

September
16th & 17th



2017

The **44th Annual** North Country Fair is coming to the Arcata Plaza. As one of the first public events in California to encourage **recycling and composting**, the NCF will be taking further steps towards a green event this year. All vendors will be asked to pack out what you pack in, and use green materials.

Food booths will be required to use compostible plates, cups, and utensils. In keeping with the historical mission of the Fair, there will be **no imports** or manufactured goods allowed. Crafts will be juried before an application is accepted, and anyone displaying imported goods will be asked to leave the fair.

Application Deadline: June 15, 2017

There are no guarantees that your application will be juried or accepted or that your regular booth space will be honored if we don't receive your application by 6/15/17. All applications must be received by mail; we no longer have an office space. Your check will be cashed ON JUNE 20th if you are accepted into the Fair.

APPLICATION CHECKLIST

A COMPLETE APPLICATION INCLUDES:

- California Resale Number
- Social Security Number or Business Federal/State ID Number
- Arcata Business License Number or \$20 added to your booth fee
- Photos & SASE for their return
- Your signature
- Check

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

NON-PROFITS: We have kept booth fees as low as we can for some 8x8 spaces that are reserved to help with you efforts. We will offer a limited number of 10x10 booths to non-profits for \$180. If funding and staffing does not permit your organization to host a booth for the entire weekend please contact director@northcountryfair.org for other arrangements and scholarships.

The North Country Fair has no full time staff-- in part to help keep booth fees down. This means that much of the time there is no one in the office to take your calls. We do check messages frequently and will make every effort to return your calls as soon as possible. To assist us, please speak clearly and leave a phone number.

NORTH COUNTRY FAIR

P.O. BOX 664, Arcata, CA 95518 * (707) 822-5320

Information & Guidelines

Application Deadline

Applications Must Be Received By
JUNE 15, 2017

Festival Dates

Sep 16 & 17, 2016
10:00am - 6:00pm

Booth Fees

FEES ARE PAYABLE IN FULL WITH THE APPLICATION. Payment is necessary at the time of application to reserve space. Fees will be refunded in full if your application is not accepted.

FOOD BOOTH \$500 10' x 10'
CRAFT BOOTH \$275 10'x 10'

INFORMATION BOOTH \$120 8'x8'--\$180 10'x10'
STROLLING VENDOR \$180 NO BOOTH

BLANKET VENDORS ARE NOT ALLOWED. Sellers with a small amount of merchandise must purchase a Strolling Vendors Permit and will be required to stroll and are not allowed to park in on place.

RETURNED CHECK POLICY: There will be a \$40 returned check fee. If your check bounces, you will be temporarily removed from the accepted list and given 10 days to return us your booth fee PLUS the \$40 returned check fee. After 10 days your booth space will be given to someone else.

Business License

- All booths are required to have a current City of Arcata Business License at the time of the Fair.
- If you already have a City of Arcata Business License for the business or organization that will be operating in your booth space, check the appropriate box under 'Business License' and include the license number with your application. You will need to post a copy of the Business License at your booth the weekend of the Fair.
- If you would like the fair to acquire a temporary City of Arcata business license on your behalf please submit an additional \$20 to your booth fee. Please note that this business license is only valid for the duration of the North Country Fair.
- We will submit all Temporary Business License Applications at the same time as required by the City of Arcata. The North Country Fair will have your certificate at the information booth should you require a copy.
- If you are a Nonprofit Organization with a tax ID #, you do not need to pay the Temporary Business License Fee.

Federal, State ID, SSN

The City of Arcata requires that you fill in **one** of the following: Federal ID, State Tax ID, or Social Security Number.

Green Event

As one of the first events in California to include recycling as an integral part of our operations, the North Country Fair continues to make every effort to reduce the amount of waste going into the landfill. **PACK OUT WHAT YOU PACK IN.**

FOOD VENDORS WILL BE REQUIRED TO USE COMPOSTABLE PLATES, CUPS AND UTENSILS.
If you have questions, contact Zero Waste Coordinator at ncfzerowastecrew@gmail.com

**PLEASE DO YOUR PART IN HELPING TO MAKE THIS A ZERO WASTE EVENT THAT WILL SERVE
AS AN EXAMPLE TO OTHER EVENTS AND COMMUNITIES**

Set-up/Tear-Down

SET-UP

Saturday * 6:30am to 9:30am
Sunday * 7:00am to 9:30am

TEAR-DOWN

Saturday * 6:00pm to 8:00pm
Sunday * 6:00pm to 8:00pm

California Sellers Permit

If you are going to sell anything at the Fair that is taxable in the State Of California, you must have a California Sellers Permit Number. If you do not have a number, you must apply for one at the California State Board Of Equalization. (Listed under California State Government) This can take a while, so do not wait--do it now!

WE CANNOT ACCEPT ANY APPLICATIONS FOR REVIEW THAT DO NOT INCLUDE CALIFORNIA SELLERS PERMIT.

PERMIT REQUIREMENTS:

- A. Who Must Apply For A Permit?** Every person, firm, partnership, corporation, etc. who wishes to engage in the business of selling tangible personal property in the State of California must have a California Sellers Permit.
- B. How to apply:** Santa Rosa Office: P.O. Box 730, Santa Rosa, CA 95402-0730 707-576-2100 or Board Of Equalization Website: <http://www.boe.ca.gov/info/reg.htm>
- C. Records:** Complete records of all business transactions including sales, receipts, purchases and other expenditures, must be maintained and made available at all times for inspection of the Board.
- D. Violation:** Any person who engages in business as a seller without a permit is guilty of a misdemeanor.

Health Permit

ALL FOOD VENDORS MUST OBTAIN A HEALTH PERMIT FROM THE HUMBOLDT COUNTY HEALTH DEPARTMENT.

Applications can be filed with:

HUMBOLDT COUNTY ENVIRONMENTAL HEALTH: 100 H ST, SUITE 100, EUREKA, CA 95501 707-445-6215

Exhibitors Qualifications

The event is juried for quality and diversity. Priority will be given to local Humboldt County artists. **ALL ITEMS MUST BE HANDCRAFTED BY THE SELLER!** The craftperson(s) responsible for making the goods exhibited **MUST BE PRESENT** at the Fair. Imports and commercially manufactured goods are not eligible. No retail outlets. Anyone displaying unallowed goods at the Fair will be asked to leave and will forfeit their booth fees. There is a limit of one booth per vendor, with a maximum of two vendors per booth.

Photos Required

Photos depicting items to be sold are required. Please label your photos. No samples of work will be accepted. A Self-addressed stamped envelope with sufficient postage to return your materials and your confirmation letter is required.

Booth Requirements

You must provide materials to make an attractive booth. Booths need to be safe, well-constructed, sturdy and free-standing. Be prepared for wind, rain showers, fog or full sun. Food booths must follow Humboldt County Health Department Regulations. No generators allowed. No electricity provided for craft booths. Pets are prohibited by City Of Arcata and Humboldt County Environmental Health statutes.

Booth Assignment

Booth acceptance notification will be mailed by June 31st. At this time you will be given your booth assignment. All decisions by the jury are **FINAL! Booth assignments will not be changed. Maximum one booth per seller.** Sharing your space is fine as long as both parties and all items to be sold have been included on your application. No substitutions or additions to juried items will be allowed. Food booths are placed on the inside diagonals of the Plaza, non-profit and information booths on the inside diagonals and inner ring of the Plaza, Craft Booths will be placed on the inner and outer rings of the Plaza.

Cancellation Policy

August 31st is the last day you can cancel and still receive a refund less a \$50 processing fee. There are no refunds of the \$20 Temporary Business License Fee. No refunds for September cancellations. No refunds for inclement weather--the Fair takes place rain or shine.

S.A.S.E. Required

All vendors must include a self addressed stamped envelope with their application for return of acceptance materials.

SEPTEMBER
16 & 17,
2017

NORTH COUNTRY FAIR

FOOD VENDOR APPLICATION

ARCATA
PLAZA
ARCATA, CA

Please Read Information & Guidelines Section. You Are Responsible For Its Content. Provide Complete Information. Type Or Print Clearly

APPLICANT AND BUSINESS PARTNER

Last Name _____ First _____	SSA# _____
Last Name _____ First _____	Federal ID # _____
Business Or Organization _____	State ID # _____
Address _____	CA Resale# _____
City/State/Zip _____	If Exempt, Reason _____
Phone (day) _____ (eve) _____	
Email _____	Website _____
Description _____	
_____ Years Participated In Fair _____	

Be Specific * Photos Required * No Samples * Please Send Self Addressed Stamped Envelope

FOOD VENDOR AGREEMENT

I agree to the Zero Waste Guidelines on the Info & Guidelines sheet. I will pack out what I pack in. I will use approved compostable plates, cups and utensils only. I will not sell bottled water. I will recycle and compost all appropriate items. I agree to make every effort possible in partnership with the North Country Fair and Zero Waste Humboldt to reduce the amount of waste going into the landfill. I understand that not following these guidelines will result in not being able to return as a vendor to the North Country Fair.

SIGNATURE _____

TITLE _____ DATE _____

REQUESTS

Do you wish the same booth as last year? _____ If so, where was it? _____ Booth # _____

Side Of Plaza Desired (we will try to accommodate your needs, but NO GUARANTEES!)

8th St. 9th St. G St. H St. Inner Ring Outer Ring Diagonals

Next To: _____

BOOTH TYPE AND BOOTH FEES

FOOD \$500

CITY OF ARCATA BUSINESS LICENSE

ARCATA BUSINESS LICENSE - \$20 ADDITIONAL (Include with check to North Country Fair)

CURRENT ARCATA BUSINESS LICENSE # _____

Please note that issuance of a business license does not in any manner excuse compliance with state, county or municipal laws or regulations. The purpose of the Business License is solely to raise money for municipal purposes and is not intended for regulation.

Please add me to future paperless application notification (You will receive an emailed application April 1st, 2018)

I hereby certify under penalty of perjury that the above information is true and correct and I further agree to all the terms and conditions included in the Guidelines and Information.

SIGNATURE _____ SIGNATURE _____

TITLE _____ DATE _____ TITLE _____ DATE _____

PLEASE MAKE CHECK PAYABLE TO NORTH COUNTRY FAIR * P.O. BOX 664 ARCATA, CA 95518