



2017 Artisan Application





## 2017 DOWNTOWN CARTERSVILLE ARTISAN MARKET GUIDELINES & RULES

**Cartersville DDA/Main Street Program is hosting an Artisan Market, to be held May 13, 2017 from 12 pm to 7 pm in Friendship Plaza next to the Depot.** Locations and number of booths available will depend on applications received for the event. Permits will be issued to artisans interested in participating on a first come first serve basis subject to approval by the DDA Art Task force. Applicants must complete all information requested, including the submission of photos, to be considered for potential participation.

**The event will include live music, food vendors, plus wine and beer sales.**

Booths may be set up starting at 10 AM. Booth space is 10x10. All vehicles must be removed from festival area by 11:00 AM. Booths may not be taken down before 7 PM.

**Location:** Friendship Plaza and parking lot

### PRODUCT CATEGORIES & VENDOR SELECTION

All vendors are reviewed for acceptance. It is our goal to have a wide variety of products by independent makers and artists. We are currently accepting applications for the following types of vendors:

- Paintings
- Photography
- Mixed Media
- Pottery
- Handmade crafts & jewelry
- Other (metal, glass, etc.)

***No resellers [buy/sell] will be approved. All products must be original work or reproductions of original work by vendor.***

Applications may be submitted beginning February 15, 2017 and must be received by May 1, 2017. Vendors will be selected on a first come, first serve basis (assuming that all requirements are met). Applications forms are available online at [downtowncartersville.org](http://downtowncartersville.org) or downtown Cartersville Facebook page.

**Applications and photos may be emailed to: [ddainfo@downtowncartersville.org](mailto:ddainfo@downtowncartersville.org)**

Please make sure that you have attached 3 photos of your products with the application in order to be considered. Only approved items may be sold. Vendors will be notified if approved and payment will be due one week after approval.

## SETUP & OPERATION OF VENDOR BOOTHS

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### **Premium booth space (16 available) - \$35**

The DDA will have two 20'x40' tents set up and there will be individual 10'x10' booth spaces underneath these tents. These booths also include the use of four 2'x6' wire display panels as part of the fee. Vendors may bring any additional infrastructure (tables, racks, etc.) they wish to fill their allocated booth space. Vendors will be responsible for the configuration, set-up, and take-down of their booth. Vendors agree to remain open for the duration of the event. Booth must be manned at all times.

### **Standard booth space - \$25**

Vendors supply their own 10x10 tent and may purchase up to two spaces. Vendors are required to bring their own equipment to hang artwork, tables, chairs, etc. The DDA does have a limited number of 2'x6' wire display panels which may be rented for \$2.50 each. Vendors will be responsible for the configuration, set-up, and take-down of their booth including moving panels if rented. Vendors agree to remain open for the duration of the event. Booth must be manned at all times.

## PAYMENT

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**Payment may be made online through PayPal or by check.** Checks should be made out to: Cartersville Downtown Development Authority and may be mailed to 1 Friendship Plaza Cartersville, GA 30120 or hand delivered to the Depot. If you are mailing check, please email DDA to let them know. Fees are non-refundable for any reason. Payment is due upon acceptance into the Market.

## ADDITIONAL MARKET RULES

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**NO EARLY BREAKDOWN OF BOOTHS WILL BE ALLOWED.** In event of emergency contact DDA staff on site. Only one vendor per booth is allowed. Vendors who are official business partners and/or operate their businesses jointly may share a spot.

Vendors are responsible for keeping their space attractive during event hours and for cleaning up their space after the event closes, including removal of garbage and sweeping up any loose debris.

Vendor will handle all sales transactions for their booth. Vendors are responsible for collecting and paying all applicable state and local taxes.

Reserved parking is not provided for vendors however street parking & public lots are available.

No alcohol is allowed on property unless provided as part of an approved festival zone. All equipment, food, decorations, etc. must be brought in and removed the same day of function. Vendors shall conduct themselves in a responsible, friendly manner, refraining from obscenity, yelling, or other discourteous behavior.

The City of Cartersville and Downtown Development Authority accept no responsibility for lost or stolen items left on the premises or from accident or injury due to negligence of you, your group, or vendors during the event. Furthermore, the Cartersville DDA reserves the right to prohibit anyone from selling at the market that is not in compliance with the rules and regulations set forth in this application. The DDA reserves the right to restrict or terminate any vendor's activity or remove any product, which, in their opinion, is objectionable or inappropriate or is detrimental to the quality of the event as a whole. In the event of any restrictions or evictions, DDA and its affiliates will not be liable for any refund of rental or other expenses. The DDA reserves the right to remove, without refund or recourse, any exhibitor who misrepresents himself/herself or his/her product. In addition, the DDA reserves the right not to select vendors who may not be suitable for the market. The interpretation of all the rules by the DDA shall be final.

**Please contact [ddainfo@downtowncartersville.org](mailto:ddainfo@downtowncartersville.org) with any questions and to apply.**

# ARTISAN MARKET APPLICATION

Applications will be accepted beginning February 15, 2017  
1 Friendship Plaza, Cartersville, GA 30120 (*downtown train depot*)

**ddainfo@downtowncartersville.org | 770-607-3480**

CONTACT PERSON NAME	
MAILING ADDRESS	
PHONE	EMAIL
WEBSITE	

**Indicate type of booth space desired**

Premium booth space: \_\_\_\_\_

Number of spaces: \_\_\_\_\_

Standard booth space: \_\_\_\_\_

Number of spaces: \_\_\_\_\_

2'x6' wire display panels: \_\_\_\_\_

Number of panels: \_\_\_\_\_

**Please check the appropriate category for your art**

☐ Painting/Drawing

## □ Photography

□ Pottery

☐ Mixed Media

## Handmade Crafts

☐ Jewelry

☐ Other: \_\_\_\_\_

List general types of items that you will display at your booth:

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**Photos of your products MUST be included with application. *ONLY approved items may be sold.***

The City of Cartersville and Downtown Development Authority accept no responsibility for lost or stolen items left on the premises or from accident or injury due to negligence of you, your group, or other vendors during the event. Furthermore, the Cartersville DDA reserves the right to prohibit anyone from selling at the market that is not in compliance with the rules and regulations set forth in this application.

Indemnification \_\_\_\_\_ (the “Indemnifying Party”) agrees to indemnify, hold harmless and defend City of Cartersville, Georgia, and their officers, directors, agents, servants and employees (“Indemnities”) from and against all liabilities, damages, actions, costs, losses, claims and expenses (including attorney’s fees), on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault or violation of law, ordinance or regulation of or by any of the Indemnifying Party’s employees, agents, officers, invitees and/or representatives. Such indemnification by the Indemnifying Party shall apply unless such damage or injury results solely from the negligence, gross negligence or willful misconduct of City of Cartersville.

I, the undersigned representative, have read the Indemnification and Hold Harmless, as well as all rules and regulations aforementioned in this application.

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