

Newnan-Coweta Art Association, Inc.
55th Christmas Arts & Crafts Market

Fri / Sat / Sun ▶ Oct 31 thru Nov 2, 2025

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 out-side 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. This year, **Day 1** of the event is **Halloween!** Treat yourself to some fun and wear a costume or seasonal accessory. **The event will close at 4pm on Oct 31.**
5. In the event we are short staffed, each artist may be asked to volunteer 1 or 2 hours of their time during the weekend, as needed (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.



6. **LIVE DEMONSTRATIONS:** If you would like to do a demo of your art/craft during the event, complete and submit the *Application for a Demonstration*. Live art demonstrations are fun and offer a rare glimpse into the creative process. Be prepared to answer questions, if asked, or happily create while guests are passing by. Demos will take place whether or not there are seated guests. Demonstrators are responsible to set up in the designated area and provide all required materials. Bring your business cards or promotional material to hand out. The activity area schedule will be posted with updates as needed. Let's build buzz and increase art sales via demos!

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 major 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 me.

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