HOLIDAY ARTISAN OPEN MARKET

Event Host: Corner Arts Gallery, Studio & Gift Shop

Event Coordinator: A & G Creative Designs

OFFICIAL VENDOR REGISTRATION & PARTICIPATION AGREEMENT

EVENT DATE: Saturday, November 21, 2026
EVENT HOURS: 10:00 AM – 3:00 PM
VENDOR SETUP: Beginning at 8:00 AM
VENDOR BREAKDOWN: Beginning at 3:00 PM
LOCATION: Corner Arts Gallery, Studio & Gift Shop
390 Jackson St. – Suite E
Newnan, Georgia 30263
(Side Parking Lot Entrance, On left side of building – there will be signs.)

MAXIMUM VENDOR CAPACITY: 26

EVENT POLICY: RAIN OR SHINE

SECTION 1 – EVENT OVERVIEW

Corner Arts Gallery, Studio & Gift Shop is pleased to welcome local artists, artisans, bakers, specialty food vendors, boutiques, small businesses, and independent entrepreneurs to our Holiday Artisan Open Market.

This event is designed to showcase unique handmade local artwork, local artisan one-of-a-kind holiday gifts, local specialty products, local baked goods, local creative businesses, and local independent artisans.

Additional attractions will include an open ceramic painting studio indoors and a children's crafts and activities area.

Our goal is to provide an organized, safe, enjoyable, and professionally managed shopping experience for vendors and attendees.

Vendor participation is limited to a maximum of 26 approved vendors.

All registrations are subject to review and written approval by event management.

SECTION 2 – VENDOR REGISTRATION APPLICATION

Business Information

Business/Company Name: _____

Owner's Full Legal Name: _____

Primary Contact Person: _____

Business Mailing Address: _____

City, State, ZIP: _____

Telephone Number: _____

Email Address: _____

Website/Social Media: _____

Emergency Contact: _____

Emergency Contact Telephone: _____

Business Classification

Select the category that best describes your business:

- ☐ Handmade Crafts & Artisan Products
- ☐ Christmas Ornaments & Holiday Décor
- ☐ Jewelry & Accessories
- ☐ Clothing & Apparel
- ☐ Candles, Soaps & Bath Products
- ☐ Personalized & Customized Gifts
- ☐ Specialty Gifts & Boutique Merchandise
- ☐ Local Bakery & Baked Goods
- ☐ Specialty Food & Treats
- ☐ Coffee, Beverages & Drinks
- ☐ Food Truck / Food Trailer
- ☐ Inflatable Games / Children's Entertainment
- ☐ Other: _____

Product & Business Description

Please provide a detailed description of all products, merchandise, services, and activities you intend to offer.

Vendors may only sell or provide products and services approved during registration.

If you have not yet done so, please email info@agcreativedesigns.net with the attached phones for review.

Any additions or changes must receive prior written approval from event management.

SECTION 3 – VENDOR SPACE SELECTION & PRICING

Select ONE primary registration category.

A. Outdoor 10 × 10 Artisan Tent

Registration Fee: $75.00
Includes one designated outdoor 10 × 10 vendor area.
Vendors are responsible for supplying their own tent, tables, chairs, merchandise displays, tent weights, decorations, and equipment.

B. Outdoor 10 × 10 Food / Specialty Treats Tent

Registration Fee: $85.00
Includes one designated outdoor 10 × 10 vendor area.
Vendor must provide:

- Applicable business insurance.
- Applicable food permit or food sales permit.
- Georgia Cottage Food License, if applicable to the vendor's operation.
- Additional documentation required by applicable regulatory authorities.

Vendor is responsible for all food handling, preparation, storage, sanitation, and sales compliance.

C. Indoor 4–6 Foot Table Space

Registration Fee: $60.00
Includes one designated indoor table space accommodating a 4–6 foot vendor table, subject to venue layout and availability.

Additional table space: **$15.00 per additional table.**

Vendors must indicate additional table requirements during registration.

D. Indoor 4–6 Foot Food / Specialty Items Table Space

Registration Fee: $70.00
Includes one designated indoor table space accommodating a 4–6 foot vendor table, subject to venue layout and availability.

Additional table space: **$15.00 per additional table.**

Vendor must provide:

- Applicable business insurance.
- Applicable food permit or food sales permit.
- Georgia Cottage Food License, if applicable.
- Additional regulatory documentation, when required.

E. Coffee / Drinks / Food Cart

Registration Fee: $85.00
Designated vendor area is approximately 8 × 8 feet.

Vendors requiring a larger space must indicate their requirements during registration and contact the Event Coordinator.

Additional space, if available and approved, is **$15.00 per additional 4 × 4 foot area.**

Vendor must provide applicable food service permits and any other required documentation.

F. Food Truck / Food Trailer

Registration Fee: $150.00
Food trucks and trailers must provide:

- Proof of applicable liability insurance.
- Applicable business license.
- Applicable food service permit.
- Required food sales approvals.
- Georgia Cottage Food License, if applicable to the operation.

- Other required regulatory approvals.

Food truck and trailer placement is subject to site layout, accessibility, and event management approval.

G. Inflatable Vendor / Children's Entertainment

Registration Fee: $100.00
The inflatable vendor will be responsible for collecting their own admission fees directly from participating families.

Approved attractions:

- Inflatable games only.
- A small bounce house is acceptable.
- **NO SLIDES PERMITTED.**

The vendor must provide:

- Applicable business license.
- Proof of liability insurance.
- Appropriate electrical power supply.
- Proper anchoring and securing equipment.
- Compliance with all applicable inflatable safety protocols.
- Appropriate participant liability waivers.
- Proper supervision throughout operation.
- Certificate of Liability Insurance naming Corner Arts Gallery, Studio & Gift Shop as an Additional Insured.

All inflatable equipment must be approved by event management before installation or operation. The Event Organizer reserves the right to prohibit equipment that does not meet venue, insurance, or safety requirements.

Vendor Space Selection

- ☐ Outdoor Artisan Tent – $75
- ☐ Outdoor Food/Specialty Treats Tent – $85
- ☐ Indoor Artisan Table – $60
- ☐ Indoor Food/Specialty Items Table – $70
- ☐ Coffee/Drinks/Food Cart – $85
- ☐ Food Truck/Trailer – $150
- ☐ Inflatable Vendor – $100

Additional tables requested: _____
Additional 4 × 4 spaces requested: _____
Special space or equipment requirements:

SECTION 4 – REGISTRATION, INVOICING & PAYMENT DEADLINE

REGISTRATION PAYMENT DEADLINE: WEDNESDAY, NOVEMBER 18, 20260

The vendor registration process is as follows:

1. Vendor completes the entire registration packet.
2. Vendor signs and initials all applicable agreement sections.
3. Vendor submits all required licenses, permits, and insurance documentation.
4. Event management reviews the completed registration packet.
5. Upon receipt of a completed and signed registration packet, an invoice will be issued through QuickBooks by Corner Arts Gallery, Studio & Gift Shop.
6. Vendor must remit payment by Tuesday, November 17, 2026.

Registration is not considered fully confirmed until the completed paperwork has been reviewed, required documentation has been received, and payment has been made.

Vendor spaces are limited to 26 approved participants.

The Event Organizer reserves the right to decline applications or maintain a waiting list once capacity has been reached.

SECTION 5 – CANCELLATION & NONREFUNDABLE REGISTRATION POLICY

THIS EVENT IS RAIN OR SHINE.
All vendor registration fees are NONREFUNDABLE.

By submitting registration and payment, the Vendor acknowledges and agrees that:

1. Vendor registration fees are nonrefundable.
2. Vendor cancellations, withdrawals, or failure to attend do not qualify for a refund.
3. Vendor registration fees will not be refunded due to rain, ordinary weather conditions, reduced attendance, or lower-than-expected sales.
4. Vendor spaces may not be transferred, assigned, or resold without written approval.
5. Vendors who fail to attend without notifying event management may be restricted from participating in future events.

If an emergency, government directive, venue closure, or circumstance requiring event cancellation occurs, event management will communicate the applicable arrangements in writing. The non-refundable vendor fee policy remains subject to applicable law.

Vendor Initials: _____

SECTION 6 – VENDOR SETUP, OPERATING HOURS & BREAKDOWN

Setup

Vendor setup begins at **8:00 AM on Saturday, November 21, 2026.**

All vendors must:

- Check in with event management upon arrival.
- Set up within their assigned space.
- Bring all necessary equipment and supplies.
- Complete setup before the event opens at 10:00 AM.
- Keep walkways, exits, and public access areas unobstructed.

Event Hours

The market will operate from 10:00 AM until 3:00 PM.

Vendors are expected to remain operational throughout the advertised event hours.

Early departure or breakdown requires written authorization from event management.

Breakdown

Vendor breakdown begins at **3:00 PM**, at the conclusion of the event.

Vendors must:

- Safely remove all merchandise and equipment.
- Remove trash and packaging.
- Leave their assigned areas clean and undamaged.
- Avoid blocking other vendors during removal.
- Follow event management instructions regarding vehicle access and loading.

Vendor Initials: _____

SECTION 7 – VENDOR RULES & REGULATIONS

All vendors agree to the following:

1. Vendors must provide their own tables, chairs, tents, merchandise displays, and necessary supplies.
2. Outdoor tents must be properly secured and weighted.
3. Vendors must remain within their assigned spaces.
4. No unauthorized booth sharing, subleasing, or transfers are permitted.
5. Vendors may only sell approved merchandise.
6. Additional products or activities require written approval.
7. Vendors must maintain professional conduct.
8. No unauthorized amplified music, disruptive demonstrations, or solicitation.
9. Vendors must maintain a clean and safe booth.
10. All trash and personal belongings must be removed at breakdown.
11. Vendors must comply with all applicable laws and venue policies.
12. No vendor may make representations or commitments on behalf of Corner Arts Gallery.

SECTION 8 – PRODUCT CATEGORY EXCLUSIVITY

The Event Organizer intends to provide a diverse selection of businesses and merchandise.

To maintain a balanced marketplace:

- Vendors must disclose all products during registration.
- Event management reserves the right to limit substantially competing or duplicate product categories.
- Product category approval is determined by event management.
- No unauthorized additions or substitutions are permitted.
- Vendors may not sell products for another business without written authorization.
- The Event Organizer reserves the right to adjust vendor assignments to maintain event diversity and operational needs.

Category approval does not guarantee exclusive rights to sell a particular type of product.

Vendor Initials: _____

SECTION 9 – WEATHER, TENTS & OUTDOOR SAFETY

The event is scheduled to operate rain or shine.

Outdoor vendors acknowledge responsibility for protecting their own merchandise and equipment against ordinary weather conditions.

Vendors must:

- Provide their own tents and canopies.
- Provide appropriate tent weights.
- Properly secure all displays.
- Protect electrical equipment from moisture.
- Prevent merchandise and decorations from becoming airborne hazards.
- Maintain safe walking areas.
- Comply with weather-related instructions.

No tent stakes, generators, heaters, propane equipment, or other specialized equipment may be used without event coordinator approval.

The Event Organizer reserves the right to suspend outdoor operations, restrict equipment, or require removal of unsafe structures when necessary.

Vendor Initials: _____

SECTION 10 – FOOD VENDOR & FOOD TRUCK COMPLIANCE

All food-related vendors must independently obtain and maintain applicable licenses, permits, approvals, and insurance.

Depending on the vendor's business operation, documentation may include:

- Applicable food service permits.
- Food sales permits.
- Georgia Cottage Food License, where applicable.
- Business licenses.
- Food truck permits and approvals.
- General and product liability insurance.
- Required fire and safety approvals.

Food vendors are solely responsible for:

- Safe food preparation and handling.
- Proper storage and temperature controls.
- Sanitation.
- Product labeling where required.
- Applicable sales taxes.
- Customer complaints related to their products.
- Compliance with applicable regulatory requirements.

Event management reserves the right to deny food sales or prohibit operations when required documentation is missing or safety requirements are not met.

Vendor Initials: _____

SECTION 11 – ELECTRICAL & FIRE SAFETY

All electrical equipment and specialized appliances must be disclosed during registration.

Written approval is required before operating by event organizer prior to using.

- Generators.
- Space heaters.
- Cooking appliances.
- Propane equipment.
- Open-flame equipment.
- Specialized electrical equipment.

All cords and connections must be safely installed and must not create trip hazards.

Vendors must not overload electrical circuits or use unsafe equipment.

Vendor Initials: _____

SECTION 12 – INFLATABLE ATTRACTION REQUIREMENTS

The approved inflatable vendor assumes responsibility for its equipment, operation, supervision, maintenance, and participant safety.

The inflatable vendor must:

1. Provide appropriate insurance and business licensing.
2. Name Corner Arts Gallery, Studio & Gift Shop as Additional Insured on the Certificate of Liability Insurance.
3. Provide its own participant liability waivers.
4. Provide appropriate electrical power.
5. Properly anchor and secure all inflatable equipment.
6. Follow manufacturer instructions and applicable safety standards.
7. Maintain appropriate operator supervision.
8. Collect its own admission payments.
9. Maintain appropriate emergency procedures.

No slides are permitted.

The Event Organizer reserves the right to suspend or terminate inflatable operations if equipment, weather, anchoring, supervision, or safety conditions become unacceptable.

Vendor Initials: _____

SECTION 13 – CHILDREN'S CRAFTS & ACTIVITIES

Children's crafts and activities may be offered during the event on a voluntary donation/tip basis.

Donations are voluntary.

Parents and legal guardians are responsible for supervising their children.

Any separate activity operator is responsible for obtaining appropriate permissions, maintaining safe materials, and complying with applicable safety requirements.

Separate parental consent and liability documentation must be obtained where appropriate.

Vendor Initials: _____

SECTION 14 – LIABILITY WAIVER & RELEASE OF CLAIMS

The Vendor acknowledges that participation involves inherent risks, including bodily injury, accidents, theft, property damage, weather-related incidents, and equipment failure.

The Vendor voluntarily assumes the risks associated with their own participation, setup, operations, and breakdown.

To the fullest extent permitted by Georgia law, the Vendor releases and discharges Corner Arts Gallery, Studio & Gift Shop, the Event Organizer/Holder, property owners, representatives, employees, volunteers, sponsors, and affiliated parties from claims arising from event participation, except to the extent caused by conduct for which liability cannot legally be waived.

The Vendor acknowledges sole responsibility for the security and supervision of their merchandise, inventory, equipment, employees, helpers, and business operations.

This release does not eliminate responsibilities or liabilities that cannot legally be waived.

Vendor Initials: _____

SECTION 15 – INDEMNIFICATION & HOLD HARMLESS

To the fullest extent permitted by applicable law, the Vendor agrees to indemnify, defend, and hold harmless Corner Arts Gallery, Studio & Gift Shop, the Event Organizer/Holder, property owners, representatives, employees, volunteers, sponsors, and affiliated parties from claims, liabilities, damages, losses, and reasonable attorney fees arising out of or relating to:

- Vendor negligence or misconduct.
- Vendor products or merchandise.
- Vendor equipment and displays.
- Vendor booth operations.
- Actions of vendor employees, helpers, and representatives.
- Violation of event policies.
- Failure to comply with applicable laws.
- Injury or property damage caused by vendor operations

This obligation applies only to the extent permitted by applicable law and does not require indemnification for liability that cannot legally be transferred.

Vendor Initials: _____

SECTION 16 – PERSONAL PROPERTY & THEFT

Vendors are solely responsible for their merchandise, inventory, equipment, cash, displays, and personal belongings.

The Event Organizer does not guarantee individual vendor property security and does not provide insurance coverage for vendor merchandise.

Vendors are encouraged to maintain their own appropriate business and property insurance.

Vendor Initials: _____

SECTION 17 – PHOTOGRAPHY & PROMOTIONAL CONSENT

The Vendor acknowledges that photographs and video recordings may be taken during the event for legitimate marketing, advertising, publicity, and promotional purposes.

The Vendor grants Corner Arts Gallery, Studio & Gift Shop permission to photograph and record the Vendor's booth, merchandise, displays, and business participation without compensation.

This permission does not grant unrestricted rights to use a vendor's trademarks or imply endorsement beyond event participation.

Separate consent should be obtained where required for identifiable individuals, particularly minors.

Vendor Initials: _____

SECTION 18 – CODE OF CONDUCT & REMOVAL

The Event Organizer reserves the right to deny, suspend, or revoke vendor participation for:

- Violations of event policies.
- Unsafe booth conditions.
- Unauthorized merchandise.
- Misrepresentation during registration.
- Failure to provide required documents.
- Disruptive or inappropriate behavior.
- Failure to comply with reasonable safety instructions.

The Event Organizer retains final authority over event operations and safety decisions.

Removal for vendor misconduct or noncompliance does not automatically entitle a vendor to a refund, subject to applicable law.

Vendor Initials: _____

SECTION 19 – INCIDENT REPORTING & EMERGENCY PROCEDURES

Vendors must immediately notify event management of:

- Accidents or injuries.
- Property damage.
- Theft.
- Unsafe equipment.
- Hazardous conditions.
- Customer incidents involving vendor operations.

Vendors must cooperate with emergency personnel and event management.

All emergency exits and access routes must remain clear.

Vendor Initials: _____

SECTION 20 – INDEPENDENT BUSINESS STATUS

Each vendor operates as an independent business.

Nothing in this agreement establishes an employment relationship, partnership, joint venture, or agency relationship between the Vendor and Corner Arts Gallery, Studio & Gift Shop.

Vendors are independently responsible for their taxes, employees, business operations, products, and applicable insurance.

Vendor Initials: _____

SECTION 21 – FINAL AGREEMENT & ACKNOWLEDGMENT

By signing below, the Vendor acknowledges:

- All registration information is accurate.
- The selected vendor category and fee are correct.
- The vendor has reviewed all event policies.
- The vendor understands that the event is rain or shine.
- The vendor understands that registration fees are nonrefundable.
- The vendor understands the November 18, 2026 payment deadline.
- The vendor agrees to the setup and breakdown requirements.
- The vendor agrees to all applicable liability and indemnification provisions.
- The vendor understands that participation requires written approval.

This agreement shall be governed by Georgia law, subject to applicable law. If any provision is found unenforceable, the remaining provisions shall remain effective to the extent permitted by law.

Vendor Initials: _____

VENDOR SIGNATURE & REQUIRED INITIALS

BUSINESS NAME: _____

OWNER'S FULL LEGAL NAME: _____

TELEPHONE: _____

EMAIL: _____

VENDOR SIGNATURE: _____

DATE: _____

EVENT ORGANIZER / AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____

DATE: _____

REQUIRED INITIALS

Agreement	Vendor Initials
Vendor Rules & Regulations	_____
Product Category Restrictions	_____
Cancellation & Nonrefundable Fees	_____
Weather & Outdoor Requirements	_____
Food Vendor Compliance, if applicable	_____
Liability Waiver	_____
Indemnification & Hold Harmless	_____
Personal Property Responsibility	_____
Removal Policy	_____

EVENT MANAGEMENT USE ONLY

Application Received: _____

Vendor Category: _____

Vendor Space Assignment: _____

Additional Space Approved: _____

QuickBooks Invoice Sent: _____

Payment Received: _____

REQUIRED DOCUMENTATION

- ☐ Completed Vendor Application
- ☐ Signed Vendor Agreement
- ☐ Initialed Required Sections
- ☐ Applicable Business License
- ☐ Applicable Insurance Certificate
- ☐ Food Permits / Food Sales Permits, if applicable
- ☐ Cottage Food License, if applicable
- ☐ Inflatable Vendor Insurance & Additional Insured Endorsement, if applicable
- ☐ Inflatable Participant Waiver, if applicable

FINAL REGISTRATION STATUS

- ☐ Approved
- ☐ Pending Documentation
- ☐ Pending Payment
- ☐ Fully Registered
- ☐ Denied

Reviewed By: _____

Date: _____

THANK YOU FOR PARTICIPATING!

Corner Arts Gallery, Studio & Gift Shop appreciates your interest in supporting local artists, artisans, independent businesses, and our community.

We look forward to welcoming you to our Holiday Artisan Open Market!

SHOP LOCAL. GIVE HANDMADE. SUPPORT SMALL.