



Dear Exhibitor:

The Artisans Committee of the Dunwoody United Methodist Church Holiday Festival invites you to apply for participation in our 2010 show. This is our 19<sup>th</sup> annual event and will be held on November 13<sup>th</sup> from 9 AM to 4 PM. Set up will be Friday, November 12<sup>th</sup> between 10 AM and 6 PM.

The festival is a one day event that not only features a juried arts and crafts show with over 120 exhibitors, but also a wide variety of other venues. We offer a huge Silent Auction, Attic Treasures, Casseroles to Go, Pancake Breakfast, Luncheon, Children's Activities, and more. Over 500 volunteers participate to help make each annual event a big success. The Dunwoody Community strongly supports our Holiday Festival and feels it is a wonderful way to begin their holiday shopping. Traditionally, over 3500 shoppers attend our Holiday Festival.

**All proceeds from this event will benefit our Habitat for Humanity Project.** Our 2009 festival raised enough funds to build our 16<sup>th</sup> Habitat for Humanity House. Members of our church will begin building the house in March of this year. As a result of the success of our 2009 show, we will make a family's "dream come true."

We sincerely thank you for your interest and hope you will consider participating as an exhibitor in our 2010 Holiday Festival. Please review our Show Requirements and Regulations before submitting an application.

Sincerely,

Marcelle Pinder (770-393-9736)  
Susan Fraser (770-457-0015)  
Artisans Committee Co-Chairs

1548 Mt. Vernon Road – Dunwoody, GA 30338 – 770-394-0675 – 770-394-8492 Fax  
[www.dunwoodyumc.org](http://www.dunwoodyumc.org)

## SHOW REQUIREMENTS & REGULATIONS

### JURYING INFORMATION

A new jury will be selected for each festival. The current photos and description you provide are used for judging. More than 100 Artisans will be selected and assigned spaces in the gym or the fellowship hall. We will also accept a limited number of vendors who are not classified as Artisans. These will be located in a specially designated area. To be classified as an “**Artisan**” all items displayed and sold must be the work of the applicant. The Artisans Committee will meet in May to jury all applications. You will be notified of your status at that time. Spaces will be assigned according to availability with an effort to showcase all products to their advantage with respect to competing and complementing products. A waiting list for both classifications will be compiled as categories become full.

### BOOTH INFORMATION

- Full booths are 9 x 10 or 10 x 10. Half booths are 10 feet wide by 5 feet deep.
- Exhibitors must provide their own set-ups, tables, extension cords, etc. suitable for an indoor show. The church will provide chairs on request. Please indicate the number needed on the application form.
- Electrical outlets are limited and cannot be guaranteed. We will do our best to accommodate your needs.
- Display must not exceed 8 feet in height. Tents, canopies, and umbrellas, etc. are not allowed.
- No items may be taped or attached to the walls of the exhibit halls.
- Booths must be kept clean at all times. We strive to maintain a quality and uniform look throughout the festival. Display tables must be draped to the floor. Keep individual signs to a reasonable size. A booth number sign with Company name will be provided for each exhibitor. This sign must be visible in your booth at all times. All other signs are subject to the Artisans Committee’s approval. We do our best to direct traffic flow to reach all booths equally throughout the day.
- Booths may not be sublet or shared and must be occupied at all times by the applicant.
- Exhibitors are expected to have enough merchandise in their booth to last throughout the show hours.

### FEES

- \$135 for a full booth, \$85 for a half booth, \$270 for a double booth.
- There is no application fee. Electricity (if available) and chairs are provided by the church at no cost.
- All applicants accepted into the show are asked to donate one item valued at \$25 or more to our Silent Auction for each booth rented. Your item must be a good representation of the merchandise you are currently selling. Item(s) must be brought to the registration table upon arrival Friday **before setting up**.

### CANCELLATIONS

In the event that an accepted exhibitor must cancel, refunds will be given at the discretion of the Artisans Committee (provided we receive notice in time to rent the space to another crafter in the same category). A \$20 processing fee will apply. No refunds will be given after October 1<sup>st</sup>.

### SET-UP - Friday, November 12<sup>th</sup>, between 10 AM and 6 PM – No set-up allowed on Saturday.

All exhibitors must report to the Artisans table upon arrival to register, turn in their silent auction donation, and receive their booth and unloading locations. **No one will be permitted to unload or set up without having registered.** Overnight security will be provided Friday night. Vehicles and trailers cannot be left in the church parking lot overnight.

PARKING ON SATURDAY - All exhibitors are asked to park offsite on Saturday to reserve more space in the church lot for festival attendees. A shuttle bus will run all day to and from a pre-arranged nearby parking lot.

APPLICATIONS – Please apply early – the show fills up quickly. The form must be filled out completely, signed, dated, and include the following enclosures: two **current** color photos of your work, one of your **indoor** set-up, a self-addressed stamped envelope, and check covering the booth fee. Your signature indicates that you agree to comply with our requirements and regulations.



DUNWOODY UMC 19<sup>TH</sup> ANNUAL HOLIDAY FESTIVAL  
 SATURDAY, NOVEMBER 13, 2010  
 EXHIBITOR APPLICATION



NAME \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE (H) \_\_\_\_\_ (C) \_\_\_\_\_

CATEGORY \_\_\_\_\_ EXHIBITOR CLASSIFICATION: Artisan\_\_ Vendor\_\_

Acceptable Product Categories: Pottery – Sculptures – Sewing – Woodwork – Textiles – Floral – Garden Art – Glass – Jewelry – Leather – Metal – Painting – Paper Art – Photography – Ceramics – Weaving – Knitting/Crochet – Basketry – Drawing – Home Décor – Soaps – Candles – Embroidery – Miscellaneous Crafts (please specify).

LIST ALL ITEMS YOU WILL BE SELLING \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARE THESE MADE BY YOU? Yes \_\_\_ No \_\_\_ PRICE RANGE \_\_\_\_\_

BOOTH REQUEST: Full \$135 \_\_\_ Half \$85 \_\_\_ Double \$270 \_\_\_ ELECTRICITY: Yes \_\_\_ No \_\_\_

LOCATION PREFERENCE Gym \_\_\_ F.H. \_\_\_ Other \_\_\_ CHAIRS NEEDED: 0 \_\_\_ 1 \_\_\_ 2 \_\_\_

OTHER SHOWS you have recently participated in \_\_\_\_\_

SILENT AUCTION DONATION \_\_\_\_\_ VALUE \_\_\_\_\_

Do we have your permission to use your photographs for advertising purposes? Yes \_\_\_ No \_\_\_

APPLICATION MUST BE COMPLETED, SIGNED, DATED, AND SENT WITH ALL ENCLOSURES.

- \_\_\_ Check to cover booth fee made payable to DUMC Holiday Festival.
- \_\_\_ One color photo of your current indoor booth set-up – *very important for space assignment purposes.*
- \_\_\_ Two or three current close-up photos of your work - *will be used for judging by Jury Committee.*
- \_\_\_ Self-addressed stamped envelope (regular size) - *will be used to notify you of application status in May.*

Check each one and send to: Dunwoody United Methodist Church  
 Att: HOLIDAY FESTIVAL  
 1548 Mt Vernon Road, Dunwoody, GA 30338

I, the undersigned, have read the above information and agree to comply with the requirements and standards of this show. Dunwoody United Methodist Church and all persons connected with this show shall not be held responsible for any loss or damages that may occur to the work exhibited or to persons participating in this show.

Signed \_\_\_\_\_ Date \_\_\_\_\_