

## **HCOA 2021 Mary Epperson Day Arts & Crafts Market Guidelines**

**Date: Saturday, June 4, 2022**

**Site: HCOA back lot @ 355 W. Pioneer Ave**

**Set-Up: Saturday, 10am-noon**

**Tear-down: Saturday, 5pm-6pm**

**Open to the Public: Noon - 5pm**

### **Mission**

HCOA's goal is to celebrate the arts on Mary Epperson Day by offering the public an arts experience including an arts and crafts market for local artisans to sell their products. Items for sale must be locally created or designed.

### **Code of Ethics**

HCOA and the Mary Epperson Day committee are committed to providing a celebration that is free of discrimination and unlawful harassment. Actions, words, jokes or comments of vendors, their agents, volunteers, employees, invitees, guests or customers based on an individual's sex, race, ethnicity, age, religion, disability or any other legally protected characteristic will not be tolerated. HCOA's policy is to comply with the letter, spirit, and intent of Federal Equal Employment Opportunities laws and rules and other similar state and municipal laws and rules. Vendors observing or having knowledge of illegal incidents or practices or violations of this policy are encouraged to immediately report such incidents to HCOA's Executive Director.

### **Policies & Vendor Criteria**

Homer Council on the Arts has complete authority to interpret and implement policy and to act on any breach or violation of requirements by a vendor of the Arts & Craft Market. Vendors agree to abide by the decisions of HCOA's Mary Epperson Day committee concerning all matters pertaining to the administration and success of the market, including interpretation of the guidelines. Vendor agrees to abide by decisions of the committee that are not specifically addressed in vendor's application or this document. *HCOA reserves the right to accept or reject any application or vendor at any time.*

### **Guidelines & Expectations**

**APPLICATIONS:** Applications will be accepted on a first come basis. If you are sharing a booth, indicate who you are sharing with on your application. Each vendor will need to complete their own application. *Please make sure all information is legible!*

**TAX NUMBER:** Vendors must have a sales tax number with the Kenai Peninsula Borough prior to booth assignment. Questions? Call KPB finance department at 907-714-2189.

**INSURANCE:** All vendors are responsible for their product liability, safety and insurance.

**LOADING:** and unloading needs to take place as quickly and efficiently as possible on Saturday. Please unload your vehicle and move your vehicle to the HERC parking lot before setting up your booth. Vendor vehicles must be out of the HCOA lot by 11:00 am.

**BOOTH SET UP:** HCOA will mark spaces with booth number and vendor name prior to the event. Vendors are responsible for all tables, chairs, walls and decorations. Tents must fit in a 10' x 10' space. An adult must be present in every booth at all times.

CLEANING: Vendors are responsible for removing everything including trash from their booth space before departing.

ELECTRICITY: No electricity will be available to vendors.

SECURITY: You are solely responsible for money you have collected during the Market. Keep money on your person or have a responsible person watch your cash box.

COVID MITIGATION:

Updated 4/22/22

In the interest of safety for our staff, volunteers, and community, Homer Council on the Arts has adopted an updated COVID-19 mitigation plan. Please note that this plan may be subject to change based on new information from the CDC.

- Masks are optional for outdoor activities.
- For group events at HCOA including Mary Epperson Day, masks are required indoors. This includes the gallery, the basement classroom, and accessing the building for restrooms.
- Food and drink are not allowed inside the building (with the exception of personal water bottles).
- Ventilation in the building will be increased by mechanical and/or passive means to increase airflow.
- Please be respectful of personal space, particularly when eating.
- Any individual who exhibits COVID-19 symptoms prior to or during the event should seek out a test.
- Individuals are expected to self-monitor and consider the health of other community members.  
**Please do not attend if there is a risk of transmitting COVID-19 or an unidentified virus.**
- Vendors are encouraged to adopt payment protocols that limit contact.
- In the event of suspected COVID-19:
  - Within two weeks prior to the Event, If an employee, vendor, scheduled volunteer (or member of their immediate household) tests positive for COVID-19, they must notify the Event Coordinator, and will not be able to attend or participate in the Event. Proof of a positive test for a vendor will result in a full refund of booth rental fee.
  - An employee, vendor, or volunteer that has possible COVID-19 symptoms during the 2 weeks prior to the Event must notify the Event Coordinator. Individuals must be symptom-free 72 hours prior to load-in (by June 2).
- By submitting a vendor application, vendors agree to the current COVID-19 mitigation plan *and any changes that may occur in response to community transmission levels and/or CDC guidance.*
- By submitting a vendor application, vendors acknowledge that there may be an additional risk of exposure to COVID-19 despite these measures, and agree not to hold HCOA, its staff, employees, or volunteers responsible for any loss, damages, personal injuries, or illness.

**No additional refunds will be made unless the market is cancelled.**