



1st Annual Arts & Crafts Supplies Swap and Shop

Saturday, August 12th 10 AM until 5 PM
Sunday, August 13th 1 PM until 4 PM

This is a great opportunity to sell, find or trade slightly used or new arts and crafts supplies which you no longer need. Examples: fabric, stamps, displays, scrapbooking items, card making supplies, sewing supplies, quilting supplies, knitting and crochet items, yarn, painting supplies, easels, frames, silk screening, sculpting equipment, stained glass supplies, pottery wheels, craft books etc.

TEACHER'S TABLE

Donate items for a teacher's only table.
Teachers can fill a grocery bag of supplies for only \$2

Location

Colquitt County Arts Center 401 7th Avenue SW Moultrie, Georgia

Vendor Space

10 x 10 space \$15 One 6 foot long or round table and 2 chairs will be provided and will be assigned on first come first serve basis

*Set up Friday August 11th 11AM-4:00 PM or Saturday 8-10 AM Move Out Sunday 4-6 PM
Limited Electricity provided for an additional \$10 per space*

Sales

Please come prepared to handle manual transactions and cash sales. The Arts Center will not serve as a bank.

Liability

The Colquitt County Arts Center is not responsible for any lost, stolen or damaged items. The Colquitt County Arts Center is not responsible or liable for any injuries or an accident occurring while the vendor is on site, transporting or removing products.

Event Promotion

We appreciate your assistance in promoting via social media, distributing posters provided by the Arts Center and of course, word of mouth. The Arts Center will also market in local newspapers, radio, TV and social media, our website and direct mail.

Food

You will want to bring a sack lunch/supper and snacks. You may label your items and place them in the refrigerator in the kitchen (industrial size). Please refrain from eating and drinking at your space. A break room will be provided.

Clean up

You must leave your space as clean as you found it when you arrived. Trash cans will be provided.

Demos

If you wish to present a demonstration of how your supplies can be used, please use a drop cloth to protect our floors. No live flames, toxic elements, loud noises, fumes, perfumes, incense or heated objects are allowed. No thumbtacks, nails staples or tape are allowed on the walls.

Payment

Full payment is required at the time of application to reserve your space. Assignment of your space will be handled by the Arts Center. No pets allowed. No smoking allowed inside the building. There will be a designated smoking area out back.



**1st Annual
Arts & Crafts Supplies Swap and Shop
VENDOR APPLICATION**

Name _____
Phones: Business _____ Home: _____ Cell: _____
Address: _____
City _____ State _____ Zip Code: _____
Website: _____
E-mail Address: _____

Please let us know what types of art & craft supplies you are planning on selling.

I the undersigned, being the vendor involved in the Colquitt County Arts Center Swap & Shop in consideration of my or an employee's participation in the event, I hereby, for myself and any employee for whom I am responsible, release, discharge, hold harmless, and forever acquit the Colquitt County Arts Center or other local sponsors, and their officers, agents, representatives and employees from any and all actions, causes of action, claims or any liabilities whatsoever, known or unknown now existing or which may arise in the future, on account of or in any way related to or arising out of my participation in the event. Further, I assume all liability of any non-participants who accompany me. I understand that I am an independent vendor for all purposes, including workers compensation, and am not an employee of the Colquitt County Arts Center or other local sponsors, and their officers, agents, representatives and employees, and as such they are not responsible for injury or death of myself and any employee for whom I am responsible which may occur while acting as a vendor.

Signature of Vendor

Print Name

Date:

NOTE: THIS AGREEMENT MUST BE SIGNED AND RETURNED WITH PAYMENT BY JULY 25th. Unfortunately, if you are late in making your payment, you may lose your space. Please INCLUDE your check made out to Colquitt County Arts Center. Once your payment clears, an email confirmation of your reserved space will be sent. Mail to:

Colquitt County Arts Center
401 Seventh Ave SW
Moultrie, Georgia 31768