

**The Cup of Tea**

**Arts & Craft Show**

 East Cobb Church of Christ

5240 Roswell Road, Marietta, GA30062

Dear Exhibitor:

The East Cobb Church of Christ Committee invites you to apply for participation in the 2018 **Cup of Tea Arts & Crafts Show (formerly Overflow Craft Show)**.  All proceeds of this show benefit the East Cobb Church Preschool and Youth Group charities.

**Applications from new crafters are juried and accepted on a first come basis.**  You are encouraged to submit your application as soon as possible since certain categories fill up quickly. Application deadline is September 30th. All items must be handcrafted. No Buy-sell is allowed or food items. All crafters must submit a completed application in order to be considered for acceptance into the show. Please carefully review the entry requirements; failure in complying will result in having your application returned to you. If accepted, your Booth Fee check will then be cashed and you will receive notification of acceptance by letter or email.

This year the show will be on Friday, November 30th and Saturday, December 1st.  It will begin at 9:00 AM and close at 6:00 PM on Friday. Saturday’s hours are 9:00 AM to 2:00 PM.  The church will be open Thursday, November 29th from 10:00 AM to 7:00 PM for set-up. We hope that you will be able to join us and if you have any questions please contact the Craft Show committee member listed below or the church office.

Church office: 770-587-5999

Contact Pam Villers at email address: Craftshowoverflow@gmail.com or 770-973-9930.

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**CANCELLATIONS AND REFUNDS**

Refunds will only be issued if we receive notice of cancellation in a timely manner so that we can rent your booth space to another crafter. No refunds will be issued after October 31st.

**TAXES**

Crafters are responsible for collecting and submitting all required taxes and any business fees.

**SECURITY**

The church is locked at night and the security alarm is armed. Every precaution will be taken to secure your property.

**DISPLAYS**

Exhibitors are responsible for their own display materials. Items may not be attached to any exhibit walls. The tables **must be draped to the floor** on all sides with excess materials stored underneath. Booth spaces must be kept clean at all times. Exhibitor will be financially responsible for any damage to their booth space caused by their craft. Please dress appropriately: slacks or jeans are fine. No political themed attire will be allowed, however patriotic American themed clothing is acceptable.

**SET-UP AND BREAKDOWN AND EXHIBITOR PARKING**

Set-up is from 10:00 AM until 7:00 PM on Thursday November 29th. Parking for the exhibitors during the hours of the show will be located on the east side of the main parking lot just past the church office parking area towards the playground.

 **NO SET-UP IS ALLOWED ON THE DAY OF THE SHOW.**

 Crafts, supplies, display tables, etc. may be dropped off at the entrance to the building during set-up and break down. Exhibitors are not allowed to breakdown before 2:00 PM on Saturday. Please be considerate of your fellow crafters and customers in following this rule.

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**SMOKING IS NOT ALLOWED ON CHURCH PROPERTY**

Please read the rules and regulations before filling out your application; they will be strictly enforced.

We look forward to hearing from you.

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Items that are not in keeping with the Church of Christ Doctrine are not allowed. Commercial or buy-sell items, and manufacturers’ reps are not allowed. No food items are allowed. We reserve the right to remove any non-approved/unacceptable items(s) from your booth.

**Booth Space Information**

4’ x 10’ booth (limited availability) $50.00

9’ x 10’ booth (approx. 90 sq ft) $90.00

9‘ x 15’ booth (approx.135 sq ft) $130.00

There are **limited** 3’ X 6’ tables available for a fee of $10.00 each. Chairs are provided free of charge.

 Booth must be staffed at all times. Some booths will have access to electricity but crafter must have safely taped down extension cords in any footpath areas. All booths spaces are indoors. Crafters will be responsible for cleaning up their area after taking down booth. Any type of canopy must be pre-approved due to space limitations.

**Application Instructions**

1) Complete, the Craft Description/ Application and sign and return Hold Harmless Agreement.

2) Include 1 photo of booth set-up and 2 close-up photos of ALL crafts to be sold at our show. If you were accepted last year and your craft remains the same, only booth picture is required.

3) Include a letter size, self -addressed, stamped envelope for your acceptance notification.

1. Include a check for the booth fee and table rental fees (if applicable).

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**Craft Description/ Application**

Applications are juried and accepted until the show is full, then Exhibitors are placed on a waiting list. One photo must be provided of your overall booth and no more than 2 close-up photos of crafts. Photos will NOT be returned. We limit the number of Exhibitors per category. Please list your handcrafted items(s) and give a detailed description of your work. Do not send samples.

Craft Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read all of the rules and regulations carefully and agree to abide by them. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to hold harmless East Cobb Church of Christ, its’ members, its’ affiliates, tenants, committee members thereof, from any claim for damages, loss, cause of actions, or cost whatsoever, in connection with and arts and craft show including, but not limited to, injury to person, damage to property, loss by fire, theft or any other causes. nor will I/we be party to any law suit. This is a legal and binding hold harmless agreement.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

NAME PRINTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(communication with you will be primarily by email)

I am enclosing: check all that apply

\_\_\_\_\_\_\_ Self-addressed and stamped envelope

 \_\_\_\_\_\_\_ Craft Description/ Application

\_\_\_\_\_\_\_ Signed Hold Harmless Agreement

\_\_\_\_\_\_\_ 1 photo of booth set up and 2 close-up photos of crafts

$\_\_\_\_\_\_\_\_\_\_ Booth Fee (4x10=$50) (9x10=$90) (9x13.5 =$130)

$\_\_\_\_\_\_\_\_\_\_ Table Rental Fee ($10 per table)

$**\_\_\_\_\_\_\_\_\_ TOTAL** - Please pay by check, payable to **East Cobb Church of Christ**

MAIL TO: **East Cobb Church of Christ, 5240 Roswell Road, Marietta, GA 30062**