

The Mable House Complex is pleased to invite Artists and Crafters to its inaugural Spring Arts Festival. The Spring Arts Festival will be held on Saturday March 23<sup>rd</sup>, 2019 from 10am-5pm. This is a juried festival that will promote the arts to the Mableton area and surrounding communities, and will feature an Artists and Crafters Market with local food trucks, a beer and wine garden and live performances.

If accepted you will receive an email containing your vendor number, map of booth location and further directions.

Thank you for your interest in the Mable House's Spring Arts Festival. Application registration can be done through the art center by calling 770.819.3285 or online via CivicRec using codes 7083 (application) **AND** 7084 (booth). Completed applications must be submitted to Marie Jernigan at [marie.jernigan@cobbcounty.org](mailto:marie.jernigan@cobbcounty.org) by January 14<sup>th</sup>, 2019.

Sincerely,

Marie Jernigan  
Arts Specialist  
Mable House Arts Center  
770-819-3285  
[www.mablehouse.org](http://www.mablehouse.org)



## March 23<sup>rd</sup>, 2019

### Artists and Crafters Rules and Information

- **HANDMADE ITEMS ONLY.** All work must be handmade using original designs. We reserve the right of refusal. Any items not deemed appropriate will be rejected. Unacceptable work includes but is not limited to: imported goods, crafts made from kits or MLM companies and edible products.
- A jury will review entries to ensure handcrafted work is original and of the highest quality. Acceptance into the festival is at the discretion of the jury.
- Application is not an indication of acceptance. **The application fee of \$10 for Cobb County residents and \$15 for non-residents is non-refundable.**
- The following mediums and categories are acceptable but not limited to: Pottery, Fine Arts, Décor, Jewelry, Bath, Candles, Clothing, Metal, Toys, Wood, Children's Products
- 3 photographs representing samples of your work are required with up to three items of your work in each photo. 2 photos of your booth set up are required, one overall view, and one viewing the details inside the tent.
- The festival reserves the right to limit the number of vendors with similar items.
- **The event is rain or shine. No refunds will be given.**
- Each exhibitor is responsible for and must provide a set up to accommodate a 10'x10' square space, including weather protection. Electricity will not be provided.
- Booth cost is \$60. If not accepted into the Spring Arts Festival, booth fee is refunded. If accepted and unable to commit to the festival, no refund will be given.
- Only completed applications will be accepted for the jury process. Below is what would constitute a completed application:
  - Completed and signed application
  - Payment for both application fee and booth space (\$70 total for residents and \$75 for non-residents)
  - 3 Photos of items sold, as well as 2 photos of booth set up
  - Signed copy of the Release of Liability Waiver Agreement Indemnity Agreement
- Applications are due by January 14<sup>th</sup>. Notifications of acceptance will be sent out on January 31<sup>st</sup> via email.
- Exhibitors are responsible for collecting and paying Georgia taxes and any other taxes.

#### **DATES TO REMEMBER**

January	14 <sup>th</sup>	Application deadline (includes \$60 booth fee and non-refundable application fee of \$10 resident / \$15 non-resident)
January	31 <sup>st</sup>	Notifications of acceptance
March	23 <sup>rd</sup>	Vendor set up begins 7a.m.



## Vendor Rules and Regulations March 23, 2019

### Application Rules

- All applications are due January 14<sup>th</sup>. Completed application includes payment, signed forms and photographs. There is a \$10 resident (\$15 non-resident) non-refundable application fee and a \$60 booth fee.
- Checks can be made out to CCPRCA or Mable House Arts Center. There is a \$25 return check fee.
- Payment by Credit/Debit Card can be made by calling 770-819-3285.
- Application does not guarantee acceptance. Vendors not accepted will receive a refund check for their \$60 booth fee.
- If selected as a vendor and unable to commit, the booth fee is forfeit, and no refunds are given.
- **This is a rain or shine event. Refunds will not be given due to weather.**

### Festival Guidelines Set Up/Break Down

- All vendors must sign in at vendor check-in prior to setting up. A festival official will direct you to your space as needed.
- Set up will begin on March 23rd at 7am. The festival will begin at 10am. All vehicles must be removed from the festival area by 9:30am. Late arrivals will not be permitted and you will forfeit your booth fee.
- Vendors must completely unload their vehicles and move/park their vehicles prior to setting up booth.
- Please come prepared to stay open until the end of the festival at 5pm. For obvious safety reasons, vendors cannot bring their vehicles into the festival area until all patrons have cleared the area.
- Vendors must completely pack their booth, for quick loading before bringing their vehicle into the vendor area.
- Please remove all trash at break down.

### Parking

- No vehicle except for Food Trucks may remain on the festival grounds. All vendors must park in the area reserved for vendor parking. No vehicle or trailer will be allowed in the exhibit area during festival hours.
- Vendor parking is designated. Please remember to display your parking pass (1 per vendor) in your front window.

### Arts & Craft Specific Regulation

- Please remember to circle all types of items sold. If this item is not listed, you will be asked to pull item from your booth. We do not want to have too many of the same things sold as it will decrease everyone's sales during the festival. Vendors may only sell items listed and **have been previously approved.**
- Vendors cannot sell or give away for free on-site consumable food and beverages.

### Additional Rules:

- Display area is 10 feet by 10 feet.
- Vendors must provide their own display set up: tent, panels, tables, chairs, etc. Tents or coverings must be self-supporting. Drilling or puncturing the ground or asphalt surfaces is strictly prohibited.
- Tent weights are required, and all tents must be properly weighed down. Please check the weather conditions.
- No electricity is provided. Small generators may be brought by the vendor. You must provide your own electrical cords etc.
- There is no Wi-Fi access at the Festival Location. Vendors must provide their own hot spot, or internet connection for their needs, including payment processing.
- Displays must be professional. Hand written signs must be neat and attractive.
- Reselling or subleasing booth space is not permitted. You may share a booth with another vendor. Vendors sharing booths must both be accepted, and both must complete two separate applications, with the note of the intention to share with each other.
- No raffles in exchange for money may be held, but booth prizes given away at random for no money purchase are allowed. No beverages may be sold or distributed as a "sample" or as "free".
- Vendors are expected to keep the area in and around their booth clean and litter free. Walkways must be free and clear for visitors and emergency personnel. All vendors are responsible for removing their own trash.
- The Mable House Complex, Cobb County PARKS, and Cobb County Government, and any sponsors do not warrant or guarantee any particular results of the Festival, nor does it guarantee a particular number of attendees or exhibitors.
- All Vendors are responsible for collecting sales tax. All vendors are responsible for filing their own taxes with the state. All persons, artist, organizations, companies, etc, do so as independent contractors and not as employees or agents of the festival or its management herein, and as such assume all responsibility for withholding taxes, Social Security, state taxes, public liability, and worker's compensation insurance and assume responsibility for insurance coverage to, from, and during the festival for accident or injury to himself and/or his equipment.
- Pets are not allowed on festival grounds. However, officially designated "service animals" are permitted.
- All booths must be manned at all times during the festival.
- Megaphones and electronic amplification are not permitted. No radios, tape players, offensive noise, or distractions are permitted in booth space. Common courtesy to event attendees, volunteers, and festival personnel are expected by all participants.
- No bike, scooters, skateboards, or roller blades are permitted.
- Smoking is not allowed in the park.

Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to sell or exhibit imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive refunds.



# 2019 Application

Name/Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State/Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Circle all that apply:

- |       |          |                  |                 |             |
|-------|----------|------------------|-----------------|-------------|
| Bath  | Candles  | Clothing (adult) | Clothing (kids) | Toys        |
| Fiber | Fine Art | Glass            | Jewelry         | Crafts      |
| Paper | Pottery  | Metal            | Wood            | Other _____ |

Price Range \_\_\_\_\_ to \_\_\_\_\_

Non Refundable Application Fee \$10 (\$15 non-resident) \_\_\_\_\_ Single Booth \$60 \_\_\_\_\_ (Please Make Checks Payable to CCPRCA) Payments by Credit/Debit card may be processed online or by phone at 770-819-3285.

I have read the vendor rules and regulations and agree to abide by these rules. I have received a copy of these rules.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Business name \_\_\_\_\_

### RELEASE OF LIABILITY AND WAIVER AGREEMENT

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:  
 That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement. That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of Cobb County and/or any agents, including successors, assigns, or employees of Cobb County which may arise out of my use of the facilities of the Cobb County PARKS department. That I do hereby agree to indemnify and hold Cobb County and/or any agents including, successors, assigns, or employees of Cobb County from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgments, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney's fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against Cobb County and/or any agents including successors, assigns, or employees of Cobb County which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the Cobb County PARKS regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of the Cobb County PARKS.

Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### INDEMNITY AGREEMENT

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:  
 The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in the Cobb County PARKS newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the Cobb County PARKS. The use of my name in any form whatsoever for use in the Cobb County PARKS newsletters, brochures, flyers, on the County and department websites, and in any other publications produced for the Cobb County PARKS I have read this document and am fully aware of the content and implications, legal and otherwise.

Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_