



Dear Prospective Vendor:

Thank you for requesting this application for a **non-food booth space** at the **2018 Alaska State Fair**. The Fair dates are August 23 through September 3 (Labor Day). Please be sure to read the instructions thoroughly before filling out the application. Your name will be placed on the waiting list when your application and \$50 deposit is received. You may call with a credit card (visa or mastercard) or submit the credit card number with the application. You may also pay with a check made to the Alaska State Fair.

As we receive the required deposit and application you will be categorized according to what you wish to do at the Fair and/or products you intend to sell (example: clothing, household products, jewelry, novelties, crafts, etc.). Since it is our intention to maintain a product balance for the fairgoers, new vendors are selected first with an eye towards originality of product or idea and then the order of receipt of the application. There is no deadline, however the sooner we receive your application – the better your chances.

Should you be successful in obtaining a space at the Fair, your \$50 deposit will be deducted from the space rental. If we offer you a space (be it verbal or written) and you decline, your deposit will not be refunded. If we are unable to offer you space, your deposit will be refunded after the Fair. You must re-apply each year.

If you have questions call or e-mail me between 8:00 am and 4:00 pm, Tuesday through Friday. Thank you for your interest.

Sincerely,

The Vendor Department

pamella@alaskastatefair.org

**Alaska State Fair
2075 Glenn Hwy
Palmer AK 99645**

907-746-7159

Please print clearly or type

Company
Name _____

Contact
Person _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Cell Phone _____

E-mail _____

Sole-proprietorship _____ Corporation _____ Co-op/Partnership _____

Non-Profit _____ Government Agency _____

If a partnership or co-op, list persons or companies involved.

Do you plan to: Conduct a raffle or drawing? _____
Use sound emitting device? _____
Give away samples: if so what? _____

Type of space you prefer: **Raven Hall** (indoor 10' x 10') _____

Outdoor _____ Amount of outdoor space you desire: Width _____ Depth _____

List in detail all products and services you will be selling, distributing, or exhibiting. Include country of origin for imported items. Continue on the back if necessary.

Selling: _____

Distributing: _____

Exhibiting: _____

Supply or call w/ Visa or MasterCard info or make checks payable to **Alaska State Fair**.

Office Use Only code 4120
Deposit \$ _____ Date _____

Return to:
Vendor Department
Alaska State Fair
2075 Glenn Hwy
Palmer AK 99645
or
pamella@alaskastatefair.org

PROCEDURE FOR APPLYING FOR NON-FOOD BOOTH SPACE

*Read these instructions thoroughly before completing the enclosed application.
The application and deposit must be received before you will be placed on the waiting list.*

Company Name: Fill in the Company Name as you wish it to appear on the lease agreement. No vendor shall use the name "Alaska State Fair" or its logos.

Contact Person: This person will be responsible for the booth, and will make sure that all personnel are aware of, and abide by the *Vendor Handbook*. All materials pertaining to the booth will be sent to the contact person, who is then responsible for completing all paperwork and financial requirements.

Space Required: Outdoor ground space is rented by the frontage foot, with a minimum of ten feet. This applies to the frontage on any walkway. The most common space is 10' wide; the depth of the space ranges from 10' to 30', depending on location. Indoor space in Raven Hall is 10' x 10', draperies and electric included.

Location: The fair will place you in the best location available. You must provide your own structure for outdoor spaces; electricity is provided at most areas.

The 2018 prices have not yet been established. The 2017 prices, which are likely to change, will give you an estimate, are below:

Indoor 10'x10' (Raven Hall) \$2200.00

Outdoor (approximately 10' x 25') \$1230.00

Corners: (depending on location) an additional \$330.00

Some fees are slightly different depending on area and services.

Items to be Sold: Everything you propose to sell must be listed in detail. If your products are imported, the country of origin must be listed for each item. You may include a detailed inventory list.

Items to be Distributed: If you will be giving away samples of a product or handing out brochures, list those items in this space.

Items to be Exhibited: If you will be exhibiting equipment, e.g. snowmachines, sawmills, vehicles, etc., list those items. If you will be exhibiting photos, maps and other visual aids that will not be for sale in the booth, list those items as well.

The above three categories will be used in drawing up your lease agreement. **You may not add items without approval from the Vendor Manager.** Since it is our intention to maintain a product balance for the fairgoers, new vendors are selected first with an eye toward originality of product or idea and then the order of receipt of the application. The Fair maintains the right to prohibit the sale or distribution of any item it deems hazardous or a nuisance to the public. All raffles must be drawn at the Fair and pre-approved by the Fair management.

HOW THE PROCESS WORKS

After the Fair, returning vendor applications are reviewed. Vacated spaces are filled on a continuous basis starting early in the year.

GENERAL INFORMATION

Subleasing any portion of your ground space is strictly prohibited and will result in immediate cancellation of your space. Partnerships and Co-ops are acceptable if all parties are listed and approved by the Vendor Manager.

Vendors must staff their space in conjunction with the Fair's operating hours.

No part of a booth, including signs, may be over 16' in height. In a continued effort to make the fairgrounds safe and attractive, visqueen and unattractive tarps may not be used in any booth construction. If tarps or tents are used they must be made of fire retardant material and have the UL seal to prove it. All wood must be painted or finished in an attractive manner. Booths should be designed to be free standing. Each booth must be in good structural condition and securely built to withstand strong winds. All tents must be constructed with floors, and securely attached to the floor. All booths must have 2' between them. You must stay within your space dimensions when planning your booth. **All booths must have appropriate handicap accessibility.**

Assigning space is a long process and it is very difficult to guess at what "the chances" are. Should you desire to inquire about your status or if you have any questions, please feel free to contact us.

Complete the enclosed application and submit the \$50 deposit to:

Vendor Department
Alaska State Fair, Inc.
2075 Glenn Hwy.
Palmer AK 99645
or
pamella@alaskastatefair.org