



Newnan-Coweta
Art Association, Inc.

53rd Christmas Arts & Crafts Market

November 3rd, 4th & 5th

— EVENT GUIDELINES —

1. NCAA will set up grids (display panels) in the center of the room (Booths 22 thru 62). If you do not need grids, please select a booth from the perimeter (Booths 1 thru 21 & 63 thru 65). Booths are assigned on a first come/first serve 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 hour of their time during the weekend, as needed (a greeter to welcome guests; at the Raffle table; a floater to assist event staff, etc.). It helps tremendously and is much appreciated! Sign-up sheets are available during Booth set-up.

5. This year we will raffle a “**Vendor Goodie Bag**”. If you would like to donate an item for this amazing raffle prize, please mark the YES or NO box on the application. Items are needed no later than **October 19**. The event coordinator will provide more info in your registration confirmation email.

6. Classroom instructors and demonstrators are required to contact **Chelita Freeman 706.302.4209** or chelita20@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. Exhibit takedown: **4pm** on last day of the Market. Not BEFORE. Please leave your area as you found it.
10. 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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