



KETCHIKAN AREA ARTS & HUMANITIES COUNCIL PRESENTS THE:

30TH ANNUAL WINTER ARTS FAIRE

*located at the spacious Saxman Community Center
2841 South Tongass Hwy., Ketchikan, AK*



VENDOR BOOTH INFORMATION

HELLO FOLKS! Welcome to the 2019 Winter Arts Faire Application! We are super excited for a great Faire this year! What is new?

- There will be no Booths upstairs on the Walking Track this year. All those vendors will be distributed to other festival locations.
- The Friday Night Opening Gala Reception has returned !!! This is a fun evening event with special hors d'oeuvres! People get dressed up and enjoy an elegant evening out.
- You can submit your application and payment online!

Please read through carefully and look for these changes, and others. This is a new application.

If you have any questions please give me a call.

Thank You!

Katy Posey 225-2211

WINTER ARTS FAIRE SCHEDULE:

The Friday Evening Opening Gala Reception is back by popular response to the 2018 vendor survey!!! YAY!!! This is a special opportunity for customers to beat the crowds, shop early, and get first dibs! The Opening Gala Reception will have a \$5 admission and includes a non-alcoholic fancy drink menu, and hors d'oeuvres! Spread the word to all your fans!!!

- Friday, November 29, 12:00 - 5:00 pm Set up.
- Friday, November 29, 5:00 - 8:00 pm - Opening Gala Reception.
- Saturday, November 30, 10:00 am - 5:00 pm - Free admission.
- Sunday, December 1, 10:00 - 3:00 pm - Free admission.
- Sunday, December 1, 3:00 - 5:00 pm Breakdown!!! Phew you did it!!!

SET-UP INFORMATION:

Set up is Friday, November 29, from 12:00 pm - 4:55 pm. Doors for the Friday evening Opening Gala Reception open at 5:00 pm. Booths must be ready, we will open the doors earlier if we can.

BREAKDOWN INFORMATION:

Breakdown is Sunday, December 1st, 3:00pm - 5:00pm. It is not permissible to begin breakdown before the Faire ends at 3:00 pm, on Sunday, December 1st. There are many reasons for this, but the main one is to not give the impression to the audience/customers that the Faire is over. It is each vendors' responsibility to clean their own space.

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

KatyP@ketchikanarts.org • Phone: 907.225.2211

Visit www.KetchikanArts.org for more information.



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If you sell out of your wares, congratulations!!! However, your booth must remain open. Vendors in years past have used this time to network, share business cards, sell gift certificates, display photo albums, and take orders. We appreciate your cooperation and encourage you to take advantage of the opportunity and celebrate your success.

VENUE INFORMATION:

The 30th Annual Winter Arts Faire is being held at the beautiful, spacious Saxman Community Center, located at 2841 S. Tongass Hwy. During set-up and breakdown, vendors are encouraged to park close for unpacking and packing their wares.

However, you must remove your vehicle after unloading and park in the designated Vendor parking lot. Keep immediate spaces by the Saxman Community Center open for the ease of your customers. The venue is indoors and does not provide or rent tables, table cloths, or chairs. Booths “stay up” until breakdown on Sunday at 3:00 pm.

RETURNING VENDOR FROM 2018:

DEADLINE TO RETAIN YOUR BOOTH: SEPTEMBER, 30, 2019

Please note There will be no booths on the walking track this year. If you held booth numbers 76 - 91 you will be moved!!! Please add your preference below! We will do our best to accommodate your first choice, however, we will fill spaces by the date of application received. Please submit your application as soon as you can! Thank you for returning to the Winter Arts Faire!!!

FIRST TIME VENDOR PREFERENCE:

There is no deadline to apply for Booths we will accept applications as long as there is space available. We will do our best to place you where you would like to be. However, we fill the booth spaces on a first come, first serve basis.

OPTIONAL CREDIT CARD SERVICE THROUGH THE ARTS COUNCIL:

The Arts Council provides an optional credit card service to Winter Arts Faire Vendors. There is no charge for the service, however, the Arts Council deducts a fee of 6% of your total credit card sales to cover processing fees. More information will be provided to those interested.

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MEMBERSHIP:

Booth Vendors are required to hold the minimum membership level of Artist or above to participate in the WAF. This is an annual fee of \$50. If you do not know if you are a current member, please call Jeff at (907) 225-2211, and he will let you know!

MISCELLANEOUS:

- **All Booths are 10' wide x 6' deep.**
- Most booths do not have a wall/backdrop behind them.
- 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 to close your booth if merchandise is not handmade or deemed inappropriate for the Winter Arts Faire.**
- Please make your booth festive to help shoppers enjoy the holiday spirit!
- **A prize will be awarded to the most festive/beautiful booth!!! The prize is a Free Booth at the 2020 Winter Arts Faire!!! (a \$65 value)**
- Please be set up and be ready by 5:00 pm, Friday, November 29.
- Booths must stay open for the duration of the Faire.
- Clean your space at the end of the Faire.
- Have Fun and enjoy the spirit of the event!
- Vendors may share booths, but all vendors must have an Artist Level or higher membership with KAAHC.
- Vendors may only have 1 booth.
- Tables, chairs, and linens are not available for rent.
- You must bring everything you need for your booth.

FOOD BOOTHS:

Food booths are located in the lobby of the **1st floor** of the Saxman Community Center. Food Booths do not set up until Saturday. 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. Food Booths please contact KAAHC for more details.

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VENDOR APPLICATION

CONTACT NAME: _____

BUSINESS/BOOTH NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

BRIEF DESCRIPTION OF YOUR BOOTH (DESCRIBE YOUR ART) _____

- I would like the same booth as 2018. My Booth # was _____
- I would like to change my booth., my location preference is or
- I am a first time Booth Vendor, my location preference is...
 - 1st Floor Gym 2nd Floor Lobby
 - FOOD BOOTH 2nd Floor Auditorium
- I am interested in using the credit card service provided by KAAHC.
- I understand 6% of my total credit card sales will be deducted to cover the credit card processing fees.
- Thank you so much, however I will not be needing the credit card service provided by KAAHC.

PAYMENT:

Booth \$65
Membership \$ _____

TOTAL DUE: \$ _____

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

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

BY SIGNING, I AGREE TO THE TERMS LAID OUT IN THE WINTER ARTS FAIRE VENDOR BOOTH INFORMATION

SIGNATURE

DATE