



# Artist Alley Application

## Rules and Regulations

**DATES & TIMES:** Friday, October 19, 2018, 6:00 – 11:00 p.m. & Saturday, October 20, 2018, 4:00 – 11:00 p.m.

**DESCRIPTION:** Owl-O-Ween is a Hot Air Balloon Family Friendly Festival featuring Live Entertainment, Hot Air Balloon Glows, Trick-or-Treating (at the balloons), Multiple Stages, Tethered Balloon Rides, Artist Alley, Roving Performers, Merchant Marketplace, Food Court, Interactive Kids Zone and so much more!!!! [www.owl-o-ween.com](http://www.owl-o-ween.com). Anticipated attendance is 45,000.

**LOCATION:** Kennesaw State University Sports + Entertainment Park, 3200 George Busbee Pkwy, Kennesaw GA 30144. Located just 20 miles north of downtown Atlanta, and less than 1 mile from both I-75 and I-575.

**FEES/REFUNDS/WAITLIST:** Non-refundable Jury/application -\$25.00. Booth Space: 10 X10 - \$200.00, 10X20 \$400.00. A \$50 charge will be assessed for all returned checks. **Make Checks Payable to: CES.** Jury checks will be deposited when the application is received. Booth checks will be deposited around September 18. Artists placed on the waitlist will be notified via email. As space becomes available, artists will be pulled from the waitlist based on “like art” from vacated space. The event will be held rain or shine. In the event of inclement weather, the festival management team will make the final determination of continuance of the Festival. Refunds will not be issued after September 25, 2018.

**DEADLINE/NOTIFICATION:** September 18, 2018. Notification by September 25, 2018.

**ACCEPTED CATEGORIES:** All items must be hand crafted by the artist. Resale or wholesale items (buy/sell) *are not* permitted. Accepted categories include jewelry, pottery, glass, painting/drawing, photography & digital media, textile/leather, metal, wood, mixed media and other hand crafted items. Artists may only show and sell work from the category in which they have been accepted. Artwork and booth submitted in photos must be representative of display and art offered for sale. Festival organizers reserve the right to ask the artist to remove items not representative of art submitted for jury process/acceptance.

**APPLICATION PROCESS:** Submit signed application, jury/application check and booth check (must be separate checks), 4 photos (4X6 only), one of the outdoor booth display-full view and three photos of the individual art pieces and a self addressed stamped envelope. Accepted artists understand and agree that the show promoter may use images of their work for the sole purpose of marketing the event.

**ARTIST:** The artist must arrive on time and stay for the duration of the festival. Artists may not open their booth late or close early. No agents, dealers, or representative may attend in place of the artist. Only one artist may display in a booth unless the work produced is a collaboration of two artists. Artists may bring 1 additional helper.

**THEME:** Artists are encouraged to get in the Halloween spirit, and dress up (designed for the young children, nothing gory or scary) and trick-out your booth.

**BOOTH:** Booth size is 10X10, 10X20. All booths are located on concrete and tent weighting is mandatory! Artists must furnish their own tent, display tables, skirting, & chairs. All displays must be designed and constructed to be aesthetically pleasing, and all sales and promotional activities must be confined to artist's assigned space. One 20-amp outlet will be provided to each booth. The artist must provide the extension cord and appropriate lighting for the booth. Additional lighting is absolutely necessary.

**PARKING:** Artists must park in the free artist parking (trailers and vehicles) area.

**SET UP/TEAR DOWN:** Set up is October 18 or 19, 2018. Artists can select set up time and will be required to *unload* within a 30 minute window and remove their vehicle. Booths must be fully operational by 6:00 p.m. on Friday and 4:00 p.m. on Saturday. Tear down can begin at 11:00 p.m., however vehicles are not permitted in the area until festivals guests are gone and the area is secured for vehicle traffic.

**NO:** Pets, smoking or firearms.

**SECURITY:** The Festival will provide overnight security. Neither Owl-O-Ween, nor any of the event producers are responsible for any items left on-site.

**NO GUARANTEE OF RESULTS:** The Owl-O-Ween Hot Air Balloon Festival and its organizers do not warrant or guarantee any particular results of the Festival, nor does it guarantee a particular number of attendees or exhibitors.

### QUESTIONS/ARTIST ALLEY CONTACT

Carolyn Morris, 404-966-8497, [cmorrisga@gmail.com](mailto:cmorrisga@gmail.com) [www.owl-o-ween.com](http://www.owl-o-ween.com)



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## EVENT DESCRIPTION

Owl-O-Ween is a Hot Air Balloon Family Friendly Festival featuring Live Entertainment, Hot Air Balloon Glows, Trick-or-Treating (at the balloons), Multiple Stages, Tethered Balloon Rides, Artist Alley, Costume Showdown, Roving Performers, Merchant Marketplace, Food Court, Interactive Kids Zone and so much more!!!! [www.owl-o-ween.com](http://www.owl-o-ween.com).

## CONTACT INFO

ARTIST NAME:

ADDRESS/City, State, Zip:

EMAIL:

WEBSITE:

PHONE NUMBER: | CELL PHONE:

## CIRCLE THE TYPE OF WORK DISPLAYED: only ONE category is acceptable

Jewelry    
  Ceramics/Pottery    
  Glass    
  Painting    
  Sculpture/metal    
  Textile    
  Wood    
  Photography

Craft (explain): \_\_\_\_\_ Other (explain): \_\_\_\_\_

## BOOTH SIZE

<input type="checkbox"/> 10 X 10 - \$200.00 <input type="checkbox"/> 10 X 20 - \$400.00	Check payable to: CES
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## INCLUDE WITH YOUR APPLICATION

- Signed application
- Booth check
- Jury/application fee check
- 4 photos (no slides, CD or paper copies of photos)
- SADE (self-addressed stamped envelope)

The SPONSOR/EXHIBITOR/CONCESSIONAIRE/VENDOR shall indemnify and hold harmless A.R.M. Enterprise Group, Inc., Promotions Marketing, Hurricane Events & Marketing, Inc., Kennesaw State University, Kennesaw State University Foundation, The Board of Regents of the University System of Georgia on behalf of Kennesaw State University, and all of the aforementioned agents, employees, representatives, servants, and volunteers from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from (i) the conduct or management of the Premises or of any business therein, (ii) any act, omission, or negligence of the SPONSOR/EXHIBITOR/CONCESSIONAIRE/VENDOR or the partners, directors, officers, agents, employees, invitees or contractors of the SPONSOR/EXHIBITOR/CONCESSIONAIRE/VENDOR (iii) any accident, injury or damage whatsoever occurring in or at the Premises.

SPONSOR/EXHIBITOR/CONCESSIONAIRE/VENDOR hereby expressly indemnifies A.R.M. Enterprise Group, Inc., Promotions Marketing, Hurricane Events & Marketing, Inc., Kennesaw State University, Kennesaw State University Foundation, The Board of Regents of the University System of Georgia on behalf of Kennesaw State University, and all of the aforementioned agents, employees and volunteers for the consequences of any negligent act or omission of these entities, unless such act or omission constitutes gross negligence or intentional misconduct. Event reserves the right to cancel any vendor agreement/partnership/sponsorship, in writing, at any time, for any reason. Additionally, at any time, should a Sponsor partner with the Event, at a level that the Event deems adequate to provide that sponsor with category exclusivity, all previous sponsorship and vendor agreements in that category, may be cancelled, by the Event, and any monies paid will be refunded without any penalties.

Your signature below indicates your commitment to participate in the 2016 Owl-O-Ween Hot Air Balloon Festival as well as your agreement to comply with the terms for participation, as outlined in this Application and separate Agreement (You may be required to sign an Event Agreement), which will be sent to you, upon acceptance of your application. An ACCORD form listing all additionally insured's must be completed, and sent to event 30-days prior to event.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

Mail completed application, checks and photos to: CES, PO Box 965296, Marietta GA 30066.  
 Application MUST be postmarked by September 18, 2018

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