



KETCHIKAN AREA ARTS & HUMANITIES COUNCIL  
PRESENTS THE

## ***29TH WINTER ARTS FAIRE***

SATURDAY, NOVEMBER 24 10:00AM – 5:00PM

SUNDAY, NOVEMBER 25 10:00AM – 3:00PM



# BOOTH GUIDELINES

**Renewing Booth Application deadline: September, 29, 2018**

**All Applications accepted until November 12, 2018**

If you have not received a Booth Packet by November 19, 2018

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## **\*\* WINTER ARTS FAIRE GUIDELINES \*\***

- **Set up time:** Friday, November 23, from 12:00-5:00pm  
Food booths: contact KAAHC for more details
- **All Booths are 10'x6'**
- The Winter Arts Faire is reserved for items created and designed by the vendor
- All work must be **ORIGINAL**
- **KAAHC reserves the right to not accept your application or close your booth if merchandise is not handmade or deemed appropriate**
- Most booths do not have a wall/backdrop behind them
- Please make your booth festive to help shoppers enjoy the holiday spirit
- Linens are not available for rent
- Vendors may share booths; all vendors must be members of KAAHC
- Vendors may only have 1 booth

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### **FOOD BOOTHS:**

Food booths are located in the lobby of the **1st floor** of the Saxman Community Center. Food permits can be obtained from the Department of Environmental Conservation, 540 Water Street, Ketchikan, AK 99901. Telephone: 225-6200. The DEC has the authority to close down food booths that do not meet their requirements.

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#### **SEND REGISTRATION & PAYMENT TO:**

Ketchikan Area Arts and Humanities Council, 330 Main Street, Ketchikan, AK 99901

ShellyH@ketchikanarts.org \* Phone: 907.225.2211

Visit [www.KetchikanArts.org](http://www.KetchikanArts.org) for more information.



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## 29TH WINTER ARTS FAIRE

SATURDAY, NOVEMBER 24 10:00AM – 5:00PM  
SUNDAY, NOVEMBER 25 10:00AM – 3:00PM



# BOOTH APPLICATION

Application deadline for ALL booths: November 12, 2018

Contact Name: \_\_\_\_\_

Business/Booth Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of Booth

- Yes, I would like to donate a door prize! We give away door prizes every half-hour via text message to keep shoppers visiting booths and sharing the holiday spirit!

### Renewing Booth Holder from 2017:

- I would like the same booth as 2017
- I would like to change my booth. My preference(s) would be \_\_\_\_\_

### First Time Artist/Vendor:

- |  |  |
|--|--|
| <input type="checkbox"/> 1st Floor Gym | <input type="checkbox"/> 2nd Floor Lobby         |
| <input type="checkbox"/> FOOD BOOTH    | <input type="checkbox"/> 2nd Floor Auditorium    |
|  | <input type="checkbox"/> 2nd Floor Walking Track |

### ELECTRICITY:

- I will bring everything I need for my booth and understand tables and chairs are NOT provided.
- I need an electrical outlet (limited availability). Electrical cords NOT provided.

### ACCEPTING CREDIT CARD PAYMENTS AT YOUR BOOTH:

- I am interested in accepting credit card payments at my booth through KAAHC and understand 6% of the total will be deducted from my sales to cover processing fees
- I am not interested or will handle credit card payments on my own.

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**BOOTH APPLICATION**

Registration deadline for ALL booths: November 12, 2018

Just like Blueberry Arts Festival starting this year (2018), booth discount and eligibility will be available to ARTIST memberships. If you are a returning booth holder we invite you to renew your membership at the ARTIST level. If you are unable to upgrade, **for this year only**, you may secure your booth with your basic membership level.

**In 2019, we will require all booth holders to upgrade to the ARTIST membership.**

**PAYMENT:**

- Booth \$65
- Renew/Upgrade Artist Membership \$50

**TOTAL DUE \$** \_\_\_\_\_

- Cash
- Check # \_\_\_\_\_
- Credit Card # \_\_\_\_\_ (Visa or MC)  
Expiration Date \_\_\_\_\_ CSV \_\_\_\_\_

- 1) I will be set up and ready by 5:00pm, Friday, November 23.
- 2) I will clean my space at the end of the Faire.
- 3) I will stay open for the entire duration of the Faire.

By signing, I agree to the above terms:

Signature

Date

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Office Use Only: Amt pd \$ \_\_\_\_\_ Date pd \_\_\_\_\_ Mem Exp \_\_\_\_/\_\_\_\_ Booth # \_\_\_\_\_