



NORTH COUNTRY FAIR

And Harvest Celebration

Arcata Plaza

September 18 & 19, 2010
<http://www.northcountryfair.org>



The North Country Fair is back home with the Same Old People. 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. We will be returning to the traditional layout with booths on the Plaza streets only. As one of the first public events in California to encourage recycling, the NCF will be taking further steps toward a green event this year. All vendors will be asked to pack out what you pack in and use green materials.

Application Deadline: June 15, 2010

Applications need to be received in our office by this date. Please avoid waiting until the last minute. It takes up a lot of our office time and often results in disappointment for you if your application is late. Your check will be cashed AFTER JUNE 16th if you are accepted into the Fair.

IMPORTANT THINGS FOR 2010



All vendors will be required to have \$1,000,000 liability insurance naming as additional insured: Energy & Resource Advocates, The Same Old people and the North Country Fair. Vendors accepted to the Fair will have until August 15th to provide proof of insurance. Vendors not in compliance by that date will lose their booth space. Booth fees will be returned minus a \$50 processing fee if requested before August 31.



The North Country Fair has had to significantly reduce the number of booth spaces we can offer, resulting in increased booth fees. We've kept the fees as low as we can and still keep the Fair viable.



Food Booths--Food booths must protect the grass. The City will provide a protective grass mat. All booth activities must be confined to the protected area. A food booth will consist of a 10' X 10' booth with an adjacent 10' X 10' prep area.



JUNE 15th--Your application must be in our office by this date.



REMEMBER--A COMPLETE APPLICATION INCLUDES:

CALIFORNIA RESALE NUMBER

SOCIAL SECURITY NUMBER

ARCATA BUSINESS LICENSE NUMBER OR \$20 ADDED TO YOUR BOOTH FEE

PHOTOS & SASE FOR THEIR RETURN

YOUR SIGNATURE

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.

707-822-5320 P.O. Box 664 Arcata, CA 95518



NORTH COUNTRY FAIR

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

Information & Guidelines



The Same Old People invite you to observe the change of seasons with the North Country Fair. We celebrate the survival of human economy based on cooperation, mutual aid, and respect for all on the planet. The Fair is a gathering of craftspeople, artisans, musicians and community groups. Please join us on the Arcata Plaza. Below is information you will need to know before applying for a booth at the North Country fair. PLEASE READ! CALIFORNIA SELLERS PERMIT, ARCATA BUSINESS LICENSE AND PHOTOS REQUIRED.

Application Deadline

Applications Must Be Received By
JUNE 15, 2010

Fair Hours

Saturday & Sunday
10:00am-6:00pm

Festival Dates

Sat & Sun, Sept 18 & 19, 2010

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

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 \$400 10' x 10'

INFORMATION BOOTH \$110 8'x8'--\$160 10'x10'

CRAFT BOOTH \$250 10' x 10'

STROLLING VENDOR \$150 NO BOOTH

NON PROFITS: If you are selling goods in the normal course of business such as T-Shirts, bumper stickers, posters or buttons, you are considered Information. However, if you are approaching the Fair as a fund-raiser, selling goods (such as a main food dish) not in your daily operations, you must pay the appropriate fee.

THERE ARE A LIMITED NUMBER OF 10' X 10' INFORMATION BOOTHS

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 one 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 no more than 10 days to return to 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.
- > The City of Arcata requires a \$20 Temporary Business License Fee to be charged to all vendors who do not have a current City of Arcata Business License.
- > To pay this fee, PLEASE ADD IT TO YOUR BOOTH FEE CHECK PAYABLE TO NORTH COUNTRY FAIR.
- > We will submit all Temporary Business License Applications at the same time as required by the City of Arcata. The City Of Arcata will mail the Business License to you directly.
- > If you are a Certified Nonprofit Organization you do not need to pay the Temporary Business License Fee. You DO need to check the appropriate box and include your tax ID Number.
- > A TEMPORARY BUSINESS LICENSE PURCHASED FOR THE FOURTH OF JULY FAIR IS VALID FOR THE NORTH COUNTRY FAIR.

Federal, State ID, SSN

The City of Arcata requires that you fill in your Federal and State Tax ID Numbers. IF YOU DON'T HAVE FEDERAL OR STATE ID NUMBERS, YOU MUST FILL IN YOUR 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.

RECYCLE ANYTHING YOU CAN'T TAKE WITH YOU. USE RECYCLED PACKAGING FOR YOUR GOODS.

> FOOD VENDORS WILL BE REQUIRED TO USE COMPOSTABLE OR RECYCLABLE PLATES, CUPS AND UTENSILS.



California Sellers Permit

If you are going to sell anything at the Fair that is taxable in the State Of California, you must fill in your 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!

> YOU MUST OBTAIN A CALIFORNIA SELLERS PERMIT PRIOR TO SUBMITTING YOUR APPLICATION. THE CITY OF ARCATA WILL NOT ISSUE A BUSINESS LICENSE WITHOUT YOUR SELLERS PERMIT NUMBER.

> 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 apply for a California Sellers Permit

B. How Application Is Made: Application must be made to the California State Board Of Equalization. The application may be filed at any of the offices in California or through the website (listed below).

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.

> Santa Rosa Office: P.O. Box 730, Santa Rosa, CA 95402-0730 707-576-2100

> Board Of Equalization Website: <http://www.boe.ca.gov/info/reg.htm>

Health Permit

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

We will send a copy of the Health Permit Application with your acceptance letter. Health Permits must be displayed at the booth on the weekend of the event. All serving materials must be compostable or recyclable.

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. 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. BOOTH SIZE IS 10' x 10' FOR SELLERS AND 8' x 8' FOR INFORMATION. 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 July 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.

Liability Insurance

LIABILITY INSURANCE in the amount of \$1,000,000 is required, naming as additional insured: The Same Old People, The North Country Fair, and Energy & Resource Advocates. Proof must be mailed to us by August 15th. Vendors without liability insurance will be removed from the Fair after that date and must request a return of booth fees minus the \$50 processing fee BEFORE August 31st in order to be eligible for a refund. Please see our website for suggestions about purchasing liability insurance.

NORTH COUNTRY FAIR & HARVEST FESTIVAL
P.O. BOX 664, ARCATA, CA 95518 (707) 822-5320



NORTH COUNTRY FAIR

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

SECOND APPLICANT (If Sharing) 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

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

CRAFT \$250
 FOOD \$400
 INFO \$110 (8' X 8')
 INFO \$160 (10' X 10')
 STROLLER \$150

CITY OF ARCATA BUSINESS LICENSE

ARCATA BUSINESS LICENSE \$20 INCLUDED (Include with check to North Country Fair)
 CURRENT ARCATA BUSINESS LICENSE # _____
 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.

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