

**September  
15 & 16**

# North Country Fair

**2018:  
Resilience**

The 45th Annual North Country Fair is coming to the Arcata Plaza. Our mission is to celebrate and advocate for a healthy environment, cooperation and community, a vibrant alternative economy, and justice for every person and all forms of life.

In keeping with the mission of the Fair, craft items must be handmade; no commercially produced or imported goods are allowed and the artist must be present at the Fair. Food booths will be required to use compostable plates, cups, and utensils. We have reduced-cost booth spaces for local nonprofits and community groups to support social justice efforts.

The North Country Fair gives priority to local artists, makers, and community initiatives aligned with our mission. Preference will not be given to religious institutions, political candidates, or political parties.

## **CRAFT Application Deadline: June 15, 2018**

There are no guarantees that your CRAFT application will be juried or accepted or that booth space requests will be honored if we don't receive your application by 6/15/18. INFO (nonprofit) and FOOD applications will be processed on a rolling basis until full. All applications must be received by mail. Your check will be cashed by JUNE 24th if you are accepted into the Fair.

### **A COMPLETE APPLICATION INCLUDES:**

- California Resale Number (if applicable)
- Social Security Number or Business Federal or State ID Number
- Arcata Business License Number or additional \$24 for temporary license
- Photos & SASE for their return
- Complete & specific description of craft and process
- Your signature
- Check

### **INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED**

**NON-PROFITS:** We have kept booth fees as low as we can for some 8x8 & 10x10 spaces. If funding and staffing does not permit your organization to host a booth for the entire weekend please contact [director@northcountryfair.org](mailto:director@northcountryfair.org) for a no-cost 4-hour Community Tabling spot.

The North Country Fair has no full time office staff, in part to help keep booth fees down. 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 or send an email to [director@northcountryfair.org](mailto:director@northcountryfair.org) for the fastest response.

# Application Tips

The North Country Fair receives far more applicants than we can accept. Each application goes through a jury process. Priority is given to Humboldt County artists and makers. Here are a few tips for making a strong application:

## • DESCRIPTIONS •

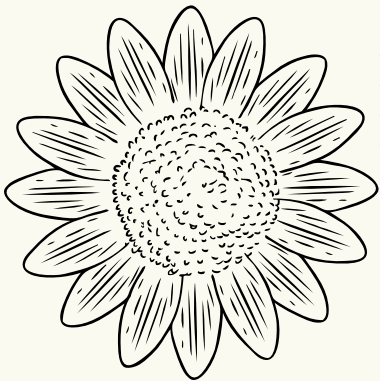
- Be specific and thorough in your description.
- Where are your materials from?
- What is your process?
- What makes your craft different from others?

## • PHOTOS •

- Include clear photos of your items
- Photos of the making progress
- Photos of your booth set-up

## • LOGISTICS •

- Thoroughly review Information & Guidelines sheet (included)
- Make sure your application is complete, includes all necessary info, signature and payment.
- Jurying takes place June 17. Your CRAFTER application MUST be received by June 15th.



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PO BOX 664 Arcata, CA 95518 • (707)822-5320

## Information & Guidelines

### Application Deadlines

CRAFT Applications Must Be Received By

**JUNE 15, 2018**

FOOD & INFO Applications Accepted until full

### Festival Dates

**Sep 15 & 16, 2018**

**10:00am - 6:00pm**

### Booth Fees

FEES ARE PAYABLE IN FULL WITH THE APPLICATION. Fees will be returned in full if your application is not accepted.

FOOD BOOTH \$500 10' x 10'

INFO/NPO/COMMUNITY BOOTH \$120 8'x8' or \$180 10'x10'

CRAFT BOOTH \$275 10'x 10'

STROLLING VENDOR \$180 NO BOOTH

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 \$24 to your booth fee. Please note that this business license is only valid for the duration of the North Country Fair.
- 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.

### 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: <https://services.cdtfa.ca.gov/ereg/index.boe>
- 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

## Green Event

FOOD VENDORS WILL BE REQUIRED TO USE COMPOSTABLE PLATES, CUPS AND UTENSILS (bamboo or paper only). 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.

PLEASE DO YOUR PART IN HELPING TO MAKE THIS A ZERO WASTE EVENT THAT WILL SERVE AS AN EXAMPLE TO OTHER EVENTS AND COMMUNITIES PACK OUT WHAT YOU PACK IN.

If you have questions, contact Zero Waste Coordinator at [ncfzerowastecrew@gmail.com](mailto:ncfzerowastecrew@gmail.com)

## Exhibitors Qualifications

We receive more applications than we have space for. All applications go through a thorough jurying process on June 17th and are juried for quality and diversity. Take the time to describe what you make and how you make it. If you are not placed after the first jurying, you can elect to stay on the waiting list, in the event of cancellations.

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. We recommend including photos of your goods, booth, and process for strong application.

## 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.

## Overnight Policy

You are welcome to leave your booth up overnight. We recommend packing things away in bins or boxes and securing your booth. We do have a team of roaming over night security. Theft is very rare but happens. Leave goods at your own risk.

## 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. 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.

## Sharing Booths

Two artists may share a booth space as long as each party has submitted a separate completed application, including individual Arcata Business License and California Sellers Permit numbers. All items to be sold have to have been included on your application. Do not add a 2nd artists to your booth without approval.

## Cancellation Policy

August 15th 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, once submitted to the City of Arcata for processing. 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.

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Please Read Information & Guidelines Section. You Are Responsible For Its Content. Incomplete Applications will be returned unprocessed.

## FOOD APPLICANT AND BUSINESS INFO

Last Name \_\_\_\_\_ First \_\_\_\_\_  
Last Name \_\_\_\_\_ First \_\_\_\_\_  
Business Or Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Must provide one of the following 3 options:  
SSN# \_\_\_\_\_  
Federal ID # \_\_\_\_\_  
State ID # \_\_\_\_\_  
CA Resale# \_\_\_\_\_

## CITY OF ARCATA BUSINESS LICENSE

Must provide one of the following:

- CURRENT ARCATA BUSINESS LICENSE # \_\_\_\_\_  
 \$20 for Temporary Special Event ARCATA BUSINESS LICENSE (Include with check for booth fee)  
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.

## FOOD INFO

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

Description \_\_\_\_\_

Price Range of Items \_\_\_\_\_ Years Participated in the Fair \_\_\_\_\_

Instagram, Facebook, Website Info:

## 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 (paper or bamboo) 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 \_\_\_\_\_

## LOCATION 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  
 Wellness Row Next To: \_\_\_\_\_

## BOOTH TYPE AND BOOTH FEES

FOOD BOOTH FEE \$500  Strolling Vendor \$180  Biz License \$24

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