



SOUTH COBB ARTS ALLIANCE
HOLIDAY ARTFEST & MARKET
plus Christmas House Tea Room

September 17, 2024

Dear Artist,

The South Cobb Arts Alliance is pleased to announce its SCAA Holiday Artfest & Market, and signature Christmas House Tea Room, open to the public from November 15-17, 2024, at the Ford Center, Powder Springs, GA. This event is where artists can showcase original, handmade fine arts and crafts. The venue layout consists of tables for the artwork in a festive space with an additional spot for the Christmas House Tea Room. A separate area of panels are for a small art exhibit and an area set aside for community activities. We hope you will consider being one of our artists as this event is an SCAA fundraiser.

Please follow the guidelines below to prepare and deliver your work as well as information on intake, events, and end of event pick up of artwork. More details are in the attached Artist Agreement.

Contact Information SCAA Volunteers

South Cobb Arts Alliance. P.O. Box 1037, Austell, GA 30168

E-mail: scaaorg@gmail.com. Phone: 864-571-0597 www.southcobbarts.org

Fees and Deadlines:

Early Bird Application Deadline: Ends-10/21/24, 5 pm EST

Early Bird registration fee: \$70 for SCAA Members; \$100 for non-SCAA Members

General Registration deadlines: 10/21/24 (5:30pm)-11/10/24 5 pm Est

General registration fee: \$ 90 SCAA Members; \$110 for non-SCAA Members

How to Register

- Online at www.southcobbarts.org events calendar page.
- Nonrefundable registration fee. Event can be cancelled due to inclement weather, unforeseen venue situations, acts of God and under no circumstance are fees refundable.
- Select the fee registration category one (1) vendor and select payment fee category (member or non-member). This opens the online registration.
- Detail a maximum of 3 main artists categories, upload photos, pricing ranges and other details about your products. New Artists: Describe your process of creating your artwork. Returning Artists: Upload updated clear and close photos of entries and artwork for the current year.
- Label type of artwork to categories (product and/or item description and general pricing range).
- Payment registration fee can be made with any credit card or your personal PayPal account.
- Applications can be submitted on line. If application sent by USPS mail, print out this application and include details, photos and payment with contact information to SCAA, PO Box 1037, Austell GA 30168. ** An SCAA received date, not a USPS postmark date, is used to determine early-bird entry deadline.

Preparing your work for submission:

As the Holiday Artfest & Market artwork is juried, a notification of acceptance (email or text) will be sent to the artists. The acceptance notification will include a **vendor artist number** for pricing of tags, reminder to clearly tag your items to distinguish price and vendor number, any changes to the finalized hours, delivery and pickup dates/times and directions to the event. All artwork must be handmade.

- Dimension of work: 2d/3d artwork must be accommodated on a table provided or with a preapproved display fixture. Free standing 3-d art work requires approval with details as to size, weight, and display options as venue space is limited.
- All work submitted must be for sale and priced accordingly to include SCAA's transaction processing fee of 10%. Prices cannot be changed nor reduced for sale during this event.
- Invited Holiday Artfest & Market artwork must be labeled with: SCAA vendor assigned number, sale price, and additional information applicable for buyers. Clearly mark items shall include the vendor number and a dollar (\$) amount.

Delivering your fine arts and crafts:

- Assure your accepted/invited pieces of artwork are ready for in-person delivery only. Venue space is limited, but some additional inventory may be stored under a table in your labeled container.
- Complete the attached form *Artist Agreement* to submit to the SCAA volunteer upon arrival.
- Setup your artwork and crafts at the Ford Center venue location within the time frame noted in the Artist Agreement as well as mark your calendar to pick up of artwork on the dates and times in the Agreement form. SCAA will vacate the venue on the final day of pick up.
- City venue personnel should not be called. SCAA volunteers are your direct contact for art delivery or any exhibit related information.
- The Holiday Artfest venue location: Ford Center, 4181 Atlanta Street, Powder Springs, Ga 30127 (behind the Cobb County Library and Pat Vaughn Art Center).

Vendor Artist Event Duties

As the event is a "drop off" show, SCAA requires each vendor artists to work five (5) hours to help our all volunteer organization with setup, take down or the event days (your choice). There is no staffing of one table. When vendor artists are accepted into the show, the artists will be required to select a shift to work or have someone volunteer to work for them; if you can't work the show, setup or takedown, we ask the vendor to forfeit 20% of their sales.

Artfest & Market 2023 Events

During the time the event will be open, SCAA will be scheduling additional activities to involve the community such as blending performance arts, community events, children book readings, a member of the Santa Claus family, and other art activities will be posted on the www.southcobbarts.org website event calendar, on social media and in other publications.

Any questions:

Either e-mail: scaaorg@gmail.com or phone: 864-571-0597 and one of our volunteers will respond as soon as possible. During peak install hours and events, some correspondence may be delayed as volunteers will be working the exhibit and events.

Thank you.

SCAA Holiday Artfest Committee
P.O. Box 1037, Austell, GA 30168
e-mail: scaaorg@gmail.com phone: 864-571-0597
www.southcobbarts.org



Name: _____

Business Name: _____

Mailing Address : _____ City _____

Social Media Information: _____

Phone: _____ Email: _____

Exhibit Dates: **Open to public Nov 15-17 Open 10am to 5pm and Sunday open noon until 5pm**

Delivery Date and Time: **November 14 (10:00am- 2:00pm)**

Pickup up Date/Time **Nov 17 (5:30pm-7:30 pm) & Nov 18 (8am-2pm)**

The SCAA and the Artist agree as follows:

1. SCAA shall act as the Artist’s agent for the purpose of exhibiting the works listed below at an SCAA Holiday Artfest & Market location and selling the works at the prices listed. Artist shall not directly negotiate any sale or commission for this exhibit.
2. A 10% SCAA commission and 6% sales tax apply to any Holiday Artfest & Market work, including prints, cards or other artwork sold during this SCAA Holiday Market. Purchasers of the artwork items will be charged the item cost plus sales tax. A check minus the SCAA commission will be mailed to the Artist within 30 days after the close of the Holiday Market.
3. Artist shall submit original, **handmade** art and crafts. No buy/sell nor anything made from kits. Handmade fine jewelry is acceptable in the following: hand cut stones, woven beads, metal, wire wrapped, clay, paper, fabric, hand painted wood. Handmade novelty jewelry will have a separate display area and must meet the handmade requirements.
4. SCAA has the right to arrange and publicize the exhibition, including using photos and social media of artwork.
5. The Artist shall provide in advance pertinent information as requested including listing of products to naming and pricing for any SCAA placement or labeling with the latter required in advance of some intake project dates.
6. Unless sold during the Holiday Market, all artwork and handmade crafts will remain in the Holiday Market space for the duration of the event.
7. The Artist’s work must be delivered and picked up on prescribed agreed date unless prior arrangements are made and approved with an SCAA volunteer representative. As locations are not owned or managed by SCAA, there is no storage at those locations. Work not retrieved within 7-14 business days shall become the property of SCAA, unless other arrangements are made and confirmed by SCAA.
8. Most of the exhibit gallery venues are in public spaces. Although SCAA will make every effort to ensure that the artwork is safe and secure, the Artist is solely responsible for insuring against damages or theft. Neither SCAA nor the venue/venue owners or venue management are liable for damages or theft. The artist will be solely responsible for insuring the artwork.
9. Required for intake/delivery: Items labeled as outline in agreement. Complete inventory sheet for SCAA reference during event, and include any owner labeled display fixtures and/or labeled bins.

Please contact SCAA volunteers at scaaorg@gmail.com, not the venue employees, for any questions or information.

Signature of Artist or Representative

Print Name of Representative

Date

I reviewed _____ pieces of work listed in the Exhibit List and confirmed that they are correctly wired and labeled and ready for hanging; and _____ pieces of work listed in the Gift Shop / Market List and confirmed that they meet application requirements and specifications (if applicable). If any of the work is not accepted, indicated which piece and for what reason. _____

Signature of SCC Representative

Print Name

Date

=====Pick Up =====

I am retrieving _____ pieces of work from the exhibit and _____ pieces from the Gift shop (if applicable).

Signature of Artist or Representative

Print Name of Representative

Date

Inventory/Exhibit List

Please complete the **Exhibit List** for work to be displayed at the exhibit. If more space required, then complete and attach additional pages and indicate *Page ___ of ___*. Thank you.

	Art work Title or Craft Item	Medium	Size -Framed	Price	Notes
1					
2					
3					
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