

Kenai Arts & Craft Fair

November 29 & 30 2024

Kenai Art Center, Inc.

PO Box 703 Kenai, AK 99611 907-283-7040 www.KenaiArtCenter.org

The 2024 Arts & Craft Fair will be held at Kenai Central High School

Booth space fee \$165.00 for a regular-size booth (8'x8'), for a card-table-size space (4'x4') \$85.00, Sales tax included.

Please indicate how many booths needed _____ 8'x8' (Limit 3) _____ 4'x4' (Limit 2)

Registrations must be received either by postmark or in person at the Kenai Art Center by November 15th 2024.

Please make checks payable to: **Kenai Art Center.**

Vendor Names _____ Email _____

Business Name _____ Requested Booth Space Area/Number _____

Telephone _____ Cell _____

Address _____ City _____ State _____ Zip _____

Items for Sale (please list specific types and have photos of items) _____

1. Booths must be fully set up and in full operation by opening time on both days and shall remain in continuous operation until 5pm on both days. Please remember that this is a private event, not a public function.
2. Schedule: Friday, November 29th: Set up 7 AM to 10 AM. Open to the public from 10 AM to 5 PM.
3. Saturday, November 30th: Set up 9 AM to 10 AM. Open to the public from 10 AM to 5 PM.
4. Booths may remain set up with sales items overnight Friday. All valuables should be removed overnight. Kenai Art Center (KAC) and Kenai Peninsula Borough School District (KPBSD) do not assume any responsibility for booth contents, or loss or damage to them.
5. Nothing can be hung from, or attached to, the building's walls, interior partitions or windows. You must supply your own facilities for vertical display (flats, easels, etc.) and your own table. None will be provided by KAC or the school. No nails or damage to school property allowed. You are responsible for all repair costs. One chair per vendor is provided.
6. **All tables must be neatly draped to the floor regardless of type of items sold.** All extra items must be stored out of sight.
7. No weapons, controlled substances, or alcoholic beverages may be displayed, advertised, or brought onto KPBSD property.
8. Persons prohibited by law from school grounds shall disclose such prohibition and shall not operate a booth.
9. Sale items must be hand-crafted by vendor participants. No imported items, items purchased for resale, collectibles, party-plan items or raffle tickets may be displayed or offered at the Fair. To maintain the show's reputation for quality, we reserve the right to require that questionable items be removed. Please be considerate when displaying scented items. No item shall be misrepresented in any way.
10. Vendors selling food items such as candies, cookies, jams and jellies etc., are responsible for obtaining the prior approval of Department of Environmental Conservation and Fair Coordinators.
11. **Booth fees are non-refundable and spaces are non-transferable. You cannot transfer or resell the booth.**
12. Vendors shall pull up the blue tape marking their booth space prior to closing on the second day of the fair. Please keep your areas as clean as possible and take any trash with you when you leave.
13. After unloading your vehicle. **Vendors must park in the farthest rows from the doors, leaving prime parking spaces for customers. This will be enforced.**
14. Vendors are responsible for product liability, safety, and other insurance.
15. **Vendors must obey the blue tape boundaries put in place according to fire safety requirements.**
16. Vendors are responsible for their own business license and Kenai Peninsula Borough sale tax registration and payment. Please be prepared to show license, registration, or permits as required by Kenai Peninsula Borough or other government agencies.
17. This contract is null and void only if the Arts & Crafts Fair is cancelled.
18. By entering into this agreement, vendor releases and holds harmless Kenai Art Center, Inc., and Kenai Peninsula Borough School District, and their agents and employees from any liability of any sort.
19. Vendors are offered the opportunity to reserve their current booth for 2024 Arts & Craft Fair **by pre-registering with full PAYMENT Saturday afternoon of the Fair.** If vendors do not pre-register with full payment at that time, their booth space will be available along with all others on a first come, first serve basis for 2024 Arts & Crafts Fair.
20. Registrations will only be received by postmark, signed with full payment. Deadline is November 15th 2024. 10.00 late fee applies.
21. **Vendors who would like to set up early Wednesday 27th from (6:30 PM to 9:00 PM) and haven't signed up to help tape (4:00 PM to 6:30 PM) have the option to pay an extra \$25.00 early set up convenience fee on top of booth rental.**

Questions? Check the website www.KenaiArtCenter.org or contact Kenai Art Center at 907-283-7040 or Vicky at 907-394-7381 or email kenaiartcenter@gmail.com

KENAI ART CENTER USE ONLY:

Date Reserved _____ By _____ Payment \$ _____ Check # _____ Cash _____ CC Charge _____

Booth Area _____ Number _____ Size _____ Electricity Needed? Yes _____ No _____ Early Set Up _____