



RULES & REGULATIONS

Newnan-Coweta Art Association, Inc. 51st Annual Christmas Arts & Crafts Market, 2019

1. 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.

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

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!
5. Classroom instructors and demonstrators must contact Chelita Freeman 706.302.4209 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.
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).

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. Not BEFORE. Please leave your area as you found it.

Questions? ... please contact

Cheryl Hipke
703.895.2046
cherhipke@hotmail.com

Newnan-Coweta Art Association, Inc.

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