



Fairbanks Arts Association and Pioneer Park Staff are partnering to bring a Monday Market (“Market”) to Pioneer Park. Artists, artisans, makers, and community partners are invited to participate in this new series of community events. Monday Markets are an opportunity for the Fairbanks community to come together and enjoy a diversity of arts and cultural offerings, vendors, food, and more in an inclusive, welcoming, and family friendly environment. The Market season will run weekly on Mondays from June 3-August 26, 2019. During these peak travel months, Pioneer Park is a stop for visitors from all over the world.

In the summer of 2018, more than 210,000 local and out-of-state visitors were counted in the park and this number is anticipated to increase as a direct result of Monday Markets. To add to the excitement for visitors during Markets, food trucks are invited to offer their menu in the park from 12-8pm and visitors 21 and over can enjoy a Beer Garden from 4-8pm. Fairbanks Arts’ performing arts programming will offer a musical backdrop for visitors to browse and mingle; these programs include Gazebo Nights between 7-8pm nightly and Totally Impromptu Performance Series (T.I.P.S) performers throughout the day.

***Please read through the Monday Market Information and Policies in their entirety prior to registering as a vendor.***

### Registration

#### **Eligibility**

Artists, artisans, and makers may register as a vendor in the Monday Markets. Goods sold at the market must be of quality and handmade or self-produced. The involvement of nonprofit organizations at the Market will be approved on a case-by-case basis by Fairbanks Arts. Due to the nonprofit status of Fairbanks Arts Association as it is incorporated under the Alaska State Statutes, political organizations cannot participate at the market. **No solicitation will be allowed.**

Vendor work must be your own, original work, and not violate any copyright laws. If the goods for sale are found to violate any copyright or intellectual property laws, the vendor will be asked to leave the Market.

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 are kept on file they must be available in the vendor booth.

Fairbanks Arts Association's Monday Markets represent a wide diversity of artists, artisans, makers, writers, and musicians. Fairbanks Arts Association is a nonprofit organization that cultivates and promotes a community of artists. Artists represented in the Monday Markets are encouraged to maintain a current Fairbanks Arts membership. Discounts are available to current Fairbanks Arts members and to vendors who supply their own pop up tent.

**The following fees represent registration for one market day:**

Fairbanks Arts Members (vendors provides own tent): \$25

Fairbanks Arts Members (tent rental): \$35

Non Fairbanks Arts Members (vendor provides own tent): \$30

Non Fairbanks Arts Members (tent rental): \$40

Vendor booths have to be paid, in full, at the time of booking. Vendors who register to be at four or more Markets receive 10% off their registration total at the initial time of booking. To receive the coupon code you must call Fairbanks Arts' office (907) 456-6485 ext. 226 or email [events@fairbanksarts.org](mailto:events@fairbanksarts.org).

A discount will only be given when a vendor registers for four or more Markets at one time. Vendors will not receive a discount if they accumulate four or more Market registrations over time, e.g. a discount will not be given if a vendor were to register for 2 booths and then decide to register for 3 more at a later date.

Vendor booths are limited and can sell out fast! Vendors are encouraged to register for the Markets in which they wish to participate as soon as possible. The registration deadline is one week prior to the Market you wish to participate in (if space is available). Once the vendor spots have filled, the registration form will be edited to reflect a full Market.

**Cancellation**

Fairbanks Arts and Pioneer Park staff will not cancel a Market. In case of inclement weather such as heavy rain or smoke, Pioneer Park has reserved the Alaska Centennial Center Exhibit Hall for vendors to set up.

To receive a refund, cancellations *must* be made at least 4 weeks prior to the date of the registration. No refunds will be given for cancellations within 4 weeks of a reserved Market spot or for no-shows at a reserved Market. Vendors are required to notify Fairbanks Arts of cancellation by emailing [events@fairbanksarts.org](mailto:events@fairbanksarts.org). In the subject line write Market Cancellation followed by the date for the cancelled Market spot, e.g. "Market Cancellation June 3". In the email include: name, phone number, and the date(s) to be cancelled. Alternatively, call (907) 456-6485 ext. 226 and leave the same information in a message.

If space is available, vendors may have the option to switch to a different Market.

### **Hours of Operation and Set Up/Clean Up.**

Markets hours are officially 12-6pm. Vendors are required to remain until closing unless they have sold out of inventory. Alternatively, vendors are welcome to stay until the park closes at 8pm, but might be part of a select few.

Fairbanks Arts and Pioneer Park will provide each vendor with 2 rectangular tables, each approximately 6' in length and two chairs. Vendors may only set up in their 10' by 10' spaces, or in spaces otherwise configured and approved by Fairbanks Arts. Vendors are encouraged to provide their own tents and table top display materials, although a tent may be provided at an additional cost. Tents and displays must be anchored down (20 pound minimum per leg) to prevent blow-over damage to neighboring vendors.

Set up time is between 10:00-11:45am. You can drive into the Park and up to the Alaska Centennial Center for the Arts, via the rear Moore Street entrance (on the Carlson Center side), to unload your sale items. Any cars need to be moved out Pioneer Park before 12pm; vendors may park in the main parking lot.

The official clean up time for vendors is 6pm. Vendors must wait until 6pm to begin cleaning up. If a vendor sells all of their goods for the day, they may clean up early. Since the park is open until 8pm, *you will not be able to drive your car into the park to clean up.* Pioneer Park has large push carts you may use to take your items out to your car.

Vendor booths are assigned and available starting at 10am. Vendors will receive a map the Wednesday before Market so they know where they are and where to set up.

### **Sales of Work**

Each vendor is responsible for their own sales, sales receipts, ability to make change, etc. There is no sales commission to Fairbanks Arts Association or to Pioneer Park. The money you make while in your booth is the money you will take home.

Fairbanks Arts strives to provide a Market where artwork and other available goods are sold at a retail price set by the vendor and are competitive, as well as reflective of the value of the works. Fairbanks Arts has the right to refuse products with questionable or objectionable images or messages or those otherwise determined to impede an inclusive, family friendly environment. Vendors offering such products will be asked to remove them from display. Alcohol, marijuana plants or products (to include edibles), and paraphernalia are not allowed.

Although Fairbanks Arts and Pioneer Park cannot guarantee sales, we do encourage vendors to be engaging with visitors and demonstrate their artforms. We have noticed that visitors are more likely to make purchases when they have a positive, engaging experience with artists.

### **Electricity Access**

Fairbanks Arts and Pioneer Park cannot guarantee spaces with electricity to all vendors. There are a limited number of booths available with access to electricity. The vendor spaces are assigned and available starting at 10am.

Pioneer Park will provide an extension cord to the booth but any power strips, surge protectors, or additional extension cords are the responsibility of the vendor.

### **Internet Access**

Pioneer Park WIFI is unreliable and Fairbanks Arts does not provide a WIFI network available for use. When processing credit card payments via the Square (or other methods) this should be accounted for.

### **ATM**

There is an ATM on the 1st floor lobby in the Centennial Center and another one outside of the Pioneer Park Office, Cabin 19.

### **Breaks**

Fairbanks Arts staff will be participating in each Market and will provide opportunities for vendors to take bio and lunch breaks. While present in a vendors' booth, Fairbanks Arts staff is not responsible for sales, but will engage with visitors and will monitor inventory. Vendors should limit breaks to 15 minutes. The Fairbanks Arts booth will be open from 12pm-6pm.

### **Hospitality Tent**

In addition to providing breaks for vendors, Fairbanks Arts will have a hospitality tent available for vendors' convenience from 12pm-6pm. In the hospitality tent, vendors will be able to charge phones, refill water bottles, and enjoy some lovely conversation with visitors, Fairbanks Arts staff, and volunteers.

### **Publicity**

Vendors should have a sign displaying their business name or their name.

Fairbanks Arts and Pioneer Park will work to publicize the Markets through various community calendars and platforms. Markets will also be publicized on the Pioneer Park Marquee and in the Fairbanks Daily News-Miner. Vendors are encouraged to engage their own networks to help spread the word by sharing information about the Markets.

Any photographs taken by Fairbanks Arts for promotional images will properly attribute the vendor.

### **Safety**

Electrical cords crossing walkways must be taped or otherwise anchored to prevent tripping hazard. Tents and displays must be anchored down (20 pound minimum per leg) to prevent blow-over damage to neighboring vendors.

In case of an emergency, do not hesitate to call 911.

Any non-life threatening emergencies, or urgent problems you experience should first be reported to the Fairbanks Arts Association office located on the 1st floor of the Alaska Centennial Center for the Arts. Vendors can report problems to a Fairbanks Arts staff member on hand or by calling 456-6485. However, if the office is not open for business and/or the vendor is unable to speak with a Fairbanks Arts staff member, please contact the Pioneer Park Office at the numbers listed below:

- Park Office (8am-5pm, Mon - Fri): 459-1087
- Park Caretaker (7-8am & 5-8:30pm): 590-8554
- Park Security (3:30pm - 7:30am): 907-312-0187 (must dial 907)

### **Liability**

Vendors must provide a current copy of their state of Alaska business license and are strongly encouraged to have their own insurance. Fairbanks Arts Association and Pioneer Park are not liable for things breaking as a result of normal wear and tear, poor structural design/quality, poor craftsmanship, theft, or other damages.

### **Discrimination and Harassment**

Fairbanks Arts Association, Pioneer Park, and vendors selling at the Markets, whether dealing with customers of the Market or other vendors, shall not discriminate against any individual with regard to selling of products, promotion, 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 shall behave towards all customers, staff, volunteers, and other vendors in a way that is free of harassment and discrimination.

### **Violations of Rules and Policies**

Vendors are responsible for all material contained in this policy manual and must comply with policies; failure to do so will result in loss of participation in the Monday Markets.

Fairbanks Arts is authorized to give notice to vendors in any violation of rules, regulations, or policies as follows:

**Step 1:** Notice of a first violation shall be informal and oral. The violation shall be specifically identified and the warning shall be accompanied by a copy of the policy manual.

**Step 2:** Notice of a second violation in the same season shall be formal in writing. A copy of the warning notice, initialed by the vendor and Fairbanks Arts, shall be kept on file.

**Step 3:** Sanctions for a third violation in addition to requiring the vendor to leave the Market may include a suspension from the entire Market series, present and future.