



KETCHIKAN AREA ARTS & HUMANITIES COUNCIL

Winter Arts Faire

Friday, Nov. 24: Gala Opening Reception, 5-8:00pm

Saturday, Nov. 25: 10:00am – 5:00pm

Sunday, Nov. 26: 10:00am – 3:00pm

NEW LOCATION: Saxman Community Center

Registration deadline for RENEWING booths: Sept. 29, 2017

Registration for NEW booths are not filled until after Oct. 2, 2017

Given the new Faire location, booths will be filled in a first come, first serve manner starting with booths closest to the entryways then moving toward the rear of the rooms.

If you have a request for a specific location for your booth, just let us know and we'll do our very best to get everyone in their desired location!



Contact Name: _____

Business/Booth Name if applicable: _____

Address: _____

Phone: _____ Email: _____

BOOTH CONTENT:

- **The Winter Arts Faire is reserved for art and handcrafted items only** (except for lobby food booths).
 - All work must be original. **NO manufactured or commercial work is allowed.**
- KAAHC reserves the right to not accept your application or close your booth if merchandise is not handmade or deemed appropriate.*

Description of your art/handcrafted items for publicity: _____

Price Range of Items: \$_____ to \$_____

- Yes, I would like to donate a door prize! We give away door prizes every half-hour to keep shoppers visiting booths and sharing the holiday spirit!

NEW BOOTH SIZE: All booths are now 10 feet wide x 6 feet deep!

BOOTH LOCATION:

- | | |
|--|--|
| <input type="checkbox"/> 1st Floor Gym | <input type="checkbox"/> 2nd Floor Lobby |
| <input type="checkbox"/> 2nd Floor Walking Track | <input type="checkbox"/> 2nd Floor Conference Room |
| <input type="checkbox"/> 1st Floor FOOD BOOTH | |

TABLES & ELECTRICITY:

- I will bring everything I need for my booth and understand tables and chairs are not automatically supplied.
- I would like to rent one 8' table and two chairs. (\$10 charge. *Table rentals are limited and not encouraged.*)
- I need an electrical outlet (*limited availability*). Electrical cords NOT provided.

ACCEPTING CREDIT CARD PAYMENTS AT YOUR BOOTH:

Customers can charge purchases through KAAHC during the Faire. A check will be issued to you the week following the Faire minus a 6% bank charge and processing fee.

- I am interested in accepting credit card payments at my booth and understand you will deduct 6% from my sales to cover the processing of the payments.
- I am not interested or will handle credit card payments on my own.

PAYMENT:

Booths are available to **MEMBERS ONLY**. My membership is current through _____ .

_____ Booth \$65 (Thanks to our sponsor First Bank for helping us keep the rate reduced!)

_____ Table and Chairs \$10

_____ Membership (annual) - Individual \$30, Family or Artist \$50, Business \$100

_____ TOTAL DUE

Cash Credit Card # _____ (Visa or MC)

Check # _____ Expiration Date _____ CSV _____

- I will be set up and ready, with my vehicle moved out of the Saxman Community Center parking lot by 5:00pm, Friday, November 24.
- I will clean up my space at the end of the Faire.
- I will stay open for the entire duration of the Faire.**

By signing, I agree to the above terms: _____
Signature *Date*

SEND REGISTRATION & PAYMENT TO:

Ketchikan Area Arts and Humanities Council, 330 Main Street, Ketchikan, AK 99901
cameom@ketchikanarts.org * Phone: 907.225.2211
Visit www.KetchikanArts.org for more information.

FOOD BOOTHS:

Food booths are located in the lobby of the 1st floor of the Saxman Community Center. Food Permits can be obtained from the Department of Environmental Conservation, 540 Water Street, Ketchikan, AK 99901. Telephone: 225-6200. The DEC has the authority to close down food booths that do not meet their requirements.

**** WINTER ARTS FAIRE GUIDELINES** :**

- **Set up time:** Friday, November 24 from 12:00-5:00pm. Food booths: contact Arts Council for details.
- **All spaces are 10' x 6' this year!**
- Most booths do not have a wall/backdrop behind them.
- Please make your booth festive to get your shoppers in the holiday spirit!
- Linens will not be available for rent this year. Please plan accordingly.
- **Vendors can share booths if all vendors are members; only one booth per vendor.**

Office Use Only: Amt pd \$ _____ Date pd _____ Mem Exp ____/____ Booth # _____