

Awtrey Middle School 2018 Arts & Craft Show

Thank you for your interest in participating in our Inaugural 2018 Awtrey Middle School Arts & Crafts Show. This is a wonderful opportunity to highlight some of our talented crafters in the Awtrey community and to raise funds for our Collaborative Learning Center (media center).

2018 Show Date: **December 1, 2018**, 9:00 a.m. to 5:00 p.m.

Booth Cost: \$50 per booth space (non-refundable)

Booth Set-up Schedule: **Friday, November 30**, from 5:00 p.m. to 9:00 p.m. ***NO EARLIER***

2018 Show Guidelines: UNDER NO CIRCUMSTANCES WILL RE-SALE ITEMS BE ALLOWED. Please do not apply if your items are manufactured or mass-produced. Anyone attempting to sell items that are not considered to be their own crafted goods will be asked to leave the show and will forfeit their exhibitor's fee.

Applicants: **Our application deadline for crafters is October 26, 2018.** Assignment of booth spaces will be filled on a juried basis per the quality and need for your craft at the sole discretion of the Awtrey Middle School Craft Fair Committee. If you wish to participate in our 2018 show, please fill out the attached application (see form for details) and submit along with two pictures (one of your display and one of your major products). We anticipate that this show will fill up quickly, so send your application in as soon as possible. **Acceptance for new vendors will be completed by November 9, 2018.** Booth assignments will be complete by **November 26, 2018.** DO NOT SEND PAYMENT AT THE TIME YOU APPLY! We will request payment if you are accepted!

Awtrey Craft Fair

Important Information

Location of Awtrey Middle School: 3601 Nowlin Road (Behind the NCHS baseball field)



RAFFLE DONATION: All crafters are required to donate one item of at least \$25.00 or higher value to our raffle. Please deliver your raffle donation to the check-in area on Friday evening during check-in.

GENERAL INFORMATION:

1. The Show is inside the school.
2. **There are a limited number of 10' x 10' booth spaces. The remaining spaces are approximately 5' x 15' or 7' x 12'. Once we run out of 10 x 10 booths new vendors will get a remaining space.**
3. You will need to provide your own tables, chairs and backdrops.
4. You will be responsible for your own sales and tax. No commission is charged.
5. A responsible adult must oversee your booth always. Please do not leave a child alone in the booth.

(Our student volunteers ARE NOT responsible for merchandise or sales should you ask them to cover your booth if you take a break for any reason)

6. Please bring all the change you will need. We do not provide change.
7. Selling food other than items packaged to sell as gifts (jams, jellies, candies, cookies) is not allowed. (You may be required to have a food license)
8. Except in emergency situations, crafters are expected to stay until closing time.
9. The borders of booth spaces are clearly marked. Please set up tables and backdrops within the borders as a courtesy to adjoining crafters. This border should include the space you will sit in during the show. Please **DO NOT** set up walls that block other crafters from being seen by customers walking around. If there is an issue, we have the right to ask you to reconfigure your booth set up to accommodate other crafters around you at any time during the show.
10. Tablecloths or covers are required for tables. They should go to the floor. The way your display looks will affect your sales.
11. Strollers are not allowed.
12. **Every crafter is required to donate one item (value \$25.00 or higher) for our raffle.**
13. If your application is not accepted after the juried process you will be informed via email.
14. **For more information please email us at awtreycraftfair@gmail.com**

Awtrey Middle School

2018 CRAFT SHOW APPLICATION

Name: _____

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-Mail:** _____

Please circle the MAIN category that you would like to be listed under (choose 1)

Candles & Soaps	Seasonal Items	Sports Related	Food & Sweets
Glassware & Pottery	Art & Photography	Jewelry	Pet Items
Textiles & Clothing	Wood	Yard Art	Gifts & Toys

Please list and detail items you plan to sell: _____

Booth Request (circle one): Single Space - \$50.00 Double Space - \$100.00

Electric Needed Yes No If Possible

Booth Size Requested 10x10 5x15 Either

Please list any special requirements and we will try to accommodate your request.

DO NOT SEND PAYMENT WITH APPLICATION

Please send signed application and at least 2 pictures (new applicants only) to:

Awtrey Middle School
2018 Arts & Crafts Show
3601 Nowlin Road Kennesaw, Georgia 30144

The group(s)/organization(s) listed within hereby release the Cobb County School District and its employees from all damages to persons or property during its use of said building, grounds, and equipment. The group/organization also agrees to indemnify and hold harmless the District and its agents, against all claims which may be made against the District, or its agents, for property damage or personal injuries sustained by any persons including groups or organizations and groups' or organizations' privies, which may result from the use of said building, grounds or equipment by this/these group(s)/organization(s). The indemnifications herein agreed to by the group(s)/organization(s) shall include use of said building, grounds or equipment by the group(s)/organization(s). The group(s)/organization(s) agrees to indemnify the District for all claims against Cobb County School District or any of its agents, servants, volunteers, or employees arising out of the group/organization's use of District building, grounds or equipment, however caused.

Signature (Required): _____