

**COTC USE ONLY**  
Date Received



**ARTS & CRAFTS APPLICATION & CONTRACT**  
 SHOW DATE: Saturday, December 8, 2018, 10:00 a.m. – 6:00 p.m.  
 SET-UP TIME: Friday, December 7, 2018, 5:00 p.m.-7:00 p.m.  
 Saturday, December 8, 2018, 7:00 a.m. - 9:00 a.m.  
 APPLICATION DEADLINE: November 30, 2018

Amount  
Check - Cash

**DISPLAY MUST REMAIN INTACT UNTIL 6:00 P.M. ON SATURDAY**

**(PLEASE PRINT CLEARLY)**

Name:	
Business Name:	
Mailing address:	
City, State, Zip:	
Phone #:	Cell #:
Email:	Price range:

**BOOTH SPACES AND FEES**

All booth spaces are 10 ft. x 10 ft. Exhibitors must realize this is an outdoor show; level ground cannot be guaranteed and weather can be uncooperative. **THIS IS A RAIN OR SHINE EVENT WITH NO REFUNDS GIVEN AFTER YOUR ACCEPTANCE.** It is the responsibility of the exhibitor to provide any tables, chairs, tents, etc. that the exhibitor may need. All vendors must use limited electricity or be self-contained. Vendors must remain set up from 10:00 a.m. – 6:00 p.m. NO vehicles will be permitted back on-site until fireworks are concluded.

**Please note: The vendor area will be located throughout Gold Star Park.**

\_\_\_\_\_ Number of booth spaces needed at **\$50.00** per booth (10x10 space)  
 \_\_\_\_\_ Number of booth spaces needed at **\$75.00** per booth (with electricity)

Make checks payable to **Christmas on the Coosa (COTC)** and mail with completed form, bio and photographs to:

Christmas on the Coosa  
 c/o City of Wetumpka  
 P.O. Box 936  
 Wetumpka, AL 36092

If electricity is needed, **one (1) 120v outlet** will be provided. If more is needed, a quiet generator may be used. Limited electricity available.

Digital Images can be emailed to:  
 vsmith@cityofwetumpka.com

Total enclosed \$ \_\_\_\_\_  
 Trailer \_\_\_\_\_, Tent \_\_\_\_\_  
 Have questions?

Call Valencia Smith at 334-567-5147 for information or  
 vsmith@cityofwetumpka.com

Please briefly describe the arts and crafts that will be displayed and attach a photo.


**AGREEMENT**

Exhibitors' displays must remain set-up from 10:00 a.m. To 6:00 p.m. on Saturday. All exhibitors must remain open until 6:00 p.m. Exhibitors are subject to rules and regulations provided with this application. By signing this form, you acknowledge the City of Wetumpka, its employees or designated agents cannot be held responsible for theft, damages or injuries during Christmas on the Coosa activities. Applicant shall indemnify and save harmless the City of Wetumpka, its agents and employees and assigns from and against all losses, costs, damages, expense and liability caused by an accident or other occurrence in bodily injury, including death, sickness and disease to any persons, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products or services rendered under this contract. I, the undersigned, agree to abide by all Rules and Regulations set forth in this application. By signing below, I agree to consider this application a commitment and realize that no refunds will be made for cancellations.

Signature

Date

---

# Christmas on the Coosa - Wetumpka, Alabama December 8, 2018

## RULES AND REGULATIONS

- Christmas on the Coosa is family oriented. All exhibits must be in keeping with this atmosphere. The Director of the Event shall have the sole discretion to require the removal of any work, which he or she determines violates the Festival's rules.
- 10x10 space is \$50 (nonrefundable) and \$75 (nonrefundable) for electricity. There are limited spaces with access to electricity.
- If electricity is required, **one** 120v outlet will be provided. If more is needed you may bring a quiet generator.
- All display equipment and materials must be furnished by the exhibitor.
- Only the City of Wetumpka/Christmas on the Coosa is permitted to sell t-shirts, sweatshirts, balloons and caps bearing the Event logo. Any other similar item sold/given away by any other organization during the Event shall be confiscated.
- Exhibitors are responsible for maintaining and leaving their assigned areas free of trash, and in otherwise good condition.
- No counterfeit items shall be sold under any circumstance. If counterfeit items are sold the exhibitor will automatically be discharged from the event and no refunds will be given.
- Vehicles will have limited access to exhibit area, therefore exhibitors should be prepared to carry materials and equipment a short distance. Vehicles will be allowed to unload at exhibit space but should be removed immediately.
- Registration will begin on Friday from 5:00 p.m. – 7:00 p.m. and Saturday at 7:00 a.m. No one will be allowed to check in after 9:00 a.m. without approval from Event Officials.
- Registration will be located at 212 S. Main St., Wetumpka, AL 36092. Space assignments will be given upon arrival. Upon arrival, an event official will show you to your space.
- All vehicles must be removed from the exhibit area within the park as soon as unloaded.
- **No vehicles will be allowed onsite until 6:00 p.m. or after the fireworks.** We also ask that you be extremely careful and aware of pedestrians during break-down.
- Each exhibitor will have one parking pass. **NO EXCEPTIONS.**
- **No request for specific booth/space shall be honored.**
- **No request for giving away items that may compete with exhibitors shall be honored.**
- **Requests for exclusive items or categories will not be taken.**
- No refunds shall be made for any weather-related reason.
- All fees and applications **must** be paid and submitted by Friday, November 30, 2018. Payments will not be accepted on the day of event. No exceptions.
- **No electric or space heaters, computers, golf carts or ATVs will be allowed.**

## Christmas on the Coosa - Wetumpka, Alabama December 8, 2018

- Artists are responsible for the collection and payment of all sales tax. Wetumpka's sales tax rate is 9%. For more information on filing, call (334) 242-1490 or go to [www.revenue.alabama.gov](http://www.revenue.alabama.gov).
- Event will not be responsible in any way (a) for any theft or damage to the exhibit or equipment or any other property belonging to Vendor or Vendor's employees who are participating in the Festival nor (b) for any theft or other loss of Vendor's proceeds or receipts from his/her/its participation in the Festival. Since there is no way to insure the property of individuals attending or participating in the Festival, either as an exhibitor, an artist displaying artwork or photography on a panel board, or a person or group of persons performing on the stage, each individual must be entirely responsible for his/her own equipment, artwork, crafts, or the like, proceeds, receipts, or any other property of any kind whatsoever, and should plan accordingly, in order to prevent any theft or mysterious disappearance of any of same during the Festival.
- Failure to abide by the rules and regulations set forth herein may be grounds for removal from the Event. No refund shall be provided for such removal.
- Christmas on the Coosa is an official function of the City of Wetumpka. For additional information, contact Valencia Smith at [ysmith@cityofwetumpka.com](mailto:ysmith@cityofwetumpka.com) or (334)567-5147.

**You will receive an acceptance letter prior to the event. Do not call for space assignments. Vendors will be notified if space is not available.**