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“CHRISTMAS TRADITIONS BAZAAR & FAIR”

Participation Guidelines, Rules & Regulations and Liability Waiver & Release Agreement



Please Read the Following Information Carefully in its entirety and Sign *The American Heritage Society of Georgia, Inc.* Participation Guidelines, Rules & Regulations, and Liability Waiver & Release Agreement. **Preferably, Sign in BLUE INK.** By Signing This Agreement, You Acknowledge that You Have Thoroughly Read and Agree to the Following Guidelines, Regulations, & Release Waivers in participating in the “CHRISTMAS TRADITIONS BAZAAR & FAIR” presented by *The American Heritage Society of Georgia, Inc.* **Preferably, INITIAL each page in BLUE INK.**

Acceptance Guidelines:

Your works are evaluated on originality, creativity, quality, craftsmanship and/or marketability; therefore high quality, clear and tasteful representations with your application can determine if you are accepted into the Show. Management has the right to refuse an application if the products or service are inappropriate, category is full, and/or Show Coordinator has enough representation.

This is an indoor event. Some components and activities may be outdoors.

Indoors: ***Santa’s Village*** is for Traditional Crafters and Artisans. The ***North Pole Village*** is for Commercial/Retail Vendors and Non-Traditional Mixed Crafters. ***Frosty’s Snow Village*** is for Non-Profit Organization Vendors. ***Santa’s Toy Shoppe*** is for Toy Makers and Christmas Themed Art/Craft and Game Activities. The ***North Pole Post Office*** is for Letters to Santa and Letters to Our Troops for Christmas. ***Mrs. Claus’ Kitchen, Bakery & Candy Shoppe*** is for Food Craftsmen Vendors (not Concessionaires). Food Concessionaires will be setup outside the Main Entrance.

Attire:

If possible though not required, we encourage All Vendors to dress preferably in *Victorian Themed Christmas Attire*. This is a great marketing tool to entice all participants to check you and your booth out and help create a unique Christmas Shopping atmosphere stepping back in time to a Victorian Christmas. We have a Victorian Christmas Attire suggestions and sites sheet available for your peruse if needed. Just send an email request at Christmas@AmericanHeritageSocietyofGeorgia@gmail.com. Christmas or Biblical characters are welcome.

Location:

The event is located right off Georgia’s Hospitality Hwy. 400, Exit 9 – Haynes Bridge Road at the well-known, centrally located “Jump-Off Tourist Spot” for the Atlanta Metro/North Georgia Mountains area . . . Alpharetta, GA. The Facilities are located downtown onsite at the “Historic Old Milton High School Center & the 1935 FFA Log Cabin”.

Parking:

Exhibitor/Vendor & Trailer Parking Onsite is FREE.

Hotel/RV Accommodations:

Special Negotiated Discounted Hotel & RV Rates for you are **\$69/Night plus Sales & Occupancy Tax** at either the **Atlanta Marriott Alpharetta** with King or Double Bed Single Room with Complimentary Refrigerator & Wi-Fi or the **Embassy Suites Atlanta – Alpharetta** with King or Double Bed Two Room Kitchenette Suites with pullout Sofa plus Complimentary *Cooked to Order* Breakfast, Complimentary Wi-Fi, Complimentary Laundry Room and Complimentary Shuttle Service to/from the Event. There are 23 hotels in the Alpharetta area. If you prefer a different type or brand of hotel, you may call the **Alpharetta Convention & Visitors Bureau (678-297-2811)**.

For **Embassy Suites**, Guests can book online at:

<http://embassysuites.hilton.com/en/es/reservations/index.html?hotel=ATLARES&groupCode=OCT>

Guests can also call the hotel directly at 678-566-8800 or 1-800-EMBASSY (362-2779)

For **The Marriott**, Guests can book online at: http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkId=Christmas%20Traditions%20Bazaar%20%26%20Fair%5Eatlaw%60ctbta%6069.00%60USD%60false%6011/13/14%6011/17/14%6010/23/14&app=resvlink&stop_mobi=yes

Guests may also call Marriott Reservations at 1 (800) 228-9290 or (770) 754-9600.

For Special RV Rates of **\$20/night** at **Wills Park Equestrian Center RV Campground**, call Ruby Flynn at 678-297-6123 or Matt Casey at 678-297-6121.

At the time of booking at either hotel or at Wills Equestrian RV Park, **Guests must identify themselves as part of the 2014 "Christmas Traditions Bazaar & Fair" Group for the American Heritage Society of Georgia** in order to receive the Special Discounted Rate. These room rates and availability cannot be guaranteed after **Thursday, October 23, 2014**, (the "Hotel Booking Cutoff Date"). The hotels and RV Park will attempt to honor these rates after this date, but cannot guarantee rooms, campsites or rates will be available.

Photo Submission:

Photos of booth presentation, wares, and craft demonstration must be submitted with your Exhibitor Application as applicable. Close-up photos of any items to be sold are recommended. Include business name, description & activity (if applicable) on the back of each photo. These photos will not be returned unless specifically requested in writing with a self-addressed, stamped envelope.

Juried Crafts (Optional):

Traditional Arts & Crafts that are juried are in a separate Village Area. Your work can be juried by sending in \$25 Processing Fee and five (5) Photos as follows:

One (1) of your Booth Set-up, Three (3) of your Work/Product, One (1) of You in the Process of Demonstrating Your Craft.

If accepted, all work must be ready for display upon your arrival on Friday, November 14. Wall-mounted pieces must be secured or placed on a sturdy floor or table easel. The inside Walls of the facilities are enamel painted cinder block. We suggest you bring partitions, a tent, or backdrop. Two or Three-dimensional work needs adequate installation construction if it requires more than a standard pedestal.

Juried Artists must install and provide equipment for their own work and must make prior arrangements with Bazaar & Fair staff to accommodate the installation. *All Juried Work must be For Sale.*

Wares:

Applicants must describe or list on their Exhibitor Application all items to be sold at the event. If an applicant displays items that were not listed on the application, the event organizers reserve the right to ask the applicant to remove the items or leave the event and forfeit the booth fee. If there are any needed item adjustments on your list, contact the Show Coordinator for approval no later than October 31, 2014.

You must have enough wares to cover both days of the Bazaar & Fair. The Bazaar closes at 5 PM on Sunday, November 16. No Breaking Down Early of your Booth is allowed.

Number of Booths & Duplicate Items:

The committee has control over the number of participants accepted to the event and reserves the right to limit participants of similar type.

Booth Fees & Space:

Booth fees are non-refundable and non-transferable. If the payment is rejected by your financial institution, additional return check fees will be charged and the vendor will be disqualified. Four (4) Exhibitor Passes, (1) table and (2) chairs are included in your Booth Rental. We suggest you include in your setup a tent (secured with some type of weight), partition and/or backdrop.

Additional Tables:

You receive One (1) Six Foot Table and two (2) Chairs with your basic 10' x 10' booth rental. Additional 6' Table Rentals are \$10 each.

Booth Monitoring:

We recommend you consider having at least two to three people per booth to assist in food & restroom breaks, setup, breakdown, etc. No booth sharing. No Booth is to be left unattended at any time during the event. We will attempt to provide any additional assistance we can.

Only one company per booth is allowed. If you think you are an exception, call for approval.

Damages:

The Exhibitor/Vendor will be responsible for any and all damage to the floor, walls, or other parts of the Milton Center caused by the exhibitor/vendor and/or its employees, agents or representative on behalf of the exhibitor.

Safety:

No open flame or lit candles are allowed at booths. No fuels, explosives, or combustible materials are permitted. All display items must be flameproof. All booths with electrical or battery supply requirements must be equipped with a fire extinguisher hidden under your table within reach. All electrical cords must be taped down with sturdy Duct Tape and hidden under tables as much as possible. Safety & Security will check all booths for compliance prior to show.

For the Safety and Comfort Level of the General Public & Fellow Participants, merchandise that creates offensive odors, smoke or loud noises are strictly prohibited. NO GENERATORS are allowed at events. No amplifications are allowed from a booth or table.

For Safety of all Participants & Attendees . . . if tents are utilized, all tents must have proper weights suited to the size of the tent for each leg. A Site Inspection may be scheduled for Safety. Any tent without proper weights will not be allowed to setup.

For All Emergencies, Call 911, THEN notify immediately the Village Manager, Security or Safety Officer.

Participant Hospitality:

All participants are expected to greet all guest attendees in a friendly and courteous manner. This is a family oriented show. Please put your best efforts forward to make the attendee's visit more pleasant and memorable. We realize our vendors have a major role in helping fulfill our mission to the communities and families of Georgia and beyond to have a fun and relaxed atmosphere and networking refuge getting away from the cares of the world. We appreciate your valued cooperation. If any Exhibitor has issues with fellow exhibitors and/or attendees, please contact your assigned "Village Manager" immediately.

Weather:

This is an inside event and will be held rain or shine. No Refunds.

Cancellation:

Once vendors are approved and payment is processed, no refunds are given. All payments on booth space are not refundable for any reason. ***The American Heritage Society of Georgia, Inc. always reserves the right to cancel the Bazaar & Fair due to unforeseen circumstances beyond its control.***

Act of God: No Party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to, acts of God, fire, Government restrictions, wars, terrorist acts, insurrections and/or any other cause beyond the reasonable control of the Party whose performance is affected. Should event be cancelled, postponed or otherwise adversely impacted as a result of a "force majeure" event, there shall be no refunds for payments already received by Management.

Logo, Link and Website:

If you have available, please email your Logo, Website Link (if available) and contact Information for promotion and marketing of your wares.

Correspondence:

For all email correspondence, please type in your email *Subject Line: "Christmas Traditions Exhibitor/Vendor"*. The email address is Christmas@AmericanHeritageSocietyofGeorgia.com. The mailing address is P. O. Box 3492 – Alpharetta, GA 30023.

Sales Tax:

Exhibitors & Vendors are responsible for collection and reporting their own Sales Tax to the proper government authorities.

Marketing:

The Event will be promoted with the Alpharetta Convention & Visitors Bureau, Media and other nonprofit organizations in Press Releases, Newsletters, Media, Flyers, Website Calendars, Email Blasts, Facebook, etc. where applicable throughout the State of Georgia and beyond.

Please consider posting the show & its activities on your Facebook or Linked-in accounts (if applicable) and send out email blasts once a month about the event. Additionally in November, consider sending an email blast out two weeks and then again one week prior as a reminder of the show to your email lists. Please include the hotel rates we have negotiated for attendees. We have a flyer you can use as an attachment to make it simple and quick for you. Please utilize any information or flyers we have available at any other Shows.

Housekeeping:

The Bazaar & Fair will provide inside garbage cans for small items. Timely garbage disposal is absolutely necessary. Keep your booth and table areas clean of debris. Cardboard boxes must be crushed and placed in the outside dumpsters. The small garbage cans are for the participants and will be serviced by the Bazaar & Fair's trash crew. Ice must be dumped into the drains. Please use Trash Cans and Recyclable Bins provided on property for all debris and food. In addition Food Concessionaires should bring one large Trash Can with proper sized trash bags. The Bazaar & Fair's trash crew will help service these for you.

Liability Insurance:

The American Heritage Society of Georgia, Inc. requires that exhibitors/vendors are liable for their own wares, belongings and any potential mishap that could occur with other vendors, sponsors, volunteer staff or attendees. Exhibitors/Vendors are responsible for their own liability insurance for the show. If you have a Paid Certificate of Liability Insurance Policy, please send a copy postdated no later than October 31, 2014 and mailed to the American Heritage Society of Georgia, Inc. The American Heritage Society of Georgia, Inc. is not responsible for the loss, damage, reimbursement or replacement of attendees, participants, vendors, or volunteer staff's merchandise, personal belongings or any mishap. If you have further questions, please call or email us.

Security:

The Bazaar & Fair maintains good security; however, they are not responsible for loss or damage of items and belongings. The building will be locked up at night. The Alpharetta Police Department will be monitoring the Bazaar & Fair grounds on Friday and Saturday nights; however, the Bazaar & Fair always suggest removing your product from your booth each evening securing all items.

The American Heritage Society of Georgia, Inc. is not responsible for the loss, damage, reimbursement or replacement of attendees, participants, vendors, or staff's merchandise or personal belongings.

Food:

The location of your food booth is determined by items, booth size, when your booth fee is paid, & your power needs are established. Food categories must obtain any necessary food license and/or food handling permits through Fulton County, GA. If sending in a copy of your Certificate of Liability Insurance and/or license, it must be postmarked by October 31, 2014 to the American Heritage Society of Georgia, Inc. If you have further questions, please call 770-653-6821 or 678-580-5800 or email us at: Christmas@AmericanHeritageSocietyofGeorgia.com.

Timely garbage disposal is absolutely necessary. Keep your food area clean of debris. Cardboard boxes must be crushed and placed in the outside dumpsters. The small garbage cans are for the participants and will be serviced by the Bazaar & Fair's trash crew. Ice must be dumped into the drains. We suggest you bring your own garbage containers for food items.

Booth Appearance:

Exhibitors must maintain sufficient quantities of merchandise throughout the weekend. Tables must be tastefully covered on top and skirted to the floor. There must be an attendant at your booth at all times. All booths will be viewed during the weekend to ensure that screening standards have been upheld.

Soliciting in the rows or loud amplification outside your booth space is not permitted.

Photography & Video Permission:

As Representatives and Media of the American Heritage Society of Georgia, Inc. may take photographs and videos of activities at this show, we reserve the right to use any media, photos, and videos obtained during the event for business and business use. These photographs and videos may be used in any reasonable manner including, but not limited to the American Heritage Society of Georgia, Inc.'s use in publications, advertisements, marketing, fundraising, historical and educational presentations and/or posted on the website, FB, Twitter, Flickr, Utube, Instagram, etc. Individual names will not be identified with images at any time unless requested.

Any exceptions must be addressed prior to show with Vesta Smith at Christmas@AmericanHeritageSocietyofGeorgia.com or call Direct 770-653-6821 or at the Office 678-580-5800 or through mail at P. O. Box 3492, Alpharetta, GA 30023.

Electricity & Special Requests:

Electricity and special requests must be submitted in advance on application. Applicants requesting electricity on their application should bring (2) heavy duty outdoor 100 ft. extension cords for each direct pole/outlet and a multi plug power strip. All cords must be duck taped down to floor and hidden under tables.

Signage:

Professionally Printed Signage is required and must be in good taste and proportion to booth size. It should be large enough that attendees can see it from a distance of at least 14 feet. Signage should be inside booth and attached to rented space.

You will be furnished a laminated 8 ½" x 11" Booth Space Number to be displayed as high as possible to the right of your Exhibitor Identification Signage. This sign is to be returned to the Onsite Registration Booth at the close of the event at checkout Sun. after 5 PM.

Booth Setup Guidelines:

All tables must be covered & skirted in a tasteful fabric, preferably in a Christmas color or neutral theme. We suggest included in your setup a tent, partitions and/or a backdrop. If utilized, all tents must be clean with no excessive wear, stains and tears. All Displays must be Designed, Constructed & Operated in Good Taste reflecting the Christmas Theme of the Event. We do encourage the flying of our American Flag at your booth in honor of our Patriotic Heritage & Military.

Vendors are required to be setup and ready at their booths no later than 30 minutes prior to the opening of the show.

No Smoking, Drugs & Alcohol:

No Smoking allowed inside or near children. "Designated Areas" are outside and away from all the building entrances, vendors and activity areas. Milton Center is a *Smoke-Free Facility*.

No unauthorized and/or illegal possession, use or distribution of any alcoholic beverage anywhere on premises.

No possession, use or distribution of an illegal drug or controlled substance, or look-alike drug allowed anywhere on premises.

Propriety:

No abusive, foul language or behavior will be tolerated. Behavior that is disruptive, disrespectful, aggressive or threatening in nature toward anyone WILL NOT BE TOLERATED. Any exhibitor, artist, craftsman, demonstrator, performer, attendee or vendor of any kind that demonstrates such behavior will be requested to leave the event IMMEDIATELY without question. Please remember our events are Family-oriented. Those violating this stipulation will be escorted off the property by Security and/or Law Enforcement officers.

Parents, Guardians and/or Custodians are totally responsible for their children’s respectful and cooperative behavior, and actions at all American Heritage Society of Georgia, Inc. events. We strive to make all events as fun, enjoyable and educational as possible for all families, attendees, sponsors, vendors, participants, and volunteer staff.

Miscellaneous:

Exhibitors/Vendors who do not abide by these rules will not be allowed to exhibit in the future.

Upon signature of your application and this agreement with management approval and with cleared and fully processed fees, this becomes a legally binding agreement between the exhibitor/vendor and the American Heritage Society of Georgia, Inc.

The Exhibitor/Vendor is contractually liable for any legal fees or costs that may arise intentional or unintentional from participation in this event.

Liability Waiver and Release: I, in my own behalf, hereby assume all responsibility for, and risks and hazards of, participation in the any activity I, my family, organization, company, business, employee or group participate in at the “Christmas Traditions Bazaar & Fair”. In consideration of *The American Heritage Society of Georgia, Inc.* providing activities and premises, all members of my participant family, organization, business or group including my employees and I do hereby release *The American Heritage Society of Georgia, Inc.* including all their officials, officers, employees, sponsors, partners, organizers, supervisors, volunteers, participants, and all other agents of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage or loss to property, and the consequences thereof, resulting from participation in the activities participated in and with The American Heritage Society of Georgia, Inc.

I, in my own behalf, hereby warrant that I have read ***The American Heritage Society of Georgia, Inc. Participation Guidelines, Rules & Regulations, and Liability Waiver & Release Agreement***, in its entirety and fully understand its contents. I, in my own behalf, agree to abide by all participation guidelines, regulations, rules, liability waivers and releases set forth by the show and event organizers for the “Christmas Traditions Fair & Bazaar” provided by The American Heritage Society of Georgia, Inc. and made a part hereof by reference.

I, in my own behalf, further acknowledge that nothing in this Participation Guidelines, Rules & Regulations, and Liability Waiver & Release Agreement constitutes a guarantee that the Event will occur.

I, in my own behalf, have read, agree to and have signed this document voluntarily and of my own free will.

Participant Authorized Signature: _____ Title _____

Print Name: _____ Date: _____

Company/Business/Organization _____