

THE GIFT BOX 2017

Important Dates

Early Bird Application Deadline: Wednesday, October 4 (application fee waived)

Normal Application Deadline: Wednesday, October 18 (application fee \$10)

Vendor Notification: Friday, October 6 (early bird) or October 20 (normal)

Drop-Off: Tuesday, October 24 - Friday, October 27

Open to the Public: November 2 - 17 (sneak peek) & November 27 - December 16 (full shop)

Pick-Up: December 20 - 22

Please initial or check that you have read each item below.

- \$10 vendor application fee (Fee waived if submitting application by October 5.)
- Include 2 - 3 pictures of your work with this application.
- All work and reproductions must be the original work of the applicant.
- All accepted artists must bring a completed inventory sheet with a short description of each item.
- All pieces must be clearly labeled with a price and a unique identifying number for each item that corresponds to the inventory sheet. (Please see example inventory sheet.)
- Items must be packaged/displayed to sell. Please do not package items in Ziploc bags.
- All price points are welcome, but keep in mind that items \$50 and under sell best.
- Each artist must bring at least one festive/holiday colored table covering for their display.
- All props, tablecloths, shelves, etc. should be clearly labeled with artist's full name.
- The Art Station will handle all set-up and break-down of the merchandise. All pieces will be displayed together, not in separate booths or tables. If your products require special set-up, please coordinate this with Art Station staff.
- Sales will be handled through The Art Station - Big Shanty, with 70% of the proceeds going to the artist and 30% going to Cobb County.
- Artists will be required to fill out a Cobb County vendor form and a W9.
- Sales will be combined for each artist at the END of the Gift Box. A check will then be processed and mailed to the artist for all of their sales. Please understand that with the holidays, checks may not go out until after the beginning of the New Year.

I have read and understand all of the information above.

Name (please print)

Signature

Date

The Art Station-Big Shanty

2050 Kennesaw Due West Road, Kennesaw, GA 30152

770-514-5930 • artstationcobb.org

artstationcobb@gmail.com

THE GIFT BOX APPLICATION 2017

Application is due no later than Wednesday, October 4 (early bird deadline) or Wednesday, October 18 (normal deadline).

Name: _____ Vendor Number Requested: _____

Phone Number: _____ Email: _____

Address: _____

Website: _____ Amount Enclosed: _____

Description of Items: _____

General Price Range: _____

Payment can be submitted with your application but it will NOT be processed until you've been officially accepted and notified per the deadline noted in the Guidelines. If you wish to pay with a check, please make it out to "Cobb P.A.R.K.S." and include your driver's license number.

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