

Guidelines for BBAF

Thank you for participating in this year's festival. We are looking forward to your booth and are relying on your enthusiasm and cooperation to make this year's festival a success. We know you are busy preparing for your booth. But please don't forget to "dress it up"... prizes will be awarded for the **"Blueberriest Booth"**.

Please pay attention to these guidelines for your booth space:

You may begin setting up your booth as early as 6:00 am on Saturday, August 3rd. **All vehicles must be out of the parking garage by 8:00am. No cars will be allowed in after 8:00am.** The **Fun Run** starts at 9:00am, and the street must be cleared. **You must be open and ready for sales at 10:00 am.** Cruise ships are scheduled to be in town, so prepare for early shoppers.

1. Booths will be outlined and marked Friday evening! Booths will be numbered, make sure you are in the correct location! You will be asked to move. Be respectful as you move in and set up, of your neighbors and passing cars.
2. Once you have unloaded, please park as far away from the Festival as you can. We would like to leave as much parking as possible for the public (your customers!).
3. Please read the Booth description carefully make sure there are no errors! We will share the Final Booth Layout with you as soon as we have it available! Jeff, Kathleen and Katy will be at the Festival by 7am to clear up any confusion with booth spaces.
4. You must supply your own table, chairs, awnings, display, etc. Be prepared for rain, hot sunshine, and wind!
5. **Please clean-up any and all trash in and around your area.** This makes clean-up time go much more quickly for our volunteers. Dumpsters will be available for your use in the church lot. This year there will be recycle bins as well, please inform your customers they are available. Please leave your space as clean as it was at 7am.

*******Attention Food Booth Participants!!!*******

6. It is imperative that you bring at least one large garbage can of your own (and a supply of can liners) to be placed next to your booth. Once the can(s) are full, it is your responsibility to haul the bags to the dumpster in the church lot and to

continue doing this as needed during the day. This will help us keep things as clean as possible. Failure to do so will jeopardize your inclusion in next year's Festival.

7. **Food Booths** - It is your responsibility to contact the local Health Inspector as soon as possible, if you have not already done so. If you fail to contact the Health Inspector, he has the authority to close your booth before it even opens or at any time during the festival. DEC phone number is 225-6200. You must have a fire extinguisher on site. You must have a ground cloth or cover for the floor inside your booth! Please do not use Styrofoam or single-use plastics in your booth, consider the alternatives!
8. **All booths must remain assembled and open until the Festival closes at 5PM.** If you pack up early, you will jeopardize your inclusion in next year's Festival.
9. Your name, product and booth number will be listed in the festival program ie. The Booth Layout Map. Any changes must be cleared with Katy.

*******Attention Artist Booths*******

10. "Blueberry Arts Festival, Ketchikan, Alaska" is a copyright of the Ketchikan Arts Council. **Please do not use this phrase on your items.**
11. Work must be original; works from kits or copies are inappropriate for the Artist Booths and will not be accepted.
12. Work must display high-quality craftsmanship.
13. The annual *Blueberry Arts Festival Open Call Art Exhibit* is on display at the Main Street Gallery in conjunction with the Festival. This is an opportunity to display your work for the entire month of August! Submit up to 2 pieces. Deadline for submissions to the 2019 Blueberry Arts Festival Open Call Art Exhibit is Friday, July 26, by 5:00pm.
14. If you have any questions or concerns, please call us at 225-2211 or stop by the office at 330 Main Street. Thanks again for your participation! See you on the 3rd.

*******Thank you! *******

*******STAY Positive and Enjoy The Day!!!*******