

## **“By The Sea” Arts & Seafood Festival Policy Manual**

The mission of the “By The Sea” Arts & Seafood Festival is to celebrate our marine-based lifestyle with an authentic seaside fair. In bringing together gifted vendors and performers with local and visiting patrons the Festival seeks to promote support for the arts and to create a sustainable market for our Rainforest Artists and Artisans.

Additionally, the festival seeks to promote fish enhancement so that tomorrow’s harvest will be as fine and plentiful as the benefit we enjoy today.

The Arts and Seafood Festival is also a proud host of the Prince of Wales Farmers Market providing consumers an ever-expanding opportunity to buy wholesome, locally-grown foods and products.

Finally, our objective is in capturing the furtherance of, increasing the awareness in and sharing the importance surrounding our Rainforest Islands Arts and Oceanic lifestyle.

1. ALASKAN GROWN – All vendors are encouraged to offer quality Alaskan grown, made, caught or produced items.
2. HOURS OF OPERATION AND SET UP– “By The Sea” Arts & Seafood Festival will be open Saturday, August 10, 2012 from 10:00 am – 6:00 pm & Sunday August 11<sup>th</sup> from 12:00 pm – 5:00 pm. Vendors may set up between 8:00 am – 9:30 am. Vendors must remain both days until closing, unless they have sold their entire inventory. Exceptions to this policy must be approved by the “By The Sea” Arts & Seafood Festival Committee.
3. PUNCTUALITY – Set up will begin two (2) hours before festival start. Vendor space will be forfeited one-half (1/2) hour before event start and assigned to other vendors unless the late vendor has made prior arrangements with the “By The Sea” Arts & Seafood Festival Committee. Vendors who have forfeited their selling space for this reason will be assigned a location if available. Spaces for food vendors using open flame must be located outside so as not to endanger others.
4. VENDOR VEHICLES – Vendors must park their vehicles in designated vendor parking areas. Fire lanes must be kept clear of vehicles.
5. SIGNS – it is recommended that vendors display a sign stating their family and/or business name.
6. PRICING – each Vendor sets his/her own prices and is responsible of all aspects of display, sales and cash flow.
7. FEES – the Manager or designated alternate will assess the fees for each vendor. Fees are as follows, and are to be paid in full before event starts. Fees for two day table rental.
  - 6 x 10 booth (includes one (1) table) is \$20
  - 10 x 10 booth (includes one (1) table) is \$30
  - 10 x 20 booth (includes two (2) tables) is \$60
  - Extra table is \$20
  - 10 x 10 outside space (no booth or table provided) \$20
  - Inside Fine Arts space (no table provided) \$20

(Note: We will not accept third party checks as fee payment from vendors.) Hand the payment directly to the Manager or designated alternate. The Manager or alternate will return a copy of the receipt form to the vendor. Failure to pay all fees will result in termination of vendor privileges until fees are brought current.

8. CLEAN UP – Each vendor is responsible for cleaning his/her selling space. Failure to clean up may result in exclusion from future events. Garbage cans are located around the event. Garbage cans will be dumped by vendors in dumpsters provided by the hosting city.
9. QUALITY – “By The Sea” Arts & Seafood Festival strives to provide a market place where fresh, wholesome, high quality products are sold. In cooperation with regulatory agencies the Committee shall have the responsibility, for maintaining quality at the event. The Committee reserves the right not to allow products with objectionable images, messages or product implications to be sold at the market.
10. RESTROOMS – “By The Sea” Arts & Seafood Festival follows Statute of Alaska Environmental Sanitation Regulations. Public restrooms facilities are available at Market locations. Hot water and soap or hand sanitizer is available for sanitary purposes. The restrooms must be kept clean and orderly.
11. CHILDREN OF THE EVENT – All children at the event need to be supervised by a parent or guardian. The “By The Sea” Arts & Seafood Festival is not responsible for providing child care. With Committee notification, children under age sixteen (16) selling at the event will be supervised by a parent, guardian, or other adult 18 years or older. The child should understand the need for and practice of good hygiene procedures. Children who are disorderly, or do not use their selling space properly, will be told not to return to the event until the problem has been resolved.
12. PETS & FARM ANIMALS – No pets will be allowed in the market or in the vendor area as per Alaska Statute. The only exception to this policy are trained and certified service animals. Farm animals (such as ducks, rabbits, etc.) may be sold by vendors as long as they are placed in cages and provided with shelter and shade. All vendors bringing farm animals should place a plastic sheet underneath the cage.
13. SMOKING – The “By The Sea” Arts & Seafood Festival is smoke-free. Parking lots are designated smoking areas.
14. ALCOHOL - The “By The Sea” Arts & Seafood Festival is alcohol-free, except in the designated beer/wine garden.
15. BICYCLES – Bicycles, skateboards, and roller skates are not allowed in the market area. Please park bicycles outside the event.
16. BAKED GOODS & D.E.C. REGULATIONS - All food vendors, home and commercial, must comply with D.E.C. regulations.
  - a. HOME BAKING – Food vendors selling baked goods prepared in their home kitchen must possess a State of Alaska Food Workers Card. The food workers must take and pass the test given by the State. Cost for this test is \$10.00. You must have a copy of the Food Workers Card and a D.E.C Home Bakers Application at your booth.
  - b. FOOD PROCESSORS – Food vendors producing under the food process permit must also have a D.E.C. Home Baker Application and Food Processor Permit at your booth.

- c. COMMERCIAL KITCHENS – Food vendors working out of commercial kitchens are responsible for working directly with D.E.C. to insure compliance with all applicable D.E.C. requirements. A copy of the Commercial Kitchen Permit must be placed at your booth.
- 17. SAFETY – Appliances or apparatuses used to heat food must meet current electrical standards. Electrical cords crossing walkways must be taped or otherwise anchored to prevent tripping. Vendors using any apparatus producing an open flame must be located in an outside vendor area. Such units must also be located so as not to endanger other vendor’s tents, displays, etc. Tents and displays must be anchored to prevent blow-over or damage to neighboring vendors (20 pound minimum per leg.)
- 18. CRAFTS – Crafts may be offered for sale at the event under the same standards of quality and within the ‘Made in Alaska’ provisions reflecting either substantial skills in crafting the product and/or that a substantial portion of the materials be Alaskan and self-made. The “By The Sea” Arts & Seafood Festival reserves the right to reject or refuse the sale of products that may be deemed unsuitable, objectionable or failing in some other way to conform to the character and quality of standard.
- 19. SPROUTS AND MUSHROOMS – Sprouts are considered to be potentially hazardous food products by Alaska Department of Environmental Conservation (ADEC) and must be produced in an ADEC permitted facility in order to be sold at the “By The Sea” Arts & Seafood Festival. Guidelines are available through ADEC. All vendors who sell wild mushrooms must be permitted by the State of Alaska to do so. The permit is conditional and renewable. (See below for more information.) All vendors who sell wild mushrooms are required by the ADEC to display a sign, placard or label stating regulations. The “By The Sea” Arts & Seafood Festival further requires wild mushroom vendors to include an information card with each mushroom sale. The card must state the kind of mushroom being sold, the name of the seller, and a way for the seller to be contacted. Any vendor who wishes to process wild mushrooms (ie. By slicing, drying, etc.) or who wishes to sell domestically cultivated mushrooms, must contact ADEC for guidelines and permit requirements.
  - a. PERMIT INFORMATION – The Statute of Alaska, Department of Natural Resources, and the Bureau of Land Management are collaborating to create a mushroom harvest permit. There will be a charge of twenty (20) cents per pound levied on the mushrooms. Harvesters may receive a permit from either of the above agencies by stating how many can be renewed by repeating the process. For further information, you may contact Shelley Jacobson at (907) 474-2356.
- 20. NONPROFIT AND POLITICAL ORGANIZATIONS – The involvement of nonprofit organizations at the “By The Sea” Arts & Seafood Festival will be approved on a case by case basis by the Committee. Political organizations cannot participate at the “By The Sea” Arts & Seafood Festival per Alaska State Statute. No solicitation will be allowed.
- 21. SPACE SELECTION – Outdoor – the following guidelines must be adhered to:
  - a. Vendors may only set up in assigned spaces.
  - b. Vendors tents and displays must be anchored to prevent blow-over or damage to neighboring vendors (20 pounds minimum per leg).

- c. Vendors using any apparatus producing an open flame must be located in an outside vendor area. Such units must also be located so as not to endanger other vendors tents, displays, etc.
22. COMMITTEE MEETINGS – The Committee meets often. The public is welcome at all meetings. Suggestions and concerns should be submitted in written form and given to any Committee member.
23. COMMITTEE – The purpose of the committee is to achieve a successful “By The Sea” Arts & Seafood Festival. The Committee’s function is to resolve disputes.
24. LOGO USE – Anyone who wishes to use the “By The Sea” Arts & Seafood Festival logo must apply in writing, to “By The Sea” Arts & Seafood Festival P.O. Box 18135, Coffman Cove, AK 99918 or by email [artsfestival@ccalaska.com](mailto:artsfestival@ccalaska.com) for approval prior to distribution.
25. DISCRIMINATION & HARASSMENT – Committee, Volunteers, and other persons selling at the event or participating in event functions, whether dealing with customers of the event or with other event vendors, shall not discriminate against any individual with regard to selling of products, hiring, promotion, discipline, or other matters because of age, sex, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental or sensory disability. All vendors, Committee and Volunteers shall behave toward all customers, contractors and potential customers in a way that is free of harassment and discrimination. Complaints should be taken first to the Committee then to the City Administrator of Coffman Cove.
26. VIOLATIONS OF EVENT RULES AND POLICIES- The Committee is authorized to give notice to vendors of any violation of the event rules, regulations or policies as follows:
  - a. Step One – Notice of first violation shall be informal and verbal.
  - b. Step Two – Notice of a second violation shall be formal and in writing.
  - c. Step Three – Notice of third violation will require the vendor to leave the event for the day.
  - d. Only the Committee may impose a sanction other than requiring a vendor to leave the market for the balance of the day.
27. ILLEGAL SUBSTANCES ON MARKET PREMISES – the use or distribution of alcohol (unless licensed & permitted through ABC on a case by case situation reviewed and approved by the Committee), drugs or any illegal substance is prohibited on market premises.