



Saturday, December 2, 2017 - 10am-6pm  
Sunday, December 3, 2017 - 10am-4pm  
Rome Civic Center



### APPLICATION FOR BOOTH SPACE

Company: \_\_\_\_\_  
(This name will appear on Spring Art Market signage and marketing materials)

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Please attach business card if available)

Phone Number: \_\_\_\_\_ Facebook/Website (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

How did you hear about the Art Market? \_\_\_\_\_

What kind of items do you make/sell? \_\_\_\_\_ What is the price range of your items \_\_\_\_\_

Contact person and phone number **during** event: \_\_\_\_\_

Do you need electrical power at your booth? \_\_\_\_\_ Other special requests/needs: \_\_\_\_\_

Would you prefer to be set-up inside or outside (requests filled on first-come, first-serve basis)? \_\_\_\_\_

Can you/will you be providing: Your own table? \_\_\_\_\_ Your own tent (if applicable)? \_\_\_\_\_

**\*\*For those needing power, you will be responsible for supplying your own extension cords.**

Do you have a skill that you would like to demonstrate as a part of your display? If so, what? \_\_\_\_\_

A non-refundable **\$100** inside booth rental fee (\$50 outside) will be required upon selection for Art Market. **YOUR RESERVATION IS NOT SECURE UNTIL PAYMENT IS MADE.** Included in your rental fee is an **approximate** 8-foot x 6-foot booth space and two chairs; an 8-foot table will be provided on a first-come, first-serve basis determined by your application/acceptance date. **Cash or checks** made payable to *Greater Rome Convention & Visitors Bureau* will be accepted for payment. All applicants are asked to provide four **HIGH-RESOLUTION DIGITAL** images representative of their work and of their logo (if applicable). These materials will be used in the marketing of the event through various channels. **New Vendors please also provide a photo of your booth presentation at comparable events.**

**On Monday, September 4, 2017, the application window will be opened to new vendors. All applications are due by Monday, October 16, 2017 at 5 p.m.** Following a juried panel meeting, applicants will be notified via email of selection. **After Monday, November 13, the booth fee increases to \$125, and applications are due by Monday, November 20, 2017 at 5 p.m.**

\*\*\*\*I agree to stay set-up at the event until the official closing time each day. **INITIALS:** \_\_\_\_\_

Vendors are asked to donate an item (\$20 and up) for free drawings that will be held throughout the weekend. Vendors who donate are promised a recognition photo on our Facebook page the day of the giveaway to show our appreciation and advertise your product. Item and value: \_\_\_\_\_

\_\_\_\_\_

**To all vendors:**

Before you add an artist to your booth the artist must be approved first by the Rome CVB. We try hard to limit the number of jewelry artist, wood turners, etc. so everyone in the market can flourish. If we have too many of one kind of vendor it hurts everybody. Please help us help you by letting us know immediately if you are considering letting another artist in your booth.

Thank you

**Release**

I acknowledge and agree to hold harmless the City of Rome, The Rome Convention Visitor’s Bureau and the Winter Art Market committee from responsibility for injuries to any exhibitor, or for damaged or stolen work, or damage to displays by natural or willful causes. I agree to abide by the rules and regulations as set forth in the Winter Art Market requirements. I understand that the Winter Art Market and its authorities have the right to refuse admittance of any exhibitor and to request removal from the property should they not adhere to the Standards on Conduct set by the Winter Art Market Committee and the City of Rome Government.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete the form and sign the release form. Return application and signed form to:

Charlene Mathis  
402 Civic Center Drive  
Rome, GA 30161