



**Saturday, September 28, 2018, 1 - 4 PM**

**Application deadline - August 29**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

WEBSITE/FACEBOOK/ETSY SITE FOR COMMITTEE REVIEW: \_\_\_\_\_

ITEMS TO BE SOLD & PRICE RANGE (Only those items listed here and approved may be sold. All items must be in good taste and must be handmade by you.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Booth Fee: \$50 (outside, 10'x10'). Participants will provide their own tables, chairs, displays, and tents/canopies.

Setup: Saturday, 11 AM - 12:30 PM. All booths must be fully set up by no later than 12:45 PM.

Breakdown: Participants may not breakdown before 4 PM and must load out by 5 PM.

Silent Auction: All participants are asked to donate one item of at least \$25 in value to the silent auction benefiting Chamblee First UMC's Thanksgiving Food Drive. See Rules and Procedures for more details.

The following must accompany the signed and dated Application.

\_\_\_ A check for \$10 made payable to Chamblee First UMC for the Nonrefundable Application Fee.

\_\_\_ A second check for \$30 made payable to Chamblee First UMC for the Booth Fee. This check will not be cashed unless you are accepted to be a participant.

\_\_\_ One-four color close-up photos of items you will be selling, along with a photo of your outdoor booth setup. These photos will not be returned.

SEND TO: Chamblee First UMC, Attn: FAMILY LIFE COMMITTEE, 4147 Chamblee Dunwoody Rd, Atlanta, GA 30341. Incomplete applications will not be considered until complete.

I have read the 2019 Rules and Procedures and agree to comply with all the requirements therein. I understand that submission of this application and \$10 fee does not guarantee acceptance. Upon acceptance, I understand my \$50 booth fee is nonrefundable. I agree to hold harmless Chamblee First United Methodist Church and all persons and entities affiliated with the Fall Festival and Artist Market from all claims of any kind whatsoever resulting from this event.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Participants will be notified of acceptance by email by no later than August 29.



**Saturday, October 20, 2018, 1 PM - 4 PM**

## **2018 Rules and Procedures**

Welcome to the first annual Artist Market at Chamblee First UMC ("CFUMC")! For over 10 years, CFUMC has held a Fall Festival for families on its front lawn that includes food, games, bounce houses, and a hayride. This is a free event and is open to everyone. For the first time, we would like to include an artist market as part of the Festival. This Festival has attracted roughly 300 people in the past, but we do expect the Artist Market will increase attendance. As this is the first year for the Artist Market, we will be offering a reduced booth fee of \$30, and we expect to have approximately 20 vendor booths. Please review the follow rules and procedures:

1. **Application.** Please complete the attached application and return it to CFUMC by September 14, along with the required fees. Applications received after September 14 will be considered on a space-available basis. Applications will not be considered until complete. All items sold must be in good taste and must be handmade by the applicant. Only items listed on the application and approved by the selection committee can be sold at the Festival. Resale items are not allowed.

2. **Selection.** This is a juried sale. A selection committee will review applications. It is important that you clearly describe your products and send clear photographs of your products and booth setup, as they will be used as part of the selection process. Efforts will be made to limit the number of booths selling similar products, and a waitlist will be maintained. The decision of the selection committee is final. Notification of acceptance will be emailed by no later than September 21.

3. **Fees.** All fees must be paid by check.

**Please send two separate checks.** The check for the booth fee will only be cashed upon acceptance.

If you are placed on a waitlist, your check will not be cashed unless you are accepted.

a. Application fee: \$10. This fee is nonrefundable.

b. Booth fee: \$30. This fee becomes nonrefundable upon acceptance.

4. **Booths.**

a. The booths will be set up in the lower parking lot adjacent to the front lawn and visible from Chamblee Dunwoody Road. This area is paved and is relatively flat, though there is a slight slope.

b. All booths are at least 10'x10', and participants will need to bring their own tables, chairs, displays, and tents/canopies. All items must fit within the space allotted. While efforts will be made to arrange booths with respect to competing and complementing products, there are no guarantees as to booth locations. Requests for special needs will be accommodated when possible.

c. Booths must be kept neat and orderly at all times during the Festival.

d. Electricity will not be available. Gas powered generators are strictly prohibited.

e. Booths may not be sublet or shared with other vendors.

f. Participant is expected to be present in the booth during the entirety of the Festival.

5. **Setup and Breakdown.** Setup will occur from 11 AM - 12:30 PM. You will not be able to drive up to your booth, but you will be able to unload near the booths. Volunteers will be available to help you unload your vehicle if you would like. However, CFUMC and volunteers are not liable for any loss or damage to any of your items. All booths must be fully set up by no later than 12:45 PM. Participants may not breakdown before 4 PM and must load out by no later than 5 PM.

6. **Silent Auction.** All participants are asked to donate one item of at least \$25 in value to the silent auction benefiting CFUMC's Thanksgiving Food Drive. This item should be a good representation of the items you will be selling at the Festival and preferably is not a gift certificate. After having been accepted, participants will be asked to submit a picture of their donation along with a brief description and value by no later than October 1. On the day of the Festival, please deliver your donation to the Thanksgiving Food Drive tent by no later than 12:30 PM.

7. **Inclement weather.** This is an outdoor event that takes place rain or shine. In the event of severe weather, the Festival will be cancelled and all participants will be notified that morning via email. If the Festival is cancelled, the booth fee of \$30 will be refunded in full.

8. **Applicable Laws.** All participants are expected to comply with all applicable federal, state, and local laws and regulations such as, but not limited to, federal and state tax laws, consumer product safety laws, and food safety laws. It is the participant's duty to ensure compliance with all such applicable laws and regulations, including collecting, reporting and paying all sale taxes to the appropriate state authority. Additionally, CFUMC will ask all participants selling food products to show a copy of its Board of Health license.

9. **Cancellation policy.** The application fee of \$10 is nonrefundable. After acceptance, 50% of the booth fee will be refunded if notice is received in time for CFUMC to rent the booth to another artist. No refunds will be given for cancellations after October 1.

10. **Additional information.** If you have any questions or need additional information, please send an email to [familylife@chambleeumc.org](mailto:familylife@chambleeumc.org)