



# 2010 Reynoldstown Wheelbarrow Festival - Artist Market Application

Saturday, June 12, 2010

APPLICATION DEADLINE: May 29, 2010

*Reynoldstown Civic Improvement League (RCIL) invites you to join us for the 15<sup>th</sup> Annual Reynoldstown Wheelbarrow Festival and become a vendor to introduce your business to the greater Metropolitan Atlanta community. At the Reynoldstown Wheelbarrow Festival, art and food lovers can sample soul stirring music.*

The deadline for receipt of applications is May 29, 2010 (any application received after the deadline will be placed on a waiting list if all application criteria are met). Booth space will not be confirmed until payment is received. The payment for your space must accompany all applications in order for the application to be accepted. A certified check or money order, should be made payable to Reynoldstown Civic Improvement League. Your deposit will be posted or recorded upon receipt. Please mail your payment to P.O. Box 89092, Atlanta, GA 30312.

**CRITERIA FOR BOOTH SPACE APPLICATION:**

Complete ALL parts of application AND Remit payment. This application is ONLY for vendors with handmade crafts and original artwork.

**CONTACT INFORMATION:**

NAME: \_\_\_\_\_  
 ORGANIZATION/BUSINESS NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 WEBSITE: \_\_\_\_\_

Please note that we respect all forms of creative expression so we ask that you respect the participants in this family oriented event by displaying tasteful images.

**SELECT THE PROPER CATEGORY:**

- |   |  |
|---|--|
| <input type="checkbox"/> Artwork                | <input type="checkbox"/> Ceramics                            |
| <input type="checkbox"/> Paper Goods            | <input type="checkbox"/> Furniture                           |
| <input type="checkbox"/> Photography            | <input type="checkbox"/> Knitting/Needlework/Quilting        |
| <input type="checkbox"/> Jewelry                | <input type="checkbox"/> Consumables (please describe below) |
| <input type="checkbox"/> Clothing & Accessories | <input type="checkbox"/> Other (please describe below)       |
| <input type="checkbox"/> Candles                |  |

ITEMS FOR SALE NOT LISTED ABOVE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPACE INFORMATION** - Please note this is an outdoor festival. This event will take place rain or shine and the RCIL is not responsible for any inclement weather.

Vending Space	Cost	Number Needed	Total Cost
10' x 10' Space Only. DOES NOT include tent, table or chairs. Please note that your tent must be flame resistant.	\$75.00		
<b>EARLY BIRD!!!! Must be postmarked by April 1, 2010.</b> 10' x 10' Space only. DOES NOT include tent, table or chairs. Please note that your tent must be flame resistant.	\$50.00		
<b>TOTAL</b>			

**IMPORTANT:** Spaces are assigned on a first-come basis while supplies last.

\_\_\_\_\_  
*Vendor Signature* *Date*

**RCIL Staff Only**  
 Vendor Booth Number: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_



## TERMS & CONDITIONS

### Reynoldstown Wheelbarrow Festival

*Produced by the Reynoldstown Civic Improvement League*

**EVENT DATE:**

Saturday, June 12, 2010

**HOURS: OPEN TO EXHIBITORS**

8:00 a.m. – 12:00 a.m.

**HOURS: OPEN TO PUBLIC**

11:00 a.m. – 11:00 p.m.

1. **Location:** The event is located at the Lang Carson Center, Reynoldstown Civic Improvement League (RCIL), 100 Flat Shoals Avenue, Atlanta, GA 30316. See [www.wheelbarrowfestival.org](http://www.wheelbarrowfestival.org) for directions.
2. **Refunds:** A refund will be issued only if RCIL is able to find a replacement vendor for the booked space.
3. **Set-up:** Exhibitors may begin setting up on Saturday, June 12, 2010 at 8:00 a.m. and must be in place by 10:45 a.m. Your vehicle will not be allowed to enter the vending space after 10:30. The festival begins at 11:00 and the presence of any vehicles in the market is prohibited.
4. **Admission:** For your information, there is not an admission cost to the event for customers.
5. **Retail Sales:** Merchandise sales are strictly between the customer and vendor. RCIL does not receive any money from these transactions.
6. **Advertising:** This event is widely publicized in the Atlanta Journal Constitution, local publications and newspapers and through radio, TV, website, and email advertising.
7. **Removal of items:** RCIL staff reserves the right to require removal of any merchandise deemed unacceptable.
8. **Signage:** Exhibitors should provide their own signage, which should be of professional quality, and easy to read. Handwritten signs used to identify your business are not acceptable and you will be charged an additional \$20 on site to pay for an acceptable sign.
9. **Space:** The vendors shall keep the space in good order, shall not deface the walls or grounds, and shall leave the space in good condition at the end of the event. You must bring everything to make up your booth. Only the amenities that you paid for will be provided. You may NOT change spaces with other vendors.
10. **Fire/Safety:** Vendors shall observe all fire and safety regulations. No chairs or tables will be permitted in exhibit area walkways.
11. **Unattended Booth:** Vendors should not leave the booth unattended and recognizes that RCIL does not assume responsibility for the booth. RCIL will not provide 'booth sitters'.
12. **Electricity:** RCIL will provide electrical outlets where possible. The vendors should provide extension cords, and outlet strips. Placement is subject to approval by set-up officials.
13. **Delivery:** Pickup and delivery of items will be done at the expense of the vendors.
14. **Porter Service:** There is no porter service for move in or move out.
15. **Indemnity:** By participating in this event, the vendor agrees to indemnify and hold harmless RCIL and the Lang Carson Center and its governing board from any and all liability for damage, County Health code violations, injury, or loss to any person or goods for any reason. The vendor understands that he/she as an independent party is solely responsible for their booth space and operation, and that RCIL and the Lang Carson Center are only providing a place for the party to conduct their business.

*The purpose of the Reynoldstown Wheelbarrow Festival is to use art and artistic expressions to empower residents with support and recognition in their quest to grow and maintain the neighborhood they call home. The Reynoldstown Wheelbarrow Festival is the major fundraiser for the non-profit organization, Reynoldstown Civic Improvement League and Reynoldstown Revitalization Corporation. The proceeds are used to repair homes in the community for the elderly, low-income and physically or mentally challenged individuals. Reynoldstown residents are directly involved with the festival and head the majority of the needed committees and leadership positions.*