

Newnan-Coweta
Art Association, Inc.

54th Christmas
Arts & Crafts Market

November 1st, 2nd, 3rd
2024

EVENT GUIDELINES

1. NCAA will set up grid panels (2'w x 6'h) in the center of the room (**Booths 22 thru 58**).
If you do not need grids, please select a booth from the perimeter (**1 thru 21; 59 & 60**). Booths are assigned on a first come/first served basis.

Electrical outlets are available along the three outside walls (*see red dots on floor plan*). Power strips/cords will not be provided.
2. All work must be original and handmade or repurposed. 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 desired. Fees per space apply. Non-members of the Newnan-Coweta Art Association pay an additional one-time fee of \$10.

Limited number of 6-ft tables are available upon request. First come, first served. Bring your own table(s), if possible! Chairs are available.

Tablecloths are *not* provided.

Flat grid hangers/hooks are available, if needed.

Booth decorating should complement your products. Christmas decorations are optional.
4. In the event we are short staffed, each artist is asked to volunteer 1 or 2 hours of their time during the weekend, as needed (greeter; help at the Raffle table; floater to assist event staff, etc.). It is very much appreciated! Sign-up sheets are available during vendor set-up or contact the event coordinator.



5. If you would like to donate an item to be included in the **Raffle**, please mark the YES or NO box on the application. Items are needed at/before vendor setup.
6. Classroom instructors and demonstrators are required to contact **Chelita Freeman** (text only) **706.302.4209** or chelitaf20@gmail.com **in advance** with class info and schedule preference. 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.
7. Vendors: Items must be marked clearly in **whole dollars** (no cents), and your **booth number** must be on the price tag.
8. Vendors are encouraged to handle their own sales transactions and have sufficient monies on hand for cash transactions (making change). 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).

NCAA does not receive a commission. Vendors keep 100% of their sales. Monies collected at the main checkout will be disbursed by check to each vendor within 10 days after the Market ends.
9. Vendors are asked to help advertise this event and will be provided with digital and/or printed material for sharing on social media and other distribution.
10. Exhibit takedown: **4pm** on last day of the Market. Not BEFORE. Please leave your area as you found it.
11. Smoking is prohibited on all Fairgrounds property (inside and outside). No pets, other than service animals, are allowed on Fairgrounds property.

Questions? Please contact

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Newnan-Coweta Art Association, Inc.

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