



DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS
COMMONWEALTH COUNCIL FOR ARTS AND CULTURE

P.O. BOX 5553 CHRB, SAIPAN, MP 96950

TELEPHONE: (670) 322-9982/83 | FAX: (670) 322-9028

39th Annual Flame Tree Arts Festival



Dear Artists, Crafters, Performers, and Commercial Vendors,

The Commonwealth Council for Arts and Culture (CCAC), its Board of Directors, CCAC staff, and the Flame Tree Arts Festival Committee would like to **THANK YOU** for joining us in celebrating our 39th ANNUAL FLAME TREE ARTS FESTIVAL scheduled for April 16-19, 2020 at the Civic Center Beach Park in Susupe, Saipan.

This year's festival marks its 39th year celebration as one of the biggest cultural events here in the CNMI. The Flame Tree Arts Festival Promotes, Perpetuates, and Preserves the knowledge and skills of our gifted artists by providing programs such as this yearly event where they can demonstrate and display their beautiful arts and crafts for all to experience.

Once again, Si Yu'us Ma'asi, Ghilisow, and Thank you. We look forward to seeing you at this year's Flame Tree Arts Festival! Should you have any questions or concerns, please feel free to contact the CCAC office at (670) 322-9982/83.

Sincerely,

Robert H. Hunter, Secretary
Department of Community and Cultural Affairs

Parker Y. Yobei, Executive Director
Commonwealth Council for Arts and Culture

TERMS AND CONDITIONS (WAIVER OF LIABILITY)

The Commonwealth Council for Arts and Culture (CCAC) and the 2020 Flame Tree Arts Festival (FTAF) Committees will assume no responsibility, injury or damage, or liability of any kind. ALL VENDORS agree to indemnify and hold harmless the Commonwealth Council for Arts and Culture and its FTAF Committees, their members, employees and agents from any and all claims including, but not limited to, based upon property damages, personal injuries, taxes and/or loss, in any way related to the vendors participation in the festival, and resulting in the vendors negligence, including reasonable attorneys fee. ALL VENDORS are encouraged to remove all valuables from their booths after the closing time every day. The CCAC and its FTAF Committees assume no liability for any loss of or damages to vendors assign property for the duration of the festival.

The assignment of tent location will be on a FIRST COME, FIRST SERVED basis. CCAC reserves the right not to accept registration/registrants that do not comply with the requirements set forth on this registration form and/or issued by said office. Also, because of the nature of the event, CCAC is in no way liable for damage to or loss of items, equipment or otherwise, particular to the aforementioned vendor's operations or related operations at any time prior to, during, or after said 39th Annual Flame Tree Arts Festival. CCAC shall not, in like terms, be liable to any individual and/or party or parties incurring any and all bodily injuries, including death and/or property damage at any time prior to, during as a result of said 39th Annual Flame Tree Arts Festival.

CCAC REQUIRES ALL VENDORS, ARTISTS TO ABIDE BY ALL THE RULES AND REGULATIONS STATED IN THIS FORM FOR THE FLAME TREE ARTS FESTIVAL. Failure to do so, may result in a non-refundable termination of the contract and registrant may be banned from future festivals and programs of CCAC.

TENT SPACES

- Consumable Vendors: a 20 ft. x 20 ft. tent will be provided by CCAC & FTAF Committees. Any additional tent set-up by the vendor **MUST** be approved prior to set-up by the Executive Director of CCAC or the FTAF Committees.
- All Consumable Vendors are **NOT** allowed to move or change the tent set-up at any time unless permitted by the FTAF Committee.
- All Consumable Vendors are allowed to extend **ONLY** the rear side of their space/tent no more than 12 ft., if space is available.
- Non-Consumable Vendors: a 10ft. x 20ft. tent will be provided by CCAC & FTAF Committees. **ONLY ARTISTS** are allowed to extend the rear side of their space for resting area of no more than 8 ft., if space is available.
- All tent set-ups may not be as it appears on the venue map, due to the nature of the venue set-up.

UTILITIES (POWER) SET-UP

ALL VENDORS: If you require access to a power source, please specify your power needs on the registration form.

You must have your own electrician to assist CCAC, Department of Public Works (DPW) and Commonwealth Utilities Corporation (CUC) staff in making this available to you. Strict adherence to CCAC, DPW and CUC "hook-up" requirements is mandatory. Spot checks to an electrical set-up will be made. There will be a section within the FESTIVAL layout with power drop capabilities. Please make certain that you select a tent in this area if you require this service.

- Compliance with all Local & Federal electrical codes is required. It is mandatory for **ALL VENDORS** to contact the CUC (Power Division) to insure compliance to electrical codes.
- All wires **MUST** be covered if placed on or along the ground. If placed over head, the minimum height is 6 ft. An inspector will be on the festival ground the morning of the festival to ensure all these requirements are met. If any vendors do not comply with the electrical codes he/she will not be permitted to participate in the festival.
- CCAC will provide a single 75-watt bulb in each tent for the duration of the festival. Because of the power load, vendors are asked to install **ONLY 3 100-watt** light bulbs in their tent. (In case of power overload, CCAC and FTAF Committees will notify the vendor to turn off some of the light bulbs in their tent.

ALL VENDORS (Arts/Crafts and Commercial) Regulations & Guidelines

There can be **NO PRODUCT CHANGES OR LINE ADDITIONS AFTER AN APPLICATION IS FILED** without notifying CCAC employees and the FTAF Committees. Any vendor or artist who fails to comply, will result in a termination of registration and will not be allowed to participate in any CCAC activities and programs.

- **STRICTLY NO IMPORTED ARTS AND CRAFTS/MERCHANDISE WILL BE ALLOWED TO BE SOLD AT THE FESTIVAL, UNLESS YOU ARE AN OFFICIAL OFF-ISLAND DELEGATE FOR THE FESTIVAL.**
- All vendors are required to make a list of all consumable and non-consumable items, that you will be vending and attach the list to their registration form.
- All promotions, handouts, information, brochures for any organization **MUST BE** conducted in their tent **ONLY**.
- **ALL ARTISTS** are required to demonstrate their artworks during the Festival.

PERMITS:

- **ALL SHELL ARTISTS** must have an up-to-date permit from the Division of Fish and Wild Life and have it ready at the festival for inspection.
- **ALL NON-PROFIT ORGANIZATIONS** must include the current copy of their 501c 3 status form or proof of their organization status.
- Faxed registration forms will not be accepted. **ORIGINAL COPIES ONLY**, unless you are an off-island official delegate.
- **ALL CONSUMABLE VENDORS** must obtain a **FOOD HANDLERS PERMIT** and **SANITARY PERMIT** for the Flame Tree Arts Festival from the Department of Public Health/Bureau of Environmental Health and Sanitation (DPH/BEH) and have it available at the festival for inspection. All Consumable Vendors *MUST comply with the Public Law 12-48 Act of 2000 of the Commonwealth Environmental Health and Sanitation.*
- **ALL VENDORS** who are selling alcohol must obtain the **ABTC PERMIT** for the Flame Tree Arts Festival from the Department of Commerce and have it available at the festival for inspection.
- **ALL PERMITS MUST BE COMPLETED BEFORE YOUR REGISTRATION FORM CAN BE PROCESSED BY CCAC.**

TRAFFIC AND PARKING

An area map will be given to vendors with final space assignments. Please observe the one-way traffic restrictions on designated areas. We ask all vendors to park in their designated areas and leave the rest to the festival patrons (a.k.a. your customers).

- One (1) vehicle permit will be issued to each vendor for **LOADING/UNLOADING ONLY** prior to the opening time for each day. Please provide CCAC the license plate number of the vehicle that you will be utilizing during the festival.



39th Annual Flame Tree Arts Festival

Civic Center Beach Park, Susupe, Saipan
Thursday, April 16th to Sunday, April 19th, 2020



REGISTRATION FORM

Booth Number: _____

Please check one of the following categories:

Private/Commercial Vendors (\$1,000.00) **

Non-Profit Organization
Non-Food: (\$350.00)

New or Non-Registered Artist (\$150.00)

CCAC Registered Artist (One (1) free booth)
Additional Booth: \$60.00

Information Booth (\$150.00)
(NO SALE ACTIVITY)

(NO consideration for last minute registration)

**** Note: Commercial Vendors (Food) are excluded from selling any type of Shakes. ****

Name: _____

Contact Person/Representative: _____

Contact Number: (H) _____ (W) _____ (M) _____

If you require access to a power source, please mark your power needs. You must provide your own table, chairs, extension cords and other pertinent materials you may need during your operation. See page 02 for Utilities (Power) Set-up Regulations & Guidelines.

***** NOTE: CCAC will provide a Power Panel Box for ALL consumable vendors, but each vendors MUST provide their own extension cords to the power supply. *****

I need 110v power access

I need 220v power access

The Commonwealth Council for Arts and Culture (CCAC) must receive your completed registration form no later than March 31, 2020, before 4:30 p.m. Artist and Food Vendor applications are due on Friday, February 28, 2020 before 4:30 p.m., otherwise your application will not be valid.



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FOR OFFICE USE ONLY.

Please **DO NOT** fill in this part of the registration form.

Terms and Conditions (PERMITS) Check List

- Copy of Business License
- Food Handlers Permit from DPH
- List of Consumable and Non-Consumable Items
- Proof of full payment from CNMI Treasury
- Copy of Charter Organization Letter from Commerce
- Sanitary Permit from BEH
- Lists of all Appliances & Watts of Power Source
- Food

Verified by FTAF Coordinator: _____ Date: _____
(Print & Sign)

NOTE: PLEASE MAKE ALL PAYMENTS PAYABLE TO CNMI TREASURY ACCOUNT # 320144150.

Temporary Events Sanitary Permit Requirements

Existing Food/Drink Establishments

1. Valid sanitary permit for existing facility
 - a. Complete Sanitary Permit Application Form
 - b. Provide copy of Sanitary Permit
 - c. Permit fee- \$45.00 (stating start and end date of event)
 - i. Valid for no more than 30 consecutive days.
2. Inspection: waived if facility has been inspected in past 6 mons, Grade A status and no complaints reported on file.
3. Food Handler Certificates- valid FHC is acceptable, copy must be available onsite during duration of event.

Non-Profit Groups

1. Complete and submit Request for inspection application
 - a. Provide copy of business license for organization.
 - b. Inspection of kitchen to meet sanitary standards
2. Food Handler Certification:
 - a. All members who handle, process, cook or serve food & drink items must attend the Food Safety Workshop (Mandatory)
 - b. Certificate of *Completion* to be issued to all participants
3. Sanitary Permit Fee: \$90.
4. Labeling requirements:
 - a. Notification on food products that are donated or catered. ex: Donated/Catered by "XYZ Catering".
 - b. Person/people in charge of booth must have written record and accounting of food donated and not prepared or processed in BEH approved facility.

School/ Medical Fundraising Events (ex. Hot lunch sales)-

1. Complete and submit Request for inspection application
 - a. *Business license not required.*
 - b. Inspection of kitchen to meet sanitary standards
2. Food Handler Certification fee- waived
 - a. All participants who handle, process, cook or serve food & drink items must attend the Food Safety Workshop (Mandatory)
 - b. Person in charge must submit written names of potential food handler required to take FH training.
3. FHCs and Sanitary Permit- Waived, non-permitted activity
4. Labeling requirements- notification on food products that food is prepared from a non-regulated kitchen.
 - a. Please see non-profit group, section 4(b).