

## **HCOA 2010 Nutcracker Faire Guidelines**

HCOA major goals for the Nutcracker Faire are to provide a sustainable venue for original art so artists can live and work in Homer and the surrounding areas and for the whole community to enjoy a creative festivity.

**In keeping with our mission and your past feedback, the Nutcracker Faire will not accept imported or otherwise commercial goods.**

**2010 Dates: Dec 4<sup>th</sup> and Dec 5<sup>th</sup>**

**Site: Homer High School Commons and Gym**

**Faire Hours to the Public: Saturday 11am-7:30pm and Sunday Noon – 6pm**

**Doors open for Vendors: Sat 9am and Sun 11am**

### **Application Deadline Oct 1, 2010**

- Applicants received after this deadline, will be placed on a waiting list and will be accepted on a first come/first serve basis determined by diversity of products submitted to sell.
- You may request your booth space choices on the applications. (See map)
- You will receive a confirmation by email or phone if no email.
- Limited number of Non-profit organization applications will be accepted determined by the Faire Coordinator. A fee will be asked due to administration costs. Please Call HCOA office (235-4288) or send an email to [HCOA@homerart.org](mailto:HCOA@homerart.org) to get placed on a list. Notifications will be made of acceptance after the Oct deadline.

### *Products Sold:*

-It's the intent of HCOA to provide a sustainable venue for Artists to live and work in Homer and the Kenai Peninsula. Plus for the whole community to enjoy a creative festival environment for the Arts.

-Items sold for profit, must be hand-crafted. No imported items, items purchased for resale, collectibles or party-plan items may be displayed or offered at the Faire. Non-profit items are at discretion of the Faire Coordinator. HCOA reserves the right to require that questionable items be removed.

-All vendors are responsible for their product liability, safety and other insurance.

### *Booth space and Size:*

-Booth space, location and size are determined by the HCOA Faire Coordinator before event. Maps can be found on HCOA website. ([www.homerart.org](http://www.homerart.org))

-Booth sizes in the Commons are 8' wide x 9' deep or 7' wide x 10' deep. Some booth spaces have public doors that need access by school personnel during the Faire. The map shows those booths with discrepancies. The vendors with those chosen spaces will be informed of these rules.

-Gym booth sizes are 8' at opening and 10' deep.

-Taped spaces with booth number are provided.

-Tables, chairs, walls and decorations are provided by the vendor.

-If individual booth music is wanted, notifying the Faire coordinator is necessary.

-City and building codes will be adhered to throughout the event.

-Each booth needs to have an entrance or exit from their booth within their allotted space, using neighboring booths to enter/exit your booth is not acceptable and violates neighbor's rights.

-Up to 3 persons are allowed in each single paid booth, out of respect for your neighbors and buyers.

### *Returning Vendors:*

-HCOA will welcome returning vendors if they abided by HCOA Faire guidelines from last year.

-The same space can be requested from last year if applications and payment meet event Deadline.

-After the deadline, space requests will be at first come/first served.

*Double or shared booths:*

- Shared booths can be requested on the application. HCOA needs to know all the vendors sharing a booth and their wares. Each vendor needs to sign the application, but only one fee per booth is required. Finding your shared partner is not HCOA's responsibility. Both participants need to sign this application for legal purposes. Be advised, that we only allow 3 working people in each separate booth during the faire. (Double booths are double)
- Double booth requests will be granted at the time of payment and processed with first come/first serve basis.

*Booth trading:*

- Transferring of a booth to another vendor is accepted if the HCOA Faire Coordinator is notified in a timely manner and that the new vendor meets the Faire guidelines.
- Trading the week of the Faire is under the discretion of the coordinator.

*Corner Booths:*

- Since we have limited corner booths, requests will be granted at a first come/first serve basis.

*Electricity:*

- Electricity is dropped down from the ceiling. Each booth that requests electricity will have two plugs each. Please respect your neighbors when using lights in your booth.
- Costs have increased since 2009 due to increases in school custodial and rental fees.

*Food Vendors:*

- Food vendors are limited to specific designated booths by arrangement of the Faire coordinator. Alaska Department of Environmental Conservation (DEC) requires permits for off site food selling and consumption. This Food Permit is exclusively yours and needs to be displayed at all times during the faire. These permits are different from what you have at your restaurant or place of business. Applications can be requested from DEC in Soldotna at 907-262-5210 ex 237 or online at [www.dec.state.ak.us](http://www.dec.state.ak.us)
- Propane use is not allowed inside the School buildings. Fire extinguishers are required if cooking or reheating is done at your booth.

*Decorations:* Any décor is acceptable if it does not interfere with your booth neighbors or violate city or building code. Any litter will need to be swept up and disposed correctly.

*Booth Neighbors Rights:*

- Respect of booth neighbors is a priority and must be honored. HCOA or Faire Coordinator has rights to uphold against any persons/vendor violating HCOA vendor etiquette or all building/city codes.
- All booths must be supervised by an adult at all times.
- We would hope all vendors will communicate politely to each other. Remember that we all want a pleasant and fruitful faire.

*Parking:*

- Vendor parking is available during the Faire, and are asked to park in designated spaces, so that Faire participants can partake in the festivities.
- The High School will be changing their back parking areas. These parking rules and maps will be given to all vendors and advertized well before the event.
- Handicap parking is available close to the Faire site. Please respect those spaces for use by people with State tags and licenses.

*Unloading and Loading:*

- There will be an attendant at each loading dock area in which vendors can unload and know that their equipment is safe so they can park their car immediately. Leaving your car at these areas will be forbidden and will be strictly enforced so we can get vendors in and out.
- This will be outlined each year and will be sent to each vendor prior to the event.

*Setup and Breakdown:*

- Set up/Breakdown times are determined each year due to school activities and will be sent to each vendor each year.
- Early breakdown will not be allowed, since it disrupts the whole faire. Violators will not be asked to return next year.

*Security:*

- The gym will be locked on Friday and Sat night. Vendors in the Commons will need to secure their booth before leaving on Friday and Saturday night. HCOA will provide area security in the Commons until after the Ballet performances. Area will be locked after the Ballet performances.

*Violators:* HCOA will ask any violators to leave the Faire quietly.

*Fees:*

Late Fee of \$15 will be charged after Oct 31, 2010 due to staff time coordinating the event.

**Year 2010 Refund Policy:**

**Booth cancellations made by Nov 26, 2010 will receive partial refunds. Vendors can notify the HCOA office by phone, leave a message or email if they must cancel their participation at the Faire.**

**2010 Refund Notification Dates (Due to processing time)**

Through Oct 1	90% refund
Oct 2 – Oct 31	75% refund
Nov 1 – Nov 26	50% refund
No refunds can be processed the week of the faire	

**Contact HCOA office by calling (235-4288) or email at [HCOA@homerart.org](mailto:HCOA@homerart.org)**