

## **Arts in the Cove - A Festival by the Sea**

### **Policy Manual Updated 5/10/2024**

*The mission of the "Arts in the Cove" a festival by the sea is to celebrate our marine based lifestyle with an authentic seaside fair. In bringing together gifted vendors, fresh farmed foods, culinary products, 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. Our objective is to capture the furtherance of, increasing awareness in, and sharing the importance surrounding our rainforest island's 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– Arts in the Cove - A Festival by the Sea will be open the 2nd Friday and Saturday of August of each year. It will be open to the public on Friday from 3:00 - 10 pm, and Saturday from 12:00 pm to 10 pm. Vendors, Food booths, and information will close at 8 pm each night.
3. Vendors may set up on Friday between 9 am and 2:30 pm, and again on Saturday, between 9:00 am – 11:30 am. Vendors must remain both days until closing, unless they have sold their entire inventory. Exceptions to this policy must be approved by the Arts in the Cove - A Festival by the Sea Committee.
4. PUNCTUALITY – Set up will begin four (4) hours before festival start. Vendor space will be forfeited one (1) hour before event start and assigned to other vendors unless the late vendor has made prior arrangements with the Arts in the Cove - A Festival by the Sea 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.
5. VENDOR VEHICLES – Vendors must park their vehicles in designated vendor parking areas. Fire lanes must be kept clear of vehicles.
6. SIGNS – it is recommended that vendors display a sign stating their family and/or business name. Arts in the Cove - A Festival by the Sea will not be supplying

signage.

7. PRICING – each Vendor sets his/her own prices and is responsible of all aspects of display, sales and cash flow.
8. FEES – the Manager or designated alternate will assess the fees for each vendor. Fees are listed on the vendor application and are to be paid in full before event starts. (Note: We will not accept third party checks as fee payment from vendors.) Once applications have been received and accepted, an invoice will be emailed to the email address provided. Payment can be made online by following the instructions on the invoice. Failure to pay all fees will result in termination of vendor privileges until fees are brought current.
9. 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.
10. QUALITY – Arts in the Cove - A Festival by the Sea 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.
11. RESTROOMS – Arts in the Cove - A Festival by the Sea 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.
12. CHILDREN OF THE EVENT – All children at the event need to be supervised by a parent or guardian. The Arts in the Cove - A Festival by the Sea 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.

13. 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.
14. SMOKING – Arts in the Cove - A Festival by the Sea is smoke-free. Parking lots are designated smoking areas.
15. ALCOHOL - Arts in the Cove - A Festival by the Sea is alcohol-free, except in the designated beer/wine garden.
16. BICYCLES – Bicycles, skateboards, and roller skates are not allowed in the market area. Please park bicycles outside the event.
17. BAKED GOODS & D.E.C. REGULATIONS - All food vendors, home and commercial, must comply with D.E.C. regulations. For more information please go to [http://dec.alaska.gov/eh/fss/Food/TFS\\_Home.html](http://dec.alaska.gov/eh/fss/Food/TFS_Home.html)
18. 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.)
19. Arts in the Cove - A Festival by the Sea and others participating in the sponsorship of Arts in the Cove - A Festival by the Sea accept no responsibility for damages or injuries sustained by vendors. As a condition of, and in consideration of, the acceptance of their entries therein, all vendors and their parents or guardians shall be deemed to agree and assume all risks of injury to the vendor's property and person resulting from, caused by, or connected with the conduct and management of Arts in the Cove - A Festival by the Sea, and to release all claims which they may have against Arts in the Cove - A Festival by the Sea and the City of Coffman Cove and organizations that take part in the sponsorship of this Arts in the Cove - A Festival by the Sea. Vendor participation accepted only on these conditions.

20. 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. Arts in the Cove - A Festival by the Sea 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.
21. 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 Arts in the Cove - A Festival by the Sea. 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. Arts in the Cove - A Festival by the Sea 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.
  1. 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.
22. NONPROFIT AND POLITICAL ORGANIZATIONS – The involvement of nonprofit organizations at Arts in the Cove - A Festival by the Sea will be approved on a case by case basis by the Committee. Political organizations cannot participate at Arts in the Cove - A Festival by the Sea per Alaska State Statute. No solicitation will be allowed.
23. SPACE SELECTION – Outdoor – the following guidelines must be adhered to:
  1. Vendors may only set up in assigned spaces.

2. Vendors tents and displays must be anchored to prevent blow-over or damage to neighboring vendors (20 pounds minimum per leg).
  3. 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.
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23. BOARD MEETINGS – The Board meets often. The public is welcome at all meetings. Suggestions and concerns should be submitted in written form and given to any Board member.
  24. BOARD – The purpose of the Board is to achieve a successful Arts in the Cove - A Festival by the Sea event. The Boards function is to resolve disputes.
  25. LOGO USE – Anyone who wishes to use the Arts in the Cove - A Festival by the Sea logo must apply in writing, to Arts in the Cove - A Festival by the Sea, P.O. Box 18135, Coffman Cove, AK 99918 or by email [info@artsinthecove.com](mailto:info@artsinthecove.com) for approval prior to distribution.
  26. 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, Board members 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 Board then to the City Administrator of Coffman Cove.
  27. 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:
    1. Step One – Notice of first violation shall be informal and verbal.
    2. Step Two – Notice of a second violation shall be formal and in writing.

3. Step Three – Notice of third violation will require the vendor to leave the event for the day.
  4. Only the Board may impose a sanction other than requiring a vendor to leave the market for the balance of the day.
28. 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 Board), drugs or any illegal substance is prohibited on market premises.