***Calling All Crafters***

**JBPH-Hickam 44th Annual**

***Fall Craft Fair***

**SATURDAY, 02 Nov 2019**

**9am-3pm**

***Registration begins on 02 August at 9am***

Last Day to Register In-Person *with* Base Access for Vendors and Guests: 01 Nov 2019.

* Walk-in Applicants are accepted Tuesday – Saturday, from 9 am to 5 pm

in the Ceramics department at the Arts & Crafts Center.

Last day for Receipt of Mail-ins and Special Base Access Requests: 04 Oct 2019.

* Mail-ins received after the deadline will ***NOT*** be accepted regardless of the postmarked date.
* **PLEASE NOTE**: There are new base rules regarding base access requests.

Effective 01 July 2018, in order to be processed for potential approval, each requesting guest(s) must also submit a ***fully completed*** SECNAV 5512-1 form along with our

required special base access request form. Please clearly fill out and return (*via mail*

*or email*) the following on the SECNAV 5512-1 form for each requesting guest(s):

* + 1-13 (as applicable)
  + 14-19 (List Social Security No. **OR** State ID/Drivers License Information; *Both not required*)
  + 20-28 (**\*\*Leave 25 blank**)
  + 29-30 (**Initial next to both answers**)
  + 31 (**Date & Signature required**)

You can mail in your application with payment and photos to the following address:

**JOINT BASE PEARL HARBOR-HICKAM**

**MWR-ARTS AND CRAFTS CENTER**

**810 WILLAMETTE STREET**

**JBPHH, HI 96860**

*Make Check Payable to:* **HAFB MWR 1163 Arts and Crafts**

**(\*$85) for 15x15 space**

**(\*$125) for two vendors to share a space**

**Work must be hand made by participants**

**Location: Arts and Crafts Center (outside grass area, under trees)**

**Bldg 1889, 335 Kuntz Ave, Hickam AFB**

**For additional information, e-mail** [**tori.smith@navy.mil**](mailto:tori.smith@navy.mil) **OR** [**donna.sommer@navy.mil**](mailto:donna.sommer@navy.mil) **Phone 448-2392/2393**

**JBPH-HICKAM 44th ANNUAL FALL CRAFT FAIR**

**SATURDAY, 02 NOV, 9AM – 3PM**

**APPLICATION**

**\*\*All work must be HANDMADE by participants\*\***

**Booth and displays must be set up no later than 8:30AM and must remain set up until 3PM.**

*PLEASE READ THIS APPLICATION AND THE RULES & REGULATIONS CAREFULLY!*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Please Type or Print CLEARLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of crafts to be sold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*To share your space with another vendor, complete the information below. **NO MORE THAN 2 CRAFTERS/VENDORS PER SPACE**

Co-Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of crafts to be sold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*NOTE: If you do *not* have a base ID and need visitor access, please fill out the “Special Base Access Request” form completely along with the 5512 form. Request forms missing any required information will NOT be processed.**

\*\*ITEMS FOR SALE MUST BE SCREENED AND ACCEPTED BEFORE BOOTH ASSIGNMENT

**ONCE A BOOTH/SPACE IS ASSIGNED FEES ARE NONREFUNDABLE**

**(\*$85) for 15x15 space**

**(\*$125) for two vendors to share a space**

*Make Checks Payable to***: HAFB MWR 1163 Arts and Crafts**

\*Checks must have the following information: Full name, mailing address, work and home phone number.

If you are active duty military, include your organization.

I agree to release and hold harmless the US Government, JBPH-Hickam, Hickam Arts & Crafts Center and any and all US Government personnel from any liability for injuries, damages, or losses incurred by me or my property, caused by government negligence, while present on, entering into, and leaving the facility and premises designated as JBPH-Hickam for the purpose

of participating in the Hickam Craft Fair. This release is binding on my heirs, executors, and assignees. In addition, I agree to

Indemnify the US Government for any damages I cause while participating in said Craft Fair.

APPLICANT’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO-APPLICANT’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JBPH-HICKAM CRAFT FAIR**

**RULES AND REGULATIONS**

**The following Rules and Booth Agreement will govern admission to the JBPH-HICKAM CRAFT FAIR. Please take a few moments to read and understand them. Please keep a copy for reference**

1. Registration begins **on Fri. 02 Aug 2019, at 9AM**. **ALL** **CRAFTS** must be screened by the Hickam Arts & Crafts Center staff. If sharing a booth space, both crafters’ items must be screened before space is assigned. The Center grants crafters space to display and sell items which crafters warrant to be handcrafted by themselves. The crafter, or a representative, must be present to have crafter’s items screened during registration. Craft Vendors may only represent one other crafter. A detailed explanation of how the craft is made must accompany application (Fill out the description section.) Crafter, or appointed official, must be present on the day of the fair to sell his/her crafts. Spaces are given on a first come, first choice basis.
2. **MAIL-IN APPLICATIONS:** Crafters must send or email a minimum of two pictures of their crafts for screening. Application will NOT be processed until all required documents are received.
3. Unfinished craft items may not be sold (i.e., ceramic green-ware or bisque, hobby kits, wood kits, etc.)
4. No lip balms, soaps or lotions will be accepted without a copy of your valid insurance company certificate proving liability coverage.
5. Food or services of any kind will not be displayed at the craft fair (i.e., interior decorating, custom framing, real estate, etc.) except for under the Community Partners tent. Booth may not be used for order taking only. No soliciting of other products not approved during registration (i.e., Doterra oil, Jamberry products, etc.) Craft officials will conduct an initial and occasional walk through of the event and ask that any item not authorized at the craft fair or any offensive items are removed.
6. We do not allow wigs to be sold as a handmade craft.
7. Generators, amplified music, radios, or fires of any kind are not permitted. There is NO access to electricity for Craft Vendors.
8. **Your entire booth and display shall be confined in an area not to exceed 15’ X 15’ square including tent, poles, tie down ropes, coverings, tables, etc.** You must provide and arrange for your own tent, table, change fund, chairs, displays, etc. All booths must present a tasteful appearance, all tables must be covered.
9. Tent, table and chairs can be rented (based on availability) from the Recreation & Party Equipment Rental office prior to the event by calling 449-6870. They offer Craft Fair vendors a set up and tear down service for this rental equipment. **Any issues on Fair** **day should be addressed with Equipment Rental by calling 449-6870.** Rentals are limited.
10. ONLY TWO CRAFTERS/VENDORS PER BOOTH SPACE IS PERMITTED. Minors must be supervised by adult.
11. **Craft vendors will have booth and displays set up no later than 8:30AM and must remain set up until 3PM regardless if they sell out of their products. Craft vendors are responsible for cleaning up of their area and must remove all items and materials before leaving. All garbage, boxes, etc. must be taken to the dumpsters located at the rear of the Craft Center, NOT the bowling center.**
12. **Craft vendors agree not to drive any vehicle onto the park grounds at any time. Curbside off-loading and loading of merchandise in front of the fairgrounds along Kuntz Avenue is permitted. Vehicles must be removed from the curb, before 8:30, move and park your vehicle, then go and set up. Do not leave your vehicle on the street. Off-loading can also be done from the Bowling Center parking lot.** Do not off-load in the bus-loading zone located on Kuntz Avenue. Members of the Security Police will be on duty to ensure a safe and smooth traffic flow, but they will ticket illegally parked vehicles.
13. Registration fees are nonrefundable even in the event of inclement weather. There will be a fee charged on all returned checks.
14. The Arts & Crafts Center will not be responsible for theft, damage, loss of sales, or protection from the weather.
15. This registration agreement cannot be changed, altered, modified, or otherwise transferred by either party without written consent of the parties, and will not be considered a joint venture or partnership between craft vendors and the JBPH-Hickam Arts & Crafts Center.
16. Craft vendors are personally responsible for all taxes, whether excise, income or any other levy relating to income from the Craft Fair.
17. Booths are nontransferable. Anyone interested in transferring booths must consult with the director of the Arts & Crafts Center prior.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THESE RULES AND REGULATIONS.

**Signature­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Co-Signature­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

*MAIL-IN APPLICANTS with Base Access Request Form*

**All mail-ins and special base access requests must be received with payment and photos by 04 OCT 2019. SPECIAL BASE ACCESS REQUESTS RECEIVED AFTER 04 OCT WILL *NOT* BE ACCEPTED.**

All merchandise being sold must be screened. Therefore, you will need to send or email a *minimum of two* photographs of your items. Please note photographs will not be returned. Please make a complete list of all items including descriptions and processes used in creating them.

Preferred BOOTH CHOICE (See Map): 1st \_\_\_\_\_\_\_\_\_ 2nd \_\_\_\_\_\_\_\_\_\_ 3rd \_\_\_\_\_\_\_\_\_\_ 4th \_\_\_\_\_\_\_\_\_\_ 5th \_\_\_\_\_\_\_\_\_\_

*We make every effort to provide you with one of your choices. If none of your choices are available, we will find the closest space to the ones you have chosen. Booth choices are first come, first choice.*

**PLEASE NOTE!!** As of 01 July 2018, the protocol for base passes has changed. In addition to our required Special Base Access request form, all requesting guests must now fill out ALL relevant sections of SECNAV 5512-1 and provide signatures and initials where needed. Each guest(s) can print the form and fill in the information by hand OR type in the information electronically. With either method, the form MUST have the required initials and signature section FULLY completed with each guest(s) physical initials and signatures. Requests will NOT be accepted if there is any information missing. NOTE: If there is any information/initials/signatures missing, you and your guest(s) may not receive passes for the day of the event. ALL BASE PASS REQUESTS MUST BE RECEIVED IN FULL ALONG WITH A COMPLETED FORM 5512 FOR EACH GUEST BY 04 OCT. Absolutely NO booth refunds or date exceptions will be made. There is more detailed information about the proper way to fill out the new form 5512 on the first page of the application. **Remember!! You must fill out our Special Base Access request form included with the application ALONG with the form 5512 for each person requesting base access.**

**Base Access Information:**

**All vendors (including all passengers) 16 & over requiring base access (NOT authorized to access the base) MUST be listed below. Please print clearly!!!!!**

**REMEMBER: YOU MUST ALSO SUBMIT A FULLY COMPLETED SECNAV 5512-1 form for EVERY person you list below for base access. Application will NOT be processed without all completed/signed forms.**

1. First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last 4 of SSN \_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_

Mailing Address­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last 4 of SSN \_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_

Mailing Address­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mailing Address­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Last 4 of SSN \_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_

Mailing Address­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved applicants will have their passes emailed to them.**

**Please provide a valid email address on page 1 of application.**

**It is *your* responsibility to print the passes and bring them with you on the day of the event.**

**All vehicle occupants, over the age of 15 (16 or over), MUST have a government issued identification card to be accompanied with their approved pass.**

**Remember to Submit the Following:**

1. The completed and signed (1) Application and (2) Rules and Regulations forms.
2. Mail-In Applicant Form (If applicable)
3. Photographs for screening
4. Completed Base Access Request Form
5. **\*\*FULLY COMPLETEDSECNAV 5512-1 for each person listed**
6. A check, for your space fee, payable to: ***HAFB MWR 1163 Arts and Crafts***

**Mail to: JOINT BASE PEARL HARBOR-HICKAM**

**MWR ARTS AND CRAFTS CENTER**

**810 WILLAMETTE STREET**

**JBPHH, HI 96860**