

North Country Fair

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

Information & Guidelines

Application Deadlines

CRAFT applications must be received by

June 15

FOOD & NON PROFIT Applications accepted until full

Festival Dates

Third Full Weekend of Sept
10:00am - 6:00pm

Booth Fees

Invoices will be sent to accepted vendors. FEES ARE DUE, PAID IN FULL by July 30th.

FOOD BOOTH \$525 10' x 10'

NON PROFIT/COMMUNITY BOOTH \$135 8'x8' or \$195 10'x10'

CRAFT BOOTH \$295 10'x 10'

STROLLING VENDOR \$195 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 \$25 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. Food Vendors must use pre-approved materials.

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 sent by July 30th. At this time you will be given your booth assignment and fees are due. 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.