



Dear Applicant:

Thank you for your interest in the 2017 Mistletoe Market. This event will be held at the James H. Gray, Sr. Civic Center on November 18th with free admission to the public.

The schedule of events will be as follows:

Friday, November 17, 2017

11:00 am ~ 6:00 pm Vendors Move In
(We will have overnight security)

Saturday, November 18, 2017

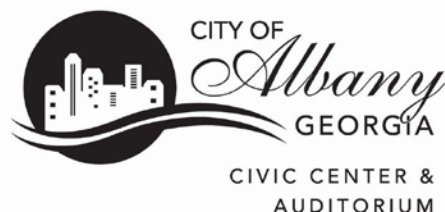
7:00 am ~ 8:45 am Vendor Move In/Setup
9:00 am ~ 5:00 pm Booths Open
5:00 pm ~ 7:00 pm Vendors Move Out

Please complete and return the enclosed application with your non-refundable booth rental fee. We have also included the Mistletoe Market Rules and Regulations Form. Please read the Rules and Regulations carefully before you sign and return along with your application. Once your application, rental fee, signed rules and regulations form, photos, and a **self-addressed stamped envelope** has been received, you will receive a confirmation notice.

If for some reason you are not accepted for the show, your application fee will be refunded to you.

Should you have any questions please feel free to contact our staff at 229.430.5200, or email tburrell@dougherty.ga.us or rhford@dougherty.ga.us.

Again thank you for your interest in this festive event and we look forward to your participation in the 2017 Mistletoe Market.





ALBANY CIVIC CENTER COMPLEX
POST OFFICE BOX 3189~ALBANY, GA 31702
Tele: 229.430.5200~ Fax: 229.430.5163

MISTLETOE MARKET 2017
SATURDAY NOVEMBER 18

2017 VENDOR APPLICATION

Name (please type or print): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

Will your display require electricity? _____ Number of outlets needed: _____

Booth Space Fees

	Quantity	Price	Amount
Booths: 8 foot deep x 10 foot wide	_____	\$50.00	_____
8 foot deep x 20 foot wide	_____	\$100.00	_____
Food Truck (no electricity avail)	_____	\$100.00	_____
Electrical 110 volt	_____	\$20.00	_____
Chair	_____	\$3.00	_____
8 Foot Table	_____	\$8.00	_____
Discount if before 10/15/17	_____	\$10.00	_____
Total Amount			_____

Included with booth rental: 8' x 10' booths come with 2 chairs and 1 table; 8' x 20' booths come with 4 chairs and 2 tables. Additional items are extra. Booths are piped and draped.

NOTE: If you return your completed application with photos and your booth fee by Oct. 15, 2017 you may reduce your fee by \$10.00.

Payment Information: Check/Money (Enclosed) VISA Mastercard
If credit card, please complete:

Amount to be charged \$ _____

Name as it appears on the card: _____ Card # _____

Expiration Date: _____ Security Code: _____

Description of Items to be sold:

Please list items to be sold _____

Special request: We will attempt to accommodate special requests, but *we will not be able to guarantee booth assignments.*

New to 2017, we will be allowing unique Food Items, Merchandise, etc, that does not have to be handmade, depending on approval from our Mistletoe Market Committee. Items still cannot be **mass-produced!**

There are limited number of carts available for move in/out. Please bring your own cart if one is available to you

Application Procedures

1. Each application must be accompanied by payment of fees.
2. At least three (3) photos of your work must accompany your application. One photo must be of you demonstrating your process.
3. Please have an email address that you can be reached at. Exhibitors can be called on for a sample of merchandise for advertising purposes.

I (vendor name) make application to participate in 2017 Mistletoe Market. I agree to abide by the rules and regulations set forth and other rules as they may be established.

Please sign below and Rules and Regulations on the reverse side.

Signature _____ Date _____

Print Name _____

Return the following items:

Completed application form, (3) photos, booth fee, Signed Rules and Regulations and self addressed stamped envelope for receipt confirmation

MISTLETOE MARKET RULES & REGULATIONS

When: Saturday, November 18th, 2017

Where: Albany Civic Center Arena

1. **The person signing this application must be present at all times during regular show hours.**
2. **It is the responsibility of the Exhibitor to see that all personnel at the show are completely familiar with all of these "Conditions of the Show."**
3. Move in & set up time is Friday, November 17th (11 am – 6 pm). Saturday 7:00am – 8:45 pm. You must be complete with your setup by 8:45 am (No exceptions)
4. Unloading and loading will be held in the back loading area of the Civic Center. Please utilize the parking area reserved for vendors.
5. Exhibitors **must** remain until the end of the show – **NO EARLY MOVE OUTS.**
6. **Move out time is Saturday, November 18th from 5:00 pm – 7:00 pm.**
7. **An application is a commitment to show.** No full refunds will be given after the acceptance notice is sent. Refunds in the amount of 50% will be refunded to 2017 Vendors who cancel their 2016 reservation if written cancellation is received 90 days prior to event.
8. **A \$40 fee will be charged on any check returned by Exhibitor's bank for any reason.**
9. This is an arts and crafts show. Resale of wholesale items **IS NOT** permitted and will result in immediate dismissal without refund. No manufactured, imported items, mass-produced items and kits will be allowed.
10. Items submitted must be the original work of the artist or craftsman applying. Items not created by the exhibitor or not in the category for which applied will not be permitted in the show unless an exception has been made by the Mistletoe Market Committee.
11. Items should be hand crafted unless approved by Mistletoe Market coordinators. **NO EXCEPTION!** Photos required for alternate product exemption.
12. Booth spaces will be numbered and assigned by Mistletoe Market staff to provide an interesting mixture to the public. Special requests will be honored when possible.
13. There will be a limited number of booths with electrical outlets available. Booths will be assigned on a 1st come/1st served basis. All electrical cords **MUST** be taped to the floor.
14. Exhibitors **MAY NOT** relocate from assigned spaces, extend their booth space or sit in the aisles.
15. Exhibitors may only display work testified to in the photos returned with the application.
16. Exhibitors may not verbally harass other exhibitors. Exhibitors and their helpers must exhibit professional behavior at all times while on Civic Center premises. The Albany Civic Center reserves the right, in its sole discretion, to determine what constitutes professional behavior. Violation of this rule will result in the exhibitor, their helpers and exhibits being excluded from the show site with no refund whatsoever.
17. All exhibitors must comply with the family oriented holiday theme and spirit of the event.
18. Booth tables must be covered and neat at all times.
19. No signs/decoration/merchandise can be pinned or attached to booth curtains.
20. Overnight security is provided Friday night. Management provides after hour security for exhibit area with the understanding that Mistletoe Market is not, and will not be responsible in any way for loss or damage to exhibitor's property. Exhibitors are responsible for their own personal and property liability and the securing of same when left unattended.
21. **Exhibitors are responsible to collect and remit state sales tax in accordance with state laws.**
22. Concessions will be available for purchase during the event.
23. Mistletoe Market coordinators reserve the right to remove any items and/or signage if deemed inappropriate at any time during the event.

Any violation of these rules may result in the closing of the Exhibitor's booth for the remainder of the event and the forfeiture of their booth rental fee.

ON BEHALF OF THE ALBANY CIVIC CENTER STAFF, THANK YOU FOR YOUR INTEREST AND PARTICIPATION IN THE 2017 MISTLETOE MARKET. WE ARE LOOKING FORWARD TO WORKING WITH YOU!!!

Signature: _____ **Date:** _____

Print Name: _____ **Vendor Name** _____

A signed application certifies that you understand, accept and agree to abide by all rules and regulations stated. The applicant and partners hereby agree to defend, indemnify and hold harmless Mistletoe Market and the City of Albany, their officers, agents, successors and assigns from and against any and all claims, demands, actions or causes of actions, suits at law or inequity of any nature or character arising out of or by reason of any act or omission of the second party or its agents in the performance of the rights, duties and obligations of the second party under this agreement. The second party understands that Mistletoe Market assumes no responsibility or liability for any property of the second party, which may be located on the above-described premises. For and in consideration of permission to participate in Mistletoe Market the specified above shall be subject to acts of God or any condition or circumstances beyond the control of Mistletoe Market which shall prevent the carrying out of some or all of Mistletoe Market, upon the occurrence of such event, shall have the right to terminate this agreement without liability of nature.