, please select a booth from the perimeter (Booths 1 thru 21). Booths are assigned on a first come/first serve basis.

Electrical outlets are available along the three outside walls (*see floor plan*). Power strips/cords will not be provided.

2. All work must be original and handmade. No resale items! No commercial vendors.
3. Each artist is responsible for setting up and taking down his/her own booth. Tables and other display units are allowed but must fit within the designated space. Table setups that extend beyond the exhibitor's space are not allowed. You may reserve more than one booth, if needed. Fees per space apply.

A limited number of 6-ft tables are available upon request. (first come/first serve)

Tablecloths are *not* provided.

Grid hangers/hooks are available, if needed.

Booth decorating should complement your products. Christmas decorations are optional.

4. Each artist is expected to bring finger food for the Refreshment table and work 2 or 3 hours over the weekend as a greeter (to welcome guests), at the Information & Raffle table, or as a floater (assist event staff, as needed). Sign-up during set-up if you have not already done so!

Golden Creek Room

Art Education Classroom & Kids Corner

Instructors pay a one-time Room fee of \$50
(*no fee if you also have a sales booth*)

No food or drinks allowed in the Classroom

5. Instructors are responsible to coordinate and set up their own classes, provide all required materials, and handle their own class fees. Instructors may teach one or more classes, as desired, and as the schedule allows. The master classroom schedule will be posted with updates as needed. Instructors keep 100% of their class fees.

6. Vendors: Items must be marked clearly in **whole dollars** (no cents), and your **booth number** must be on the price tag.

7. Vendors may handle their own sales transactions, if desired. Items may also be paid for at the main checkout table if a vendor is not present, or not set up to handle credit card transactions, or does not wish to handle their own sales. **Cash, check, and credit card payments are accepted.** Cashiers at the main checkout table will use a three-part receipt (one for the artist, one for the purchaser, and the third part is a sales record for NCAA).

If you handle your own sales, please inform the person(s) at the checkout table of your total sales at the close of each day (or the event) so it can be reflected in the total sales for this event.

NCAA does not receive a commission. Vendors keep 100% of their sales. Monies collected at the main checkout will be distributed by check to each vendor within 10 days after the Market ends.

8. Exhibit takedown: **4pm** on last day of the Market. Please leave your area as you found it.

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**50th Annual NCAA Christmas Arts & Crafts Market
Exhibitor/Instructor Application & Contract**

(read carefully, complete, sign and date form, mail to address below)

Preferred Booth Number _____

*1 - 21 bring your own grids, if needed
22 - 60 grid spaces*

Name

Phone

Mailing Address

email

Art type / Craft type

Art Education: I am an instructor. I would like to: teach _____ (and/or) demo _____ my art/craft.

Preferred time of day: AM _____ PM _____

I have read and agree to abide by the Rules & Regulations governing the Art Education Classroom.

Please make checks payable to: NCAA

Mail application and fee to: Cheryl Hipke
Christmas Market 2018
6 Pear Court
Sharpsburg, GA 30277

Booth Fee: _____

Need 6ft Table

Instructor Room Fee (if applicable): _____

Total amount enclosed: _____

Statement of Liability: Newnan-Coweta Art Association and all Volunteers working at the event are not liable for damage, loss or injury of any kind. I understand and agree to the liability and to abide by all the rules and stipulations set forth in the rules of this exhibit. I have enclosed my entry fee by check or money order made payable to NCAA.

By signing this Application & Contract, I certify that I have read and agree to abide by all Rules and Guidelines outlined on this form.

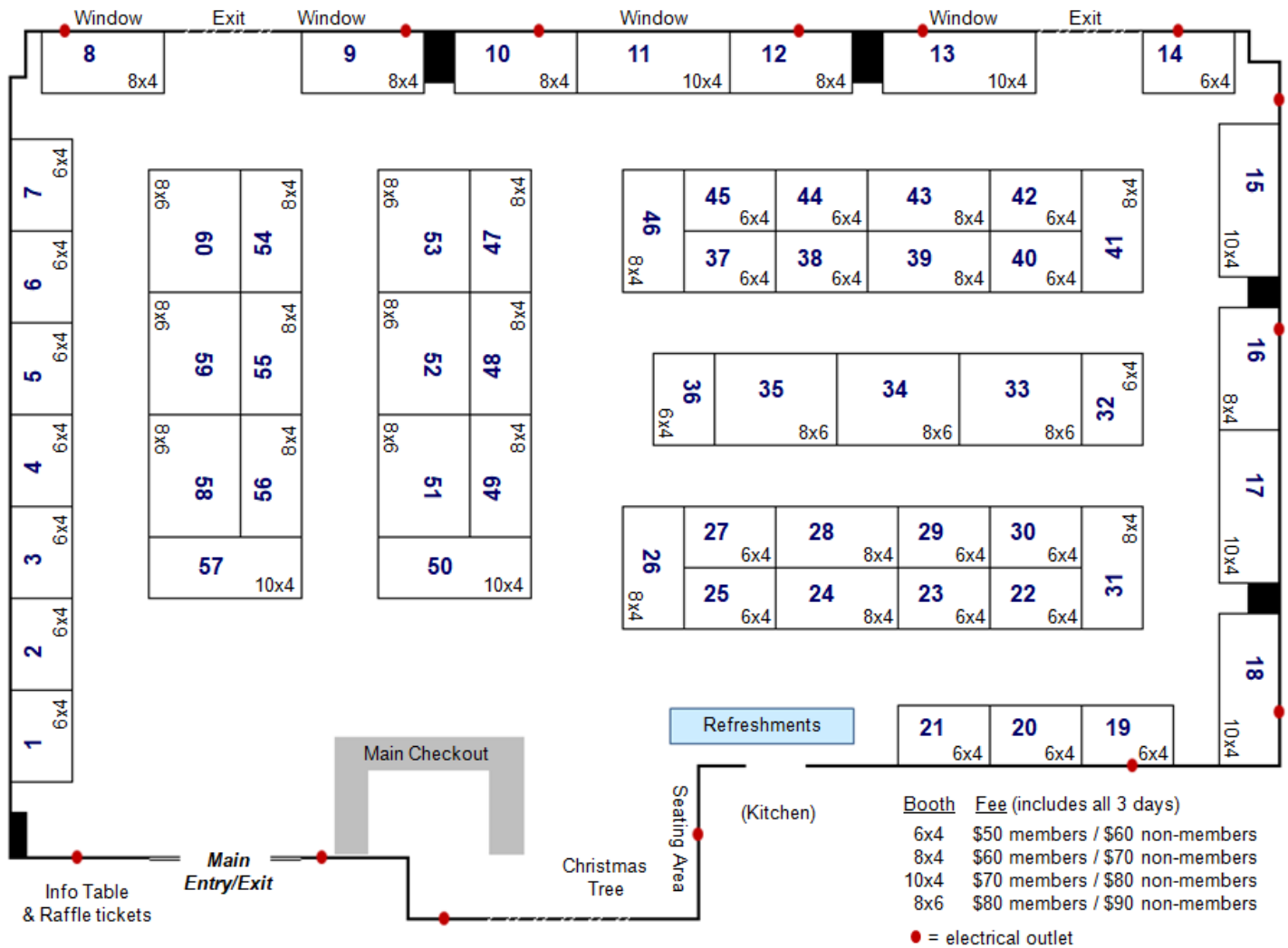
Signature

Date

If you have any questions, please contact: Cheryl Hipke 703.895.2046 cherhipke@hotmail.com

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