



SOUTH COBB ARTS ALLIANCE

HOLIDAY | POP UP | ARTISAN MARKETS AGREEMENT

SUBJECT TO CHANGE WITHOUT NOTICE. REVISED NOVEMBER 2026

Thank you for your interest in SCAA and its Artisan Market options such as the Holiday Markets, Christmas House Tea Room, Art at the Springs Festival, Saturday Market, Pop Up Markets at larger art exhibitions and other opportunities for local fine arts and crafts vendors. We hope you will consider being one of our artists as these events by our all-volunteer nonprofit arts organization.

These SCAA Artisan Market events are to showcase original, handmade fine arts and crafts. Some inside venue layouts consist of preset tables with linens for artwork to be displayed more formally or festive. Other spaces require the vendor to bring their own tables, table coverings for an indoor event. And, our festival requires secured, weighted set ups of your tent during the one day outside event.

Before applying to the Artisan Markets, please read the additional general posted event information as well as the details below. Most venues are not managed by SCAA and delivery/pick up dates are important as there is no storage area for your artwork. Events are juried, or artists selected to participate are advised as to the details of install/pick up as well as fees for the space, and, if applicable, for the transaction fees. The attached SCAA Agreement is to be completed by the artist and presented at check in/installation date. The inventory list is needed only for specific markets using SCAA transactions, such as at the Ford Center or larger exhibitions. When a vendor registers or makes payment for SCAA events, the artist or vendor accepts terms and conditions, as they legally acknowledge that they have read, understood, and agreed to comply with the rules and obligations outlined in the agreement, posting and any other terms and conditions.

Contact Information SCAA Volunteer, 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 are posted on SCAA Calendar or Events

How to Register

- Online at the Calendar Events 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, at the bottom of the post by the directional map, as to event details. Mark one (1) as to one vendor fee and select the applicable payment fee category (member or non-member). After clicking category, push the registration button.
- Follow instructions as to providing details for artists categories, uploading photos, pricing ranges and other details about your products to allow SCAA volunteers to review your product line, and, if selected as a vendor, to do placement at the venues. New Artists may be asked to describe your process of creating your artwork. Returning Artists: Unless your product has completely changed, upload updated clear and close photos of entries and artwork for the current year.
- Label the type of artwork to categories (product and/or item description and general pricing range). As with all markets, clarification as to the variety of items is important.
- Payment registration fee online can be made with any credit card or your personal PayPal account. than a specific account. PayPal online is our merchant transaction account for all payments.

- Applications are only to be submitted on line. If you have any errors in the process, check your photo resolution size as a larger photo may be unable to be uploaded.

Preparing your work for submission:

- **If SCAA is handling the sales transactions**, an additional step is needed to properly label your product.
 - a. To more efficiently record your sale transaction, you will be sent, with your notification of acceptance (email or text) a *vendor artist number* for pricing of sale tags. Clearly tag your items to distinguish price from your vendor number. A cashier should be able to know the dollar cost and the artist vendor (number) of the product. Prices cannot be changed nor reduced for sale during these “drop off” events.
 - b. A separate inventory sheet is required for SCAA to keep on hand in case there is a question at the sales counter as to pricing and/or vendor.
 - c. All work submitted must be for sale and priced accordingly to include SCAA’s transaction processing fee of 10%. A 6% sales tax, or applicable County/City/State/Federal tax, will apply to any market sales. Purchasers of the artwork items will be charged the item cost plus sales tax. A check will be mailed to the Artist within 30 days after the close of the Market. SCAA will process the sales tax only for transactions completed by SCAA.
 - d. If the event is a “drop off” show, SCAA requires each vendor artists to work two (2) hours to help our all-volunteer organization with setup, take down or the event days (your choice). There is no staffing of or vendor at 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.
- **General Artisan Market guidelines**: 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 inside venue spaces are limited. Outside events also require specific parameters and cannot exceed, block passageways, green spaces, or not be adequately separated from another tent or outside space.

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, or, if available, in a temporary venue storage space.
- Complete the attached form *Artist Agreement* to submit to the SCAA volunteer upon arrival.
- Setup your artwork and crafts at the venue location within the time frame noted in event posting as well as mark your calendar to pick up of artwork on the dates and times. SCAA will vacate the venue on the final day of pick up, and prefers that artwork is not removed during market or earlier than dates and times for the public closing of the event.
- Venue personnel should not be called for inquiries or questions. SCAA volunteers are your direct contact for art delivery or any market exhibit related information or inquiries.
- Venue locations are listed in maps when events are separately posted on the website Calendar of Events.
- Graphics posted on SCAA social media should be shared and some graphics can be sent to vendors in advance. When creating stories or event postings, please be sure to use links for website and/or Instagram and Facebook sites and tag SCAA.
- Any graphics or specific artworks to share with photos are appreciated.

Thank you.



Name: _____
Business Name: _____
Mailing Address: _____
City _____
Social Media Information: _____
Phone: _____ Email: _____
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The SCAA and the Artist agree as follows:

1. SCAA shall act as the Artist's agent for the purpose of exhibiting the artworks listed in either the inventory list below or at a specific Artisan Market event/location and selling the works at the prices listed in the inventory or otherwise priced by the artist. For commission or SCAA transaction events, Artist shall not directly negotiate any sale or commission for this event.
2. A 10% SCAA commission will apply to some events. All vendor direct sale events and SCAA transactions will include a 6% sales tax apply to any and all market artwork, including prints, cards or other artwork sold during these Markets. Purchasers of the artwork items will be charged the item cost plus sales tax. If applicable, a check minus the SCAA commission will be mailed to the Artist within 30 days after the close of the Market.
3. Artist shall submit original, **handmade** art and crafts. No buy/sell nor anything shall be 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. Request that with some artwork, vendors highlight the process especially with materials such as gold, silver, or other media elements.
6. Unless sold during the Market, all artwork and handmade crafts will remain in the 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
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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
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=====Pick Up=====

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

_____ Signature of Artist or Representative	_____ Print Name of Representative	_____ Date
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Inventory/Exhibit List

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

	Artwork Title or Craft Item	Medium	Size -Framed	Price	Notes
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2					
3					
4					
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