

38th Annual Humboldt Artisans Crafts & Music Festival 2018

Exhibitor Information

Festival dates:

November 30, December 1 & 2

At Redwood Acres Fairgrounds – 3750 Harris Street Eureka, CA 95503

Festival Hours

Thursday	Friday	Saturday	Sunday
Set-up Noon – 9:00 pm	Set-up 7:00am – 11:30am Show Time 12:00pm – 9:00pm	Show Time 10:00 am – 7:00pm	Show Time 10:00 am – 6:00pm Tear Down 6:00 pm – 10:00 pm

Exhibitor Qualifications

We are looking for unique and original hand-crafted work. Imports, manufactured goods or items not produced by the exhibitor are not allowed. All craft categories will be juried at a one-time sitting by your photos and description only. The artist/craftsperson must be present with the booth at the festival. No representatives.

Exhibit Booth Space Fees

10' X 10' (Francheschi Hall, Turf Club & Grandstands) - \$290
10' X 8' (Vickers Hall/Home Economics, The Boardroom & Grandstands) - \$285
½ booths & 5' X10' spaces (All Buildings) - \$140-\$220

October 24th is the last day to cancel and still get a refund. No refunds after this date.

Booth Assignments

All applications are juried at the same time. Booth spaces are assigned on a first-come-first-serve basis according to postmark. If you need a specific space, such as a corner, send in your application immediately.

Costumes/Dress Code

Costumes help to create a festive atmosphere and they are required! Any festive holiday attire or costume coordinated with your booth will work (i.e. chef hats & coats at a gourmet food booth). No street clothes (i.e. T-shirts, jeans, sweatshirts). The traditional HUMARTS style is Victorian: men can wear suspenders, overalls, work aprons, a hat or vest, and women can wear long skirts, lacy blouses, bonnets, bows, etc.

Applications must be received by August 31st. Notification of your status will be mailed to you by **September 11th**. Checks will be cashed upon acceptance to the festival. *Please do not send application in an envelope larger than 9" X 6".

Please send the following to apply:

- 3 - 5 Photographs (no larger than 5" x 7") **ONLY** of all your crafts that you plan to sell
- The completed and signed application/contract and Sellers Requirement Sheet for the State of California
- A Check or Money Order made payable to HUMARTS for the Exhibitor Booth Space fee
- A Self-Addressed Stamped Envelope to fit your application materials (pictures) **no larger than 9"x6"**

Show Set-up/Booth Construction

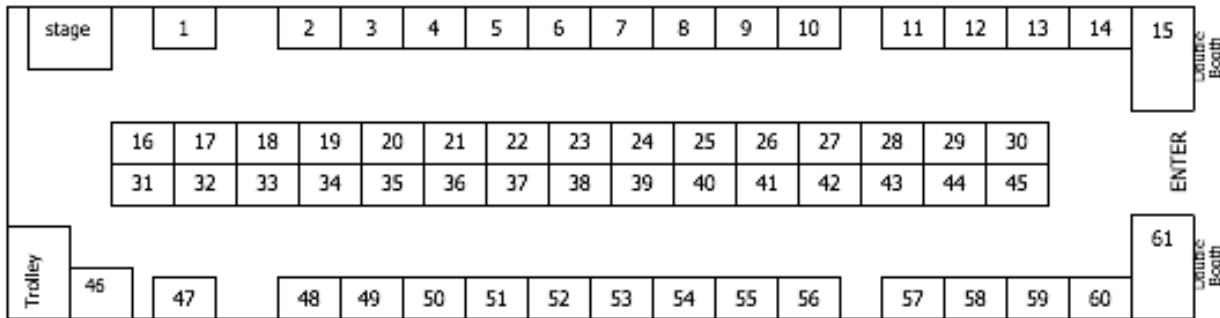
Each booth should be self-contained. The theme of the show is **"Festive"** and your booth should reflect this theme both in decoration and design. The energy that you put into your booth will help to make the Festival more successful. Bring lighting for your booth. All overhead lights will be turned off in all buildings. 400 – 500 watts of power is available per booth. Remember, spotlighting can dramatically highlight your booth. Porcelain fixtures and three-prong extension cords are required. Do not affix anything to the walls of the building. No curtains for booth backdrops will be available.

No spaces have carpeting.

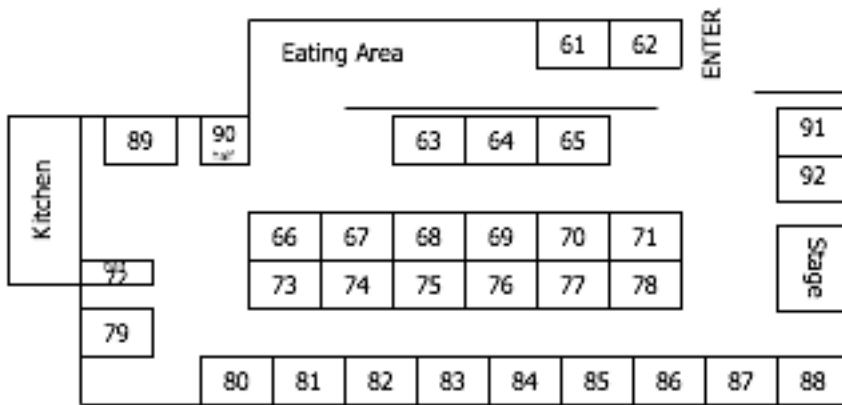
Security/Clean-up: No security is provided Thursday or Sunday night for your booths. We suggest you secure adequate insurance coverage protecting yourself from damage or theft. Please keep your booth space clean and remove all trash after show.

Parking: Exhibitors will be issued a parking permit with their acceptance letter to get through the gate. Place the pass on the dash of your car. Please park in designated exhibitor parking area. Do not block fire lanes during move in and move out.

Francheschi Exhibit Building
(10' x 10' Spaces)



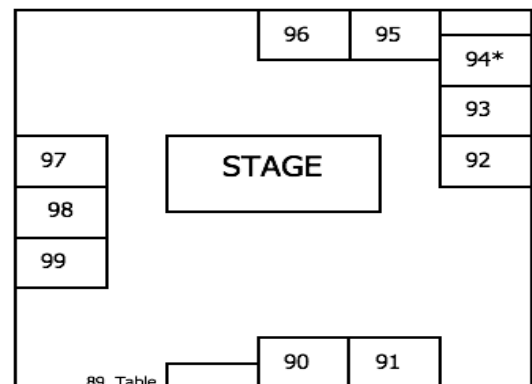
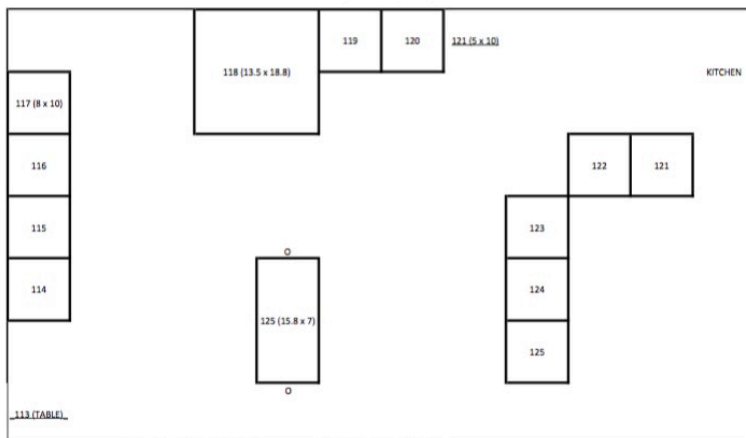
Vickers/Home Economics Building
(8' x 10' Spaces)



Turf Club
(10' x 10' Spaces)

Drawing not to scale
8 X 10 booths are 10' wide by 8' deep
Space 94 can only be used as a double with 93

Grandstands
(10' x 10' spaces)



Humboldt Artisans Crafts & Music Festival

Exhibitors Requirements & Festival Rules

1. The HUMARTS Crafts Festival will be held at the place on this application/contract and on the dates specified.
2. Booth locations will be assigned by priority upon receipt of the application. In the event that all the Exhibitor's choices are taken, HUMARTS will assign the best possible remaining space.
3. The exhibitor agrees to occupy the exhibit space as assigned and will be open and staffed during all regular festival hours. Exhibitors must be set up and ready to open by 12:00 pm (noon) of opening day. If space is unoccupied by that time, HUMARTS has the right to use the vacant area as it deems best without any rebates or allowances or without in any way releasing Exhibitor from any liability. Exhibitor also agrees not to sublet or apportion to any one said space.
4. It is the sole obligation of HUMARTS to furnish exhibit space plus general lighting, cleaning and heating.
5. HUMARTS or the above named exhibit halls assume no risk and by acceptance of this agreement, the exhibitor expressly releases HUMARTS and the exhibit halls from any and all liability for damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by the Exhibitor, and agrees to hold and save HUMARTS of any loss or damage by reason thereof.
6. HUMARTS will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosures in which the show is to be produced, being before or during the show destroyed by fire or other calamity, or by an act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any other cause beyond control.
7. Exhibitor shall be liable for delivery, handling, erection and removal of his/her own displays and materials.
8. All pertinent Fire Codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped or otherwise fixed to walls, floors, or any part of the exhibition rooms. All necessary measures for protection of the building, equipment and furniture shall be at expense of Exhibitor.
9. HUMARTS may rent and license space for any exhibit of interest to the general public or of educational value. All exhibits must be designed, constructed and operated in good taste and in accordance with the best interest of the expositions, which HUMARTS in its sole discretion shall have the right to decide. All sales, publicity and promotion activities conducted by the Exhibitor must be confined to his/her space. Carnival tactics and the use of public address systems shall be forbidden. Distribution by Exhibitors of any printed matter, souvenirs or other articles shall be restricted to the space occupied by his/her exhibit. HUMARTS will prohibit the installation and operation of any exhibits not meeting their approval. And HUMARTS in its sole discretion may prohibit the conduct of any activity whatsoever which it deems deleterious and not to the best interest of the Festival.
10. Exhibitor will be required to have any and all business licenses and other permits needed for his/her operations.
11. Fee payment is due with application and is to be paid in full. Fee will be refunded if Exhibitor is not accepted to the festival or if he/she cancels by October 23rd. After that date, any Exhibitor that cancels will forfeit the entire fee.
12. Exhibitor is responsible for collecting and paying any state sales taxes. HUMARTS will not be held responsible for this duty.
13. The Exhibit buildings will be available between noon and 9pm on **Thursday, November 29th** and 7am – 11:30am on **Friday, November 30th** for installation of booth materials, however, no security will be furnished. Exhibitors are cautioned not to leave valuable materials unattended in the building prior to opening of the Festival and during the Festival.
14. This contract constitutes the entire contract between the parties and no waivers, modifications or amendments shall be valid unless written upon or attached hereto and shall be approved in writing by HUMARTS.

Nov. 30, Dec. 1 & 2 2018 APPLICATION / CONTRACT

EXHIBITOR: _____ **DATE:** _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: _____ **CELL:** _____

EMAIL: _____ **WEBSITE:** _____

I/We hereby apply for exhibit space at the HUMBOLDT ARTISANS Crafts & Music Festival.
I/We have read and agree to abide by the show terms and conditions as stated in the enclosed sheets.

SIGNATURE: _____

*****Please note all new booth numbers on booth map*****

BOOTH SPACE CHOICE: 1ST _____ **2ND** _____ **3RD** _____

Tables Needed: _____ **Tables will be available first come first serve**

Only those items on this application can be entered in the show. Any additions not having been listed and approved by Humboldt Artisans that appear at the festival must be removed. This description may be used in a directory for festival attendees. I/We plan to display the following:

Description of Booth Set-up (*some areas cannot use easy up tents*)

Please return: Application/Sellers requirements, Photographs, Booth Fee & Self-Addressed Stamped Envelope to:

HUMARTS – 5155 Myrtle Avenue – Eureka, CA 95503
(707) 444-8817 humartscraftsmusic@gmail.com www.facebook.com/HUMARTS

Please fill out both Application/Contract & Cali. State Tax pages THANKS!!!!!!!!!!!!

CALIFORNIA STATE AND LOCAL SALES AND USE TAX LAW

This form must be completed and returned to the swap meet, show or fair operator prior to beginning of the event. Any seller who fails to obtain a valid seller's permit and furnish this information will not be allowed to participate.

Date _____

Owner's Name _____

Business Name _____

Business Address _____

City _____ State _____ Zip _____

Owner's Home Address _____

City _____ State _____ Zip _____

Work Phone Number _____ Home Phone Number _____

California Sales Tax Account Number _____

Nature of Business _____ Estimated Sales _____

Location Assigned (Exhibit Building and/or Booth(s) Number) _____

PERMIT REQUIREMENTS

- A. Who Must Apply for a Permit? Every person, firm, partnership, corporations, etc., who wishes to engage in the business of selling tangible personal property must apply for a California Seller's Permit.
- B. How Application is Made. Application must be made to the State Board of Equalization. To find a Board office near you call 800-400-7115 or check website www.boe.ca.gov.
- C. Security for Payment of Tax. Security for the payment of the tax as determined by the Board must be posted with the Board prior to the issuance of the permit. The amount is determined at the time of application.
- D. 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 by the representatives of the Board.
- E. Violation. Any person who engages in business as a seller without a permit is guilty of a misdemeanor.