



KETCHIKAN AREA ARTS & HUMANITIES COUNCIL PRESENTS THE:

32ND ANNUAL WINTER ARTS FAIRE

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



Friday, November 26, 5:00 - 8:00 pm, Saturday, November 27, 10:00 - 5:00 pm, Sunday, November 28, 11:00 - 3:00 pm



Please help us thank First Bank,

generous sponsors of the Winter Arts Faire for the last 13 years!

Thank you First Bank!!! YOU ROCK!!!

Hello Artists,

Welcome to the Ketchikan Area Arts and Humanities Council's (KAAHC) 32nd Annual Winter Arts Faire (WAF) Booth Holder Guidelines and Information! Planning an indoor event that attracts thousands of people is very difficult any year (because of the global pandemic!!) Please know that KAAHC must, and does, take our Community's safety very seriously and are in constant review of the safest practices for indoor events, including the possible cancellation of the event at the last minute. If you're interested in applying to be a Booth Holder, PLEASE, please, please read through the complete Booth Holder Guidelines and Information below before filling out the application. This is an all new application. If you have any questions please give me a call at (907) 225-2211!

Thank You!

Katy Posey

BOOTH HOLDER GUIDELINES AND INFORMATION

WINTER ARTS FAIRE (WAF):

A three-day Arts Faire showcasing local artists! It is expected that all WAF Booth Holders are artists, artisans, or makers; and that only high quality and handmade or self-produced items are for sale. Items must be your own original work, and not violate any copyright laws. Although KAAHC cannot guarantee sales, we do encourage Booth Holders to be engaging with visitors and demonstrate their art form. We have noticed that visitors are more likely to make purchases when they have a positive, engaging experience with artists. They want to share your story - and stories sell!!

- KAAHC retains the right to prevent the sale of products with questionable or objectionable images or messages or those otherwise determined to impede an inclusive, family-friendly environment.
- KAAHC reserves the exclusive right to sell raffle tickets during the Winter Arts Faire as part of our fund raising efforts. Vendor's tables should not feature raffle tickets for sale.

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 check your membership status!

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.

BOOTH HOLDER GUIDELINES AND INFORMATION

WHAT'S NEW!!

- Returning Booth Holders from 2019: The application deadline is October 15th to receive priority placement! This year we must increase space between each booth. Because of this, "Returning Vendors" might not be placed in the exact same location. However, the application still asks for booth numbers and preferences.
- Unfortunately, we are unable to host Food Booths this year.
- Masking is required for the public and the vendors at all times.
- Although at present we are not requiring vaccinations to participate as a vendor or the public, the Winter Arts Festival Booth Application asks a question about your vaccination status. Your answer will help us to understand our statistics and help us make decisions later about possible testing requirements. If you have questions, please call the Arts Council, M-F, 9:00 - 5:00 pm. at (907)225-2211,
- The Friday Night Opening Gala Reception is on! We are scheming for a fun and fancy "takeaway" option for our guests, please stand by for updates!!!
- The email you provide in this application is how we will be communicating with you. If you do not receive a confirmation e-mail when you submit your application, check your spam or junk e-mail folders first and make sure you allow emails from the Arts Council.

BUT WAIT, THAT'S NOT ALL!!!

There are two "buy local" incentive programs available to each of our Winter Arts Faire Booth Holders!!! Shoppers are encouraged to find you during the busy holiday shopping season and prizes are awarded to customers that spend money and visit registered local merchants. Find out more about these programs and how to register below.

- **2nd Annual "Merry Merchants and Munch"!!!** "Merry Merchants and Munch" is an incentive program to shop locally from November 22nd - December 22nd presented by the Greater Ketchikan Chamber of Commerce! Registered merchants and restaurants are advertised, provided punch cards, and punches. Each \$20 spent at a participating merchant gets their customer a punch, each fully punched card will be entered to win prizes at the end of the shopping period. It is \$100 for a local business to participate in "Merry Merchants and Munch" with the Chamber, however, it is only \$50 for Winter Arts Faire Booth Holders to register!!!! Why? Because you are members of KAAHC!!! If you are interested in participating in this program, register with the Greater Ketchikan Chamber of Commerce at ketchikanchamber.com or call (907) 225-3184. Don't forget to mention you are a Member of KAAHC and are participating in the 32nd Annual Winter Arts Faire!!!
- **"Small Business Selfie Sweepstakes"** is happening again this year!!! November 26th - November 30th! This is a free program hosted by Providence Properties to incentivize shopping locally!!! Each registered Booth Holder will receive a flyer to post at their booth. Participants are encouraged to visit all registered small businesses that are participating and take a selfie with the flyer. Each selfie will be entered to win prizes! Participants are encouraged to visit as many small businesses (Booth Holders) as they can in the shopping period. If you are interested in participating in the "Small Business Selfie Sweepstakes" as a small business (Booth Holder) you can sign up below inside the WAF Application!

BOOTH HOLDER GUIDELINES AND INFORMATION

ARTIST DIRECTORY:

Last year, because we were unable to have the Winter Arts Faire we organized and promoted Artists in our Online Artist Directory! The Online Artist Directory is an ongoing feature on the KAAHC website that showcases local artists, and how and where their work is available. This year because we know there are many people who do not want to go to an indoor event, but would love to support local artists we will be promoting the Online Artist Market as a companion to the in-person 32nd Annual Winter Arts Faire event!!! If you participated in the Online Artist Market last year please go to the Artist Directory on the KAAHC website and make sure your information is accurate and fresh! If you are new this year, go check out the Artist Directory and see what it is all about! If you have changes to make, or would like to participate, please email me katyp@ketchikanarts.org your headshot, brief description of your artwork, no more than 3 images of your artwork, and a list of your links; website, Etsy, Facebook, Instagram. The Online Artist Directory is a free, optional service provided by the KAAHC to their Artist Members! Artists do not have to participate in the Winter Arts Faire to be included in the Online Directory, or vice versa. However, we will be promoting both events and using the info and images you provide to help promote the Winter Arts Faire.

SET-UP INFORMATION FOR BOOTH HOLDERS:

Friday, November 26, from 12:00 pm - 4:55 pm. Doors open to the public at 5:00 pm. Please note, booths remain set up through Sunday, November 28th, at 3:00 pm!!!! The Saxman Community Center doors are locked and the evening breakdown of your booth is not necessary.

WINTER ARTS FAIRE SCHEDULE FOR THE PUBLIC:

The Friday evening Opening Gala Reception 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 might include fun “takeaway” treats for the attendees!

Friday, November 26, 5:00 - 8:00 pm - Opening Gala Reception!!! \$5 admission

Saturday, November 27, 10:00 am - 5:00 pm - Free admission!

Sunday, November 28, 11:00 - 3:00 pm - Free admission!

KAAHC RAFFLE:

KAAHC holds an annual raffle to fund raise for support of the organization's programs and events including the Annual Winter Arts Faire, Artist Professional Development classes, and the Wearable Art Show!!! Each raffle ticket is accompanied by a handmade envelope containing a variety of things including tiny art pieces, jewelry, coupons, gift cards, poems, recipes, art supplies, and more. That way every raffle ticket is a winner!!!

FORCE MAJEURE:

If for any reason, present or future statute, laws, ordinance, regulation, order, judgment or decree; earthquake; flood; fire; pandemic, epidemic, or disease; accident; explosion; any inability without fault on KAAHC's part to sufficiently hold the Winter Arts Faire, KAAHC may terminate registration without any liability for any damages arising from such termination. In addition to the above circumstances, should any event displace the organization or render the organization unable to host the Winter Arts Faire, KAAHC shall not be under any obligation to present it at a

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Katyp@ketchikanarts.org • Phone: 907.225.2211

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BOOTH HOLDER GUIDELINES AND INFORMATION

different time.

MISCELLANEOUS:

- **All Booths are 10' wide x 6' deep.**
- Most booths do not have a wall/backdrop behind them.
- KAAHC reserves the right to not accept your application or to close your booth.
- A prize will be awarded to the most festive/beautiful booth!!! The prize is a Free Booth at the 2022 Winter Arts Faire!!! (A \$65 value)
- Booths must be set up and be ready by 5:00 pm, Friday, November 26th.
- Booths must stay open for the duration of the WAF.
- Clean your space at the end of the WAF.
- 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.

MEMBERSHIP:

All Winter Arts Faire Booth Holders must have a membership level of Artist or above to participate in the Winter Arts Faire. This is an annual fee of \$50. It does not renew automatically and can expire. If you do not know if you are a member, please call Jeff at (907) 225-2211, and he will check your membership level!

The membership benefits for an Artist Level are...

- Pre-order Blueberry Festival t-shirts in advance of public sale!
- Personal invitation to all Main Street Gallery Opening Receptions!
- Invitation to the annual meeting and voting rights!
- Membership recognition in all KAAHC event programs!
- The ability to purchase Wearable Art Show tickets before the General Public!!
- Discount on the Booth Fee for the Blueberry Arts Festival (based on criteria, up to \$75 value)
- Eligibility for a Winter Arts Faire Booth (based on criteria)
- Waived Entry Fees for The Blueberry Arts Festival Art Exhibit and other Open Call exhibits. (Up to a \$75 value)
- Waived Entry Fee for participation in the Wearable Art Show! (Up to a \$35 value)
- Free grant, application, and portfolio consultation!

And much, much more!!!



Office Use Only:

RTN NEW

Date paid _____

Amt pd \$ _____

Mem Exp ____/____

Booth # _____

32ND ANNUAL WINTER ARTS FAIRE BOOTH HOLDER APPLICATION

BOOTH HOLDER NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

(All correspondence from KAAHC will be to this email)

BOOTH NAME: _____

BRIEF DESCRIPTION OF YOUR BOOTH (DESCRIBE YOUR ART FOR THE WINTER ARTS FAIRE FLYER) _____

- I would love to donate a small gift for the fundraising envelopes!
- I will be set up and ready for all 3 days! I am committed to ALL 3 days!
- I will stay open for the entire duration of the Winter Arts Faire.
- I will not pack up early, I will clean my space after the event, and throw all my trash away!
- I will have fun and enjoy the spirit of the event! I am so EXCITED!!!!
- I would like a spot as close to the same spot as 2019. My Booth # was _____
- I would like a new location, or I am a first time Booth Holder, my location preference is...
 - 1st Floor Gym
 - 2nd Floor Lobby
 - 2nd Floor Auditorium
- I will bring everything I need for my Booth.
- I understand there are no tables, table clothes, or chairs available.

MASK REQUIREMENT:

- I will wear my mask at the Winter Arts Faire. (All people who work in my booth will wear a face covering too!)

COVID-19 VACCINATION QUESTION: At this time we are not requiring proof of vaccination to participate as a booth holder or as a visitor. Your honest answer will help us understand the percentage of vaccinated to unvaccinated booth holders (Please choose one.)

- I have not been vaccinated nor do I plan to be.
- I have received my first vaccine.
- I am fully vaccinated.
- I do not wish to disclose this information.

PAYMENT:

Booth \$65
Membership \$ _____

MAIL PAYMENT TO:

KAAHC
330 MAIN STREET
KETCHIKAN, AK 99901

CALL:

(907) 225-2211

TOTAL DUE: \$ _____

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

SIGNATURE

DATE