

**September
19 & 20**

North Country Fair

**2020:
Vision**

Thank you for applying for the 46th Annual North Country Fair on 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, 2020

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 6/15/20. 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 30th if you have been accepted into the Fair.

SUBMITTED APPLICATIONS MUST INCLUDE:

- ❖ California Resale Number *(if applicable)*
- ❖ Social Security Number *or* Business Federal *or* State ID Number
- ❖ Arcata Business License Number *or* \$24 payment for temporary license
 - ❖ Photos & S.A.S.E. for their return
 - ❖ Specific description of craft and process
 - ❖ Your signature and date
 - ❖ Check payment

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

NON-PROFITS: We keep 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 for a no-cost 4-hour Community Tabling spot.

The North Country Fair has no full time staff, in part to help keep booth fees low. We will return your calls as soon as possible. Please speak clearly, leave your name, business name and a phone number or email director@northcountryfair.org for the fastest response.

North Country Fair | PO Box 664 Arcata CA 95518 | 707-822-5320 | northcountryfair.org

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 •

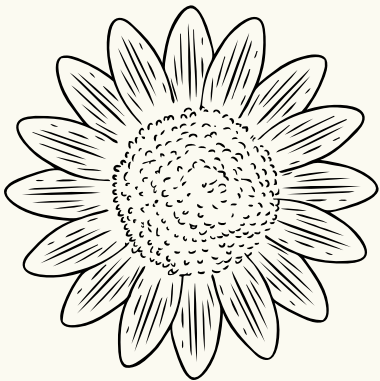
- Be specific and thorough in your description.
- Where are your materials from?
- What is your process?
- What makes your craft different from others?

• 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.
- **CRAFT application MUST be RECEIVED by June 15th** to be included in the jury process.



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Information & Guidelines

Application Deadlines

CRAFT applications must be received by

JUNE 15, 2020

FOOD & NON PROFIT Applications accepted until full

Festival Dates

Sept 19 & 20, 2020

10:00am - 6:00pm

Booth Fees

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

FOOD BOOTH \$500 10' x 10'

NON PROFIT/COMMUNITY BOOTH \$120 8'x8' or \$180 10'x10'

CRAFT BOOTH \$280 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 submitting the application, 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.

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 Tax and Finance Administration. 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: CDTFA Website: <https://onlineservices.cdtfa.ca.gov/Directory/>
- 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.

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 be aware of the new City of Arcata ordinances addressing reusable and compostable containers.

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

Exhibitors Qualifications

We receive more applications than we have space for. **YOUR PREVIOUS PARTICIPATION DOES NOT GUARANTEE ENTRY.** All applications go through a thorough jurying process 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, process and booth set up for strong application.

Booth Requirements

You must provide your own 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. Include proposed booth share business/artist name in description section of application in designated space. Applications can be sent together or separately. Do not add a 2nd artist 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 for the 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.
If you are applying to share a booth, both Makers/Organization must fill out separate and complete applications.

CRAFT & NON PROFIT APPLICANT AND BUSINESS INFO

Last Name _____ First _____
Last Name _____ First _____
Business or Organization _____

Must provide one of the following 3 options:

SSN# _____

Federal ID # _____

State ID # _____

Address _____
City/State/Zip _____
Phone _____
Email _____

CA Resale# _____

If Exempt, Reason:

☐ Packaged Foods

☐ Nonprofit/Community Group

CITY OF ARCATA BUSINESS LICENSE

Must provide one of the following:

☐ CURRENT ARCATA BUSINESS LICENSE # _____

☐ \$24 for Temporary Special Event ARCATA BUSINESS LICENSE (Please write separate check for booth fee)

☐ NONPROFIT EXEMPTION/TAX ID# _____

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.

ARTIST, MAKER, COMMUNITY ORGANIZATION INFO

Specific * Photos Required * No Samples * Self Addressed Stamped Envelope
Description _____

Sharing booth space: y / n

If yes, other applicant: _____

Price Range of Items: _____

Years Participated in the Fair: _____

Social Media/Website: _____

Please circle a category for the jurying:

Paint/Illustration Photo Textiles Ceramics Metal Wood Glass Tinctures/Teas/Medicine
Pets Plants Cottage/Packaged Foods Children Services/Entertainment Beauty/Skincare
Clothing(handmade) Jewelry Clothing (Screenprinted or dyed)

LOCATION REQUESTS

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

Side Of Plaza Desired:

☐ 8th St. ☐ 9th St. ☐ G St. ☐ H St. ☐ Diagonals ☐ Inner Ring ☐ Outer Ring ☐ Wellness Row

Next To: _____ Note: we will try to accommodate your needs, but **NO GUARANTEES!**

BOOTH TYPE AND BOOTH FEES

☐ CRAFT \$280 ☐ INFO \$120 (8' X 8') ☐ INFO \$180 (10' X 10') ☐ STROLLING \$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