



Chena Lake Art & Music Festival **Vendor Information and Policies**

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Fairbanks Arts Association (“FAA”) and Fairbanks North Star Borough Parks and Recreation (“FNSB Parks & Rec”) are partnering to host Chena Lake Art & Music Festival (“Festival”) at Chena Lake Recreation Area in North Pole. Artists, artisans, makers, and community partners are invited to participate in this community event, founded in 2022. Chena Lake Art & Music Festival is an opportunity for Fairbanks North Star Borough communities to come together and enjoy a diverse offering of arts and cultural activities, arts and craft vendors, food, music, and more in an inclusive and family-oriented environment. **This year’s Festival will take place on Saturday, July 8th, 2023 from 2:00-7:00 p.m.**

Please read through this Information and Policies document in its entirety prior to registering as a vendor.

The deadline for online registration for 2023 Chena Lake Art & Music Festival is **Sunday, June 25th, 2023 at 11:59 p.m.**

Registration & Cancellation

Eligibility:

Any artist, artisan, and maker of goods may register as a vendor for the Festival. Goods sold must be of a high quality and must be handmade or self-produced. The involvement of nonprofit organizations at the Festival will be approved on a case-by-case basis by FAA. Due to the nonprofit status of FAA, as it is incorporated under the Alaska State Statutes, political organizations may not participate in the Festival. **No solicitation will be allowed.** If you have any questions regarding eligibility, please contact Lauren at events@fairbanksarts.org or (907) 251-8386 ext 4.

Registering For The Festival:

In order to register for the Festival, prospective vendors must fill out the [Chena Lake Art & Music Festival Vendor Registration form](#), also included at the end of this document under References & Links. This form includes the option to request an equipment rental, pay for registration fees, and an acknowledgement of receipt and comprehension of these policies. Once a vendor’s registration is received, an FAA staff member will reach out to confirm registration details.

Please note that **online registration is required** and there will be no in-person or over-the-phone alternatives for registration, however, registration and membership fees may be paid in-person or over

the phone. For any concerns or questions in regard to registering for the Festival, please contact Lauren at events@fairbanksarts.org or (907) 251-8386 ext 4. **The deadline to register online is Sunday, June 25th, 2023 at 11:59 p.m.**

Registration Fees:

FAA is a nonprofit organization that cultivates and promotes a community of artists and represents a diversity of artists, artisans, makers, writers, performers, and musicians. Vendors at the Festival are encouraged to maintain an FAA membership. Discounts on registration fees are available to current FAA members. To become a member or to renew your membership, visit our [website](#).

If a vendor is in need of a table, tent, and/or chairs for their booth, they may request an equipment rental at the time of registration. If a vendor registers for an equipment rental, FNSB Parks & Rec will provide the vendor with one 6-foot table and two chairs for the full duration of the Festival. There are a limited number of tables, chairs, and tents available, so it is recommended that vendors needing equipment register as soon as possible. Vendor booths and equipment rentals must be paid in full at the time of booking. *Please see the following registration fee schedule for the Festival:*

FAA Membership Status	<u>No Rental Included</u>	<u>Equipment Rental Included</u>
Active Member	\$40	\$50
Non-member	\$60	\$70

Cancellation & Refund of Fees:

FAA and FNSB Parks & Rec will not cancel the Festival. However, FAA and FNSB Parks & Rec reserve the right to reschedule the Festival to a later date in the event of weather or smoke impeding guest safety.

To receive a refund of registration fees, cancellations must be made at least three (3) weeks prior to the date of the Festival. The final opportunity to cancel and receive a full refund of registration fees will be **Friday, June 16th, 2023 by 6:00 p.m.** After that time, no registration refunds will be given due to cancellation or no-shows. In the event of rescheduling of the Festival by FAA or FNSB Parks & Rec, vendors will be contacted with an updated cancellation deadline as relates to the new event date. In the instance that the Festival is rescheduled to a date outside of a registered vendor’s availability, please contact FAA staff directly to request a full refund of registration fees.

Vendors are required to notify FAA of cancellation **by email or by phone**. To cancel via phone, please call Lauren at (907) 251-8386 ext 4. If there is no answer, please leave a detailed voicemail including Vendor Name and Phone Number to ensure that FAA is able to follow up urgently. To cancel via email, please send a written cancellation to events@fairbanksarts.org with the subject line: “Chena Lake Art & Music Festival Cancellation.” In the body of the email, please include the full Vendor Name to ensure there is no confusion as to which business is canceling.

Event Logistics

Publicity:

FAA and FNSB Parks & Rec will publicize the Festival through community calendars, social media, and other available platforms. Vendors are encouraged to engage their own networks to help spread the word by sharing information about the Festival online and in print (social media shares, posting flyers, etc.). Any photographs taken of vendors or booths during the Festival and shared afterward by FAA for promotional or reporting purposes will be properly attributed to the vendor.

Hours of Operation, Setup & Breakdown:

Festival hours are officially 2:00 - 7:00 PM. Vendors are required to remain at the Festival until closing, unless they have completely sold out of inventory.

Vendors are encouraged to provide their own tents, tables, chairs, and tabletop display materials. Booth spaces will be approximately 10ft by 10ft. Vendors should provide a sign displaying either their business name or their personal name that is clearly readable from a short distance to maximize visibility by passersby.

To ensure all vendors have adequate space and that event attendees may safely enjoy the space remaining, FAA requests that vendors keep all their materials within the boundaries of their 10ft by 10ft booth space. Tents and tables must be anchored down (20-lb minimum per leg) to prevent blow-over damage to you or your goods, guest attendees, and/or neighboring vendors. Sandbags can be provided onsite for any vendors in need of material for safely securing booth display equipment.

Prior to the start of the Festival, vendors will have access to their booth spaces to set up from 12:00 (noon) - 2:00 p.m. Vendors may drive up to the Festival area to load/unload items. Please be mindful of time while unloading and ensure that all vehicles are removed from the Festival area **no later than 1:30 p.m.** to allow for welcoming and safe guest arrival. Vendor booths will be pre-assigned and spaces will be prepared and designated on the Lake Park Day Use Field at Chena Recreation Area prior to vendor arrival. Upon arrival, vendors will check in at the FAA Welcome Booth where an FAA staff member can assist vendors in picking up rental equipment (if requested at registration) and finding booth assignments. Vendors will also receive a Festival map with booth assignments via email one week prior to the Festival (by July 1, 2023).

The official start of booth breakdown and cleanup for vendors is 7:00 p.m. Vendors are required to keep booths open and operating until 7:00 p.m. unless they have completely sold out of goods, at which point the vendor may begin their cleanup process. Breakdown and cleanup will end at 8:00 p.m., at which time all remaining FAA and FNSB Parks & Rec staff will leave the event site and will no longer be available for assistance. Vendors are highly encouraged to conclude booth breakdown and cleanup by 8:00 p.m.

Guidelines for Selling Goods:

Goods for sale by vendors must be of their own original production and must not violate any copyright laws. If any goods for sale are found to violate any copyright or intellectual property laws, the vendor will be asked to leave the Festival and no refunds will be issued for costs incurred by the vendor.

FAA asks that vendors be mindful of the family-oriented nature of the Festival and that vendors provide goods for sale that are appropriate for this demographic. FAA reserves the right to ask vendors to remove sellable products from view that include questionable or objectionable images or messages that are determined by FAA staff to impede an inclusive, family-friendly environment. Vendors offering such products will be asked to remove them from view and to keep them away for the duration of the Festival. Alcohol, marijuana plants or products (to include edibles), and paraphernalia are not allowed.

Homemade foods must fall under the [Cottage Food Exemptions](#) under the Alaska Food Code exemption [18 AAC 31.012\(a\)](#). Note that if items listed in the Cottage Food Exemption list require the recipe and description to be kept on file, these must be available in the vendor booth. All items must be prepackaged and labeled according to the Alaska Department of Environmental Conservation's [food safety protocols](#). These links are also included at the end of this document under References & Links.

Each vendor is responsible for their own business operations from start to finish, including all sales, transaction receipts, cash security, and ensuring the ability to make change. There is no sales commission to FAA or to FNSB Parks & Rec. Although FAA and FNSB Parks & Rec cannot guarantee sales, we do encourage vendors to engage with visitors and demonstrate their art forms. We have noticed that visitors are more likely to make purchases when they have positive and engaging experiences with vendors.

Cash On Hand & ATM:

There is no ATM available at Chena Lake Recreation Area. Please make sure to have enough change available to facilitate cash sales on the day of the event. FAA and FNSB Parks & Rec will not be able to provide change to any vendors.

Electricity & WiFi Access:

The Festival will be held in the Lake Park Day Use Field at Chena Lake Recreation Area where there is **no** access to electricity or WiFi networks. Please plan ahead to ensure all necessary electronic devices are fully powered and able to maintain power and connectivity throughout the day.

Breaks:

It is recommended that vendors adequately staff their booth to ensure all people working or volunteering will have access to bathroom and meal breaks, as needed, without requiring vendors to leave inventory or revenue unattended. It is recommended that there be at least two people signed up to work at each booth to ensure that, even during breaks, someone is always available to attend to guests. FAA and FNSB Parks & Rec staff members cannot be held responsible for monitoring vendor inventory or revenue during breaks, so please plan accordingly.

Safety & Emergency Protocol:

Any non-life-threatening emergencies or non-urgent issues should first be reported to FAA staff. However, if it is urgent or an FAA staff member is not immediately available, please contact the Chena Lake Ranger on Duty at (907) 322-7773. Registered vendors will receive an email prior to the Festival that includes all important contact information for the day of the event, including an FAA staff member's cell phone number to call while onsite in the case of non-urgent, non-dangerous issues.

In case of emergency or serious injury, please call 911 immediately. Once the emergency call has been successfully placed, please report the incident to an FAA or FNSB Parks & Rec staff member.

Liability:

Vendors must provide a current copy of their State of Alaska Business License to FAA staff during event registration and must have a copy onsite at their booth during the Festival. Vendors are strongly encouraged to have their own insurance but it is not required for registration. FAA and FNSB Parks & Rec are not liable for any damage incurred as a result of normal wear and tear, poor structural design/quality, poor craftsmanship, weather, theft, or other damages.

Discrimination and Harassment:

All organizers and participants of the Festival including FAA, FNSB Parks & Rec, and all vendors, shall not discriminate against any individual with regard to the selling of products, promotion, or other matters due to age, gender, race, religion, skin color, national origin, sexual orientation, or ability. Vendors shall behave towards all customers, staff, volunteers, and other vendors in a way that is free of any harassment and discrimination.

Responsibilities & Acknowledgement

Violations of Above Policies:

Vendors are responsible for all material contained in this document and must comply with all policies; failure to do so will result in loss of participation in the Festival. FAA and FNSB Parks & Rec reserve the right to determine vendor participation eligibility in this year's and future Festivals based on vendor adherence to these policies.

Registration Acknowledgement:

Vendors who submit a registration form for this Festival consent that they have read, understand, and agree to the terms and conditions of the Festival Information and Policies.

References & Links

1. Cottage Food Exemption: <https://dec.alaska.gov/eh/fss/food/retail/cottage-food/>
2. Labeling Packaged Food PDF: <https://drive.google.com/file/d/1OZjbspNS9hZnbKvNHrNW8fG6A5gfTCGi/view?usp=sharing>
3. Chena Lake Art & Music Festival Vendor Registration Form: <https://form.jotform.com/231227036353145>
4. Fairbanks Arts Association Membership: <https://fairbanksarts.org/membership/>