

HCOA 2022 NUTCRACKER FAIRE GUIDELINES

Dates: December 3 & 4, 2022

Site: Homer High School Commons and Gym

Set-Up: Friday, Dec. 2, Commons 5:00 – 7:00 pm; Gym 7:00 – 9:00 pm

Tear-down: Sunday beginning at 5:00 pm

Open to the Public: Sat. 11am-7:30 pm and Sun. Noon-5 pm

Doors open for Vendors: Sat. 9am, and Sun. 11am

Mission

HCOA's goal for the Nutcracker Faire is to provide a free to the public holiday arts & crafts fair featuring Kenai Peninsula made items that gives artists a low cost, sustainable venue to showcase and display their products to potential customers from across the Peninsula. *Absolutely no imports or products made outside of the Kenai Peninsula will be allowed to be on display, negotiated or sold during this event. Local artist/crafter-designed items reproduced elsewhere will be considered on a case-by-case basis- please provide details on your application.*

Code of Ethics

HCOA and the Nutcracker Faire committee are committed to providing a Faire 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 Nutcracker Faire. Vendors agree to abide by the decisions of HCOA's Nutcracker committee concerning all matters pertaining to the administration and success of the Faire, 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.*

COVID-19 Mitigation Policy

All Faire attendees and vendors will be required to wear a face mask during the first hour each day of the Faire. Due to high transmission rates of COVID-19, HCOA recommends vaccines, face masks, and social distancing per CDC recommendations to keep all community members safe. Craft Vendors and patrons are strongly encouraged to wear masks while onsite for the Faire; food and beverage vendors are required to wear masks when serving. *HCOA reserves the right to implement stricter covid mitigation measures in the event of rising community transmission rates.*

Guidelines & Expectations

APPLICATIONS: Each vendor needs to complete an application; if you are sharing a booth, indicate partner(s) on your application. *Please make sure all information is legible!* We will do our best to honor your booth request when assigning spaces, but do not make any guarantees. Applications will open to the general public on September 10, 2022 and will be accepted based on the quality and diversity of products submitted. A \$30 late fee will be applied for application submitted after November 11, 2022.

TAX NUMBER: Vendors **must** have a sales tax number with the Kenai Peninsula Borough prior to booth assignment. Questions? Call KPB finance department at 907-714-2175. All sales at the Nutcracker Faire are subject to **the local sales tax of 7.85%** (KPB + City of Homer).

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

LOADING IN: Loading and unloading needs to take place as quickly and efficiently as possible on Friday. Commons vendors will load their wares at the dock next to the theater starting at 5:00 PM, gym vendors will use the parking lot by the swimming pool starting at 7:00 PM. The high school provides some carts, but if you have your own dolly, please bring it. Move your vehicle as soon as you have loaded/unloaded your wares so others can access the area; **DO NOT** leave your vehicle unattended at any time during this

process. Vendor parking is available during the faire in the farthest row from the front of the school! We want to make sure shoppers can access the Faire easily. Handicapped parking is available close to the faire site for those with handicap licenses only.

BOOTH SET UP: HCOA will tape spaces with booth number and vendor name prior to the event. Vendors are responsible for all tables, chairs, walls, and decorations. Any décor is acceptable if it does not interfere with your neighbor's booth or violate city or building code. Please clean and dispose of litter in and around your booth during the faire. Tent canopies and booth music are not allowed. Each booth needs to have an entrance/exit within their allotted space. An adult must be present in every booth at all times.

CLEANING: A cleaning fee of \$25 will be added to registration fees the following year if your booth requires attention by HCOA staff & volunteers after your departure. That includes removing blue tape, sweeping, returning chairs, etc.

ELECTRICITY is dropped down from the ceiling and is included in the cost of all booths. You need to provide your own cords and surge protectors. Please indicate on the application if you intend to use electricity.

SECURITY: You are solely responsible for money you have collected during the Faire. Keep money on your person or have a responsible person watch your cash box. The gym will be locked on Friday and Saturday nights, the commons are not locked until the building is locked, after the ballet performances. Vendors in the Commons need to secure your booth before leaving each night.

ALL VENDORS must stay through 5:00 p.m. on Sunday; *early break down will jeopardize your participation in future years.*

Booth Assignments:

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

Booths are assigned in the order in which the *fully completed application and payment are received*. Returning vendors will be given first priority for booth preference. Commons booths sizes vary; some booths have columns, doors, or other inhibitors. We will not give discounts for these booths. If you would prefer a bigger space, you can apply for one in the gym as they are consistently 8' at opening and 10' deep. A limited number of non-profit organizations will be confirmed by the faire committee for spots in the non-profit zone by the front doors. *Non-profit booths* cannot sell merchandise. We are happy to support the good work you do in our community, and will work with you to make raffles, services, auctions, lotteries, or other efforts successful. Shared booths are encouraged, finding a booth partner is your responsibility. Identify your partner on your application; only one fee is required, but each vendor must complete an application.

Food vendors are limited to specific designated booths by arrangement of the Faire committee. 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 the DEC in Soldotna at 907-262-5210 ext. 237 or online at www.dec.state.ak.us

Refund Policy

All booth cancellations will receive partial refunds at the discretion of the committee and according to the schedule below. Vendors that need to cancel should notify the HCOA office by phone (907-235-4288) or email hcoa@homerart.org as soon as possible. No refunds will be processed after November 22nd unless for medical or family emergency.

Refund Notification Dates:

Prior to Nov 15: \$50 processing fee withheld from refund

Nov 15-22: 50% refund

If state or KPBSD health mandates force a cancellation of the event, reservation fees will be fully refunded (HCOA membership fees and credit card processing fees will not be refunded).

Nutcracker Faire Map 2022

