



## 2019 Mini-Bazaars Information and Policies

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During the 2019 holiday season, Fairbanks Arts is hosting two Mini-Bazaars in the Bear Gallery. Both Mini-Bazaars happen concurrently with other large holiday events in Pioneer Park's Exhibit Hall, drawing a crowd into the building. These intimate events feature up to ten vendors offering original, handmade goods and showcasing their craft to provide visitors with a unique shopping experience.

***Please read through the Mini-Bazaars Information and Policies in their entirety prior to registering as a vendor.***

### Registration

#### **Eligibility**

Artists, artisans, and makers may register as a vendor in one or both Mini-Bazaars. Goods sold at the bazaar must be of quality and handmade or self-produced. 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 event.

#### **The registration fee for one (1) Mini-Bazaar is \$30.**

Vendor booths have to be paid, in full, at the time of booking. Registrants have three options of payment:

1. Full payment with a credit card via PayPal at the time of registration online.
2. Payment over the phone. Registrants must call (907) 456-6485 to provide credit card information to a Fairbanks Arts associate. All credit card information will be destroyed after payment is completed.
3. In-person payment. Registrants may pay in person at the Fairbanks Arts Association office on the 1st floor of the AK Centennial Center in Pioneer Park (2300 Airport Way, Fairbanks, AK 99701). Hours of operation: 12-6pm, Mo-Fri.

Vendor booths are limited to 10 per bazaar. Vendors are encouraged to register for the bazaar(s) in which they wish to participate as soon as possible. **Table registrations are not confirmed until full payment is received.**

#### **Cancellation**

To receive a refund, cancellations *must* be made at least 3 weeks prior to the date of the registration. No refunds will be given for cancellations within 3 weeks of a reserved bazaar spot or for no-shows at a reserved bazaar. Vendors are required to notify Fairbanks Arts of cancellation by emailing

[events@fairbanksarts.org](mailto:events@fairbanksarts.org). In the subject line, please write Mini-Bazaar Cancellation followed by the date for the cancelled bazaar spot, e.g. "Mini-Bazaar Cancellation November 2". 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.

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

Official Mini-Bazaar hours are 10am to 5pm. Vendors are required to stay until closing unless they have sold out of inventory.

Fairbanks Arts will provide each vendor with 1 rectangular table, approximately 6' in length, as well as two chairs. Vendors may only set up on their table, or in spaces otherwise configured and approved by Fairbanks Arts. Vendors are encouraged to provide their own table top display materials.

Vendor booths are assigned and available starting at 9am. Set up time starts at 9am. Vendors 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. The elevator on the back side of the building goes up to the back entrance of the Bear Gallery on the 3rd floor.

The official clean up time for vendors is 5pm. Vendors must wait until 5pm to begin cleaning up. If a vendor sells all of their goods for the day, they may clean up early.

### **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. The money you make at your table is the money you will take home.

Fairbanks Arts strives to host Mini-Bazaars 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 the display. Alcohol, marijuana plants or products (to include edibles), and paraphernalia are not allowed.

Although Fairbanks Arts 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.

Note: Fairbanks Arts reserves the exclusive right to sell baked goods during the Mini-Bazaars as part of fundraising efforts. Vendor's tables should not feature baked goods for sale.

### **Electricity Access**

Due to limited outlets in the Bear Gallery, Fairbanks Arts cannot guarantee spaces with electricity to all vendors. Vendors in need of electricity at their table must contact Fairbanks Arts at the time of

registration. As electricity is limited, these spaces will be available on a first come, first serve basis. Vendors who have received a table with electricity must provide any power strips, surge protectors, or additional extension cords which might become necessary.

### **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.

### **Publicity**

Vendors should have a sign displaying their business name or their name. Fairbanks Arts will work to publicize the Mini-Bazaars through various community calendars and online platforms. Bazaars 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 events. Any photographs taken by Fairbanks Arts are for promotional images will properly attribute the vendor.

### **Safety**

Any non-life threatening emergencies, or urgent problems you experience should first be reported to the Fairbanks Arts Association staff attending the event. However, if staff members are unavailable, please contact the Pioneer Park Office at the numbers listed below:

- Park Caretaker (7am-8:30pm): 590-8554
- Park Security (3:30pm - 7:30am): 907-312-0187 (must dial 907)

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

### **Liability**

Fairbanks Arts Association is not liable for things breaking as a result of normal wear and tear, poor structural design/quality, poor craftsmanship, theft, or other damages occurring during / as a result of the event.

### **Discrimination and Harassment**

Fairbanks Arts Association and vendors selling at the Mini-Bazaars, 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 Mini-Bazaars.