

# Fairburn Fall Festival Arts & Crafts Vendor Application

City of Fairburn Parks & Recreation Dept.

# 2019



The Fairburn Fall Festival attained new levels of success in attendance by building upon our premier celebration. While times are changing, this year we have expanded on our unique “progressive event” business model. With new developments coming and the upcoming improvements to Hwy 29, this years theme is “Fairburn Festival...Block Party Edition?”– that will provide – cross-generational entertainment & educational programming that promotes strong community values, innovative culture, sustainable business practices and healthy living.

We offer some of the finest handmade arts & crafts in the south. One of the highlights of the festival.



City of Fairburn  
56 Malone Street, Fairburn, GA 30213  
770-964-2244 x 134  
events@fairburn.com



## ARTIST (ARTS & CRAFTS) INFORMATION SHEET

### DESCRIPTION OF CATEGORIES

- **OILS & ACRYLICS** Two-dimensional works created with oils and/or acrylics.
- **WATERCOLOR & PASTELS** Two-dimensional works created with watercolors and/or pastels.
- **PHOTOGRAPHY** Photographic prints created from the artist's original negatives that are processed by or under the supervision of the artist.
- **SCULPTURE** Three-dimensional original work created in any medium.
- **CLAY** Ceramics must be original. No commercial molds, patterns, castings, or kits accepted.
- **METAL** Original works of art that are functional and decorative, iron-forged, hand-tooled, machine-worked, sculpted, etc.
- **JEWELRY** Any jewelry self-crafted from precious metals (gold, silver, gemstones, etc.) Any jewelry self-crafted from non-precious materials (wood, clay, glass, etc.).
- **GLASS** Works made of glass that has been crafted by glass blowing, molding, casting or kiln-formed, includes stained glass – no kits.
- **WOOD** Original works in wood that are hand-tooled, machine-worked, turned or carved.
- **MIXED MEDIA** Original works of art constructed from multiple materials, found objects, fiber, etc.
- **GRAPHICS & DRAWING** Original works created using traditional printmaking methods including lithograph blocks, and serigraph, etc. as well as computer-generated art, pencil and charcoal drawings

### APPLICATION PROCESS

Artists who wish to sell work in more than one category must submit one application and three (3) slides of current artwork for each category or website address. Artists may sell work in more than one category in one booth or may rent more than one booth based on space available. Items omitted or not consistent with the slides will not be allowed. Only the artist's original work will be displayed. Reproductions of an artist's one-of-a-kind original paintings, drawings, collage or mixed media may be exhibited subject to the following:

- All reproductions must be signed and numbered.
- All reproductions whether framed or unframed must be clearly and individually labeled, 'REPRODUCTION' or 'LIMITED EDITION REPRODUCTION.'
- Framed reproductions may be displayed in browse bins and/ or hung from one wall of the booth.
- Unframed reproductions may be displayed in browse bins but not with the artist's original work.

## **ELIGIBILITY**

Exhibitor must use rented space only for showing and selling of antiques or collectibles. All merchandise will be correctly represented and priced. Exhibitor must provide the customer with a receipt. Fairburn Festival reserves the right to request exhibitor to remove from their booth any item(s), which is not in keeping with the image of the event, which is a family event.

## **GENERAL INFORMATION FOR ALL EXHIBITORS**

### **APPLICATION**

Each application must include three (3) numbered and labeled visuals (slides/emailed jpegs/photos) representing all items for sale. Slides should be labeled with the artist's name and number and a description list, photos can have information on the back of the photo or a website where examples can be viewed.

### **FEES**

Each application must include a check made payable to **City of Fairburn** for space rental fee (per 10x10 space). The fee for vending as an Art / Craft vendor is \$50.00. Deposited checks that are returned, by the bank will void entry into the exhibition. The city will charge a \$30.00 return check fee. Only one space allotted per artist.

### **EXHIBITORS' RESPONSIBILITY**

Exhibitors shall be liable for delivery, handling, construction, and removal of their own display and materials. An attendant must be present in the booth at all times during the event. Spaces are not transferable and cannot be partially or totally subleased. All fire codes, laws, ordinances and regulations pertaining to health, fire prevention, and public safety shall be strictly obeyed and enforced. No alcoholic beverages of any type are allowed during the Event. Exhibitors are responsible for collecting and reporting their own State Sales Taxes. **Exhibitors must have insurance on their exhibits.** Exhibitors must purchase their own insurance at exhibitor's expense. City of Fairburn/Fairburn Festival assumes no responsibility for personal injury or property loss. Exhibitor must notify City of Fairburn/Fairburn Festival in writing of their cancellation of Event participation at least 30 days before Event. Fees or deposits after that date will be forfeited.

### **ADDITIONAL REQUIREMENTS**

Tables must be skirted on three (3) sides. Exhibitor must provide customers a with receipt. All items must be priced clearly. Only one space allotted per artist. All items must be handmade.

**Commercial resale and garage sale items are not allowed.**

**ARTISTS MARKET APPLICATION**

<b>ARTIST CATEGORY (CHOOSE ONE)</b>	
<input type="radio"/> Oils & Acrylics	<input type="radio"/> Watercolor & Pastels
<input type="radio"/> Photography	<input type="radio"/> Sculpture/Clay
<input type="radio"/> Print Making	<input type="radio"/> Metal
<input type="radio"/> Jewelry	<input type="radio"/> Glass
<input type="radio"/> Wood	<input type="radio"/> Mixed Media
<input type="radio"/> Graphics & Drawing	<input type="radio"/> Leather
<input type="radio"/> Fine Crafts	<input type="radio"/> Other _____

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell)

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**VISUALS**

Please attach a separate sheet with the following information about your sample visuals to include; Title, Medium, Size, Prices, or include pictures of your work. If work is listed on the website listed above, no other information is needed.

A completed application is a contract to exhibit and to abide by all rules and regulations set forth in this application and subsequent notifications. By signing this application, the exhibitor agrees to hold the City of Fairburn or Fairburn Festival and its volunteers harmless for any, and all losses, expenses, demands, and claims against the City of Fairburn. Fairburn Festival sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from any activities related to the Fairburn Festival. Exhibitor certifies that the information given is true and correct. Exhibitor authorizes the use of pictures for publicity purposes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Checks or money orders should be made payable to **The City of Fairburn.**  
**Mail to:** The City of Fairburn - Fairburn Festival, 56 Malone Street, Fairburn, GA 30213.

**QUESTIONS:** Call 770-964-2244, Ext. 134, email events@fairburn.com or visit www.fairburn.com.



# Rules & Regulations Agreement

(This form must be signed and returned with application)

## Vendor Regulations, Setup, and Parking Procedures.

**We appreciate your cooperation in following these rules and procedures for the safety of our vendors and guests, and the success of the festival.**

**PLEASE NOTE THERE ARE NO EXCEPTIONS TO ANY OF THESE RULES OR PROCEDURES.**

- You are prohibited from playing music. We have entertainment planned throughout the day.
- No vehicle will be allowed into the setup area after 3:00 PM.
- All vendors must be set up on Saturday by 3:30 PM.
- All supplies/materials must fit within your reserved space.
- No vendor will be allowed to leave a vehicle at his or her site.
- Vendors must move and park in the designated parking area as soon as you unload.
- No vendor or associates will be allowed to leave or enter the festival by way of any motorized vehicle between the hours of 3:00 PM and 9:00 PM.
- You **cannot** break down your booth before 9:00 PM.
- **All tables must be skirted on three (3) sides.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Please describe your booth and provide 3 pictures (1) of the items that you will be selling (final product presentation), (2) your vendor setup/layout inside of the booth, and (3) outside of the booth. Be sure to include the vendor's name on the back of the photos. Vendor's photos will not be returned.

All applications must be received by September 1, 2019. *Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, Certificate of Insurance, and payment will be accepted. Make checks payable to the City of Fairburn.* A \$30.00 charge will be assessed for all NSF returned checks. Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.

Mail completed applications and check to the City of Fairburn – Department of Parks & Recreation, ATTN: Festival Vendor Application, 56 Malone Street. Fairburn, GA 30213. This is a juried event. **Sending in an application does not guarantee acceptance.** Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your check will be mailed back to you. Vendors will be notified of their acceptance by September 6, 2019.

For more information, contact: City of Fairburn Department of Parks & Recreation at [events@fairburn.com](mailto:events@fairburn.com) or 770-964-2244 ext. 134.

**This is a rain or shine event. No refunds will be given.**

We wish everyone a successful event.

I HAVE READ THE VENDOR RULES AND RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM. (Please keep a copy for your records.)

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

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

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

Are you willing to have your name and contact information shared with the directors of other local festivals?

\_\_\_\_\_ yes      \_\_\_\_\_ No

## 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 City of Fairburn and/or any agents, successors, assigns, or employees of City of Fairburn which may arise out of my use of the facilities of the City of Fairburn Parks and Recreation Department.

That I do hereby agree to indemnify and hold City of Fairburn and/or any agents, successors, assigns, or employees of City of Fairburn from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, 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 City of Fairburn and/or any agents, successors, assigns, or employees of City of Fairburn which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the City of Fairburn Parks and Recreation Department, 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 City of Fairburn Parks and Recreation Department.

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

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

## 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 City of Fairburn Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the City of Fairburn Parks and Recreation Department.

The use of my name in any form whatsoever for use in the City of Fairburn Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the City of Fairburn Parks and Recreation Department.

I have read this document and am fully aware of the content and implications, legal and otherwise

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

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

### **Festival Use Only**

#### Check List:

- \_\_\_\_\_ Completed and Signed copy of Application
- \_\_\_\_\_ Payment
- \_\_\_\_\_ 3 Photos - (1) of the craft/foods sold (final product presentation) (2) vendor setup/layout inside of booth (3) outside of booth
- \_\_\_\_\_ Signed copy of the Release of Liability and Waiver Agreement
- \_\_\_\_\_ Signed copy of the Indemnity Agreement
- \_\_\_\_\_ Certificate of liability insurance

Accepted \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Electric \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Booth Number \_\_\_\_\_

#### Items Approved:

\_\_\_\_\_

\_\_\_\_\_

#### Items Not Approved:

\_\_\_\_\_

\_\_\_\_\_