



Dear Vendor,

**PLEASE READ THIS HANDBOOK.**

There are constant changes and you must be aware of times, dates, and regulations to make the most of your Fair experience. This handbook is part of your lease agreement and reading the complete handbook is the only way to know the content.

All booths must be open and operational during Fair hours:

Monday – Friday - Noon to 10:00 pm

Saturday – Sunday - 10:00 am to 10:00 pm

Monday, Labor Day - 10:00am to 8:00 pm

We appreciate all efforts to support the Fair’s commitment to RECYCLE. Be of assistance to the volunteers and help to maintain this outstanding program.

When you leave the grounds after the Fair, please make sure garbage or discarded building materials are not left behind. The ground space should be left in the same condition as when you arrived.

Extended use continues to be limited in many areas. If availability is not listed on your contract, contact the vendor department for other parking and or camping options.

Let’s “Bee Happy” and have a fun and successful Fair!!

Vendor Department

907-746-7159 or 907-746-7173

[pamella@alaskastatefair.org](mailto:pamella@alaskastatefair.org)

[sheri@alaskastatefair.org](mailto:sheri@alaskastatefair.org)

# 2016 Alaska State Fair

August 25 - September 5

*Vendors must be in full operation by 12:00 noon on Thursday, August 25.  
Each space shall be manned and operated during the Fair hours of operation.*

## Hours of Operation

Monday through Friday: 12:00 noon to 10:00 pm  
Saturday and Sunday: 10:00 am to 10:00 pm  
Monday, Labor Day 10:00 am to 8:00 pm

**Address** Alaska State Fair  
**Mailing & Delivery:** 2075 Glenn Hwy  
Palmer AK 99645

**Phone Numbers:** Main Office: 907-745-4827  
800-850-3247  
Fax: 907-746-2699  
Vendor Office: 907-746-7159

**Website:** [www.alaskastatefair.org](http://www.alaskastatefair.org)

**E-mail:** [pamella@alaskastatefair.org](mailto:pamella@alaskastatefair.org) [sheri@alaskastatefair.org](mailto:sheri@alaskastatefair.org)

## Fair Time Office Hours

### Main Office

Aug. 15 - 19 8:00 am to 5:00 pm  
Aug. 20, 21 Closed  
Aug. 22 - Sept. 9 8:00 am to 5:00 pm

Office hours (other than above)  
Monday through Friday  
8:00 am – 4:30 pm

### Pass Office

Aug. 8 – 12 8:00 am to 5:00 pm  
Aug. 13, 14 Closed  
Aug. 15 - 20 8:00 am to 5:00 pm  
Aug. 21 Closed  
Aug. 22, 23 8:00 am to 5:00 pm  
Aug. 24 8:00 am to 10:00 pm  
Aug. 25 – Sept. 5 8:00 am to 7:00 pm  
Sept. 6 – 9 8:00 am to 5:00 pm

## Fair Time Gate Hours - August 25 – September 5

Red Drive-in Gate Open 24 hours  
Orange Access Gate: 7:00 am to 12:00 midnight  
Purple Access Gate 7:00 am to 12:00 midnight  
Green Employee Walk-in Gate 7:00 am to fair opening

## GENERAL INFORMATION

**This Handbook is part of the Lease Agreement. The lease agreement you sign states “Vendor, entering into this lease agreement, agrees that he/she has received, read, understands and agrees to abide by the rules and regulations governing the use of the leased space, all identified in the Vendor Handbook which is made part of this lease agreement”.**

Alaska State Fair, Inc. "Fair" is a private non-profit corporation with principal offices in Palmer, Alaska. The Fair leases space for the exhibition, sale and distribution of products, services, information, and other items. Lease agreements define the use and occupancy of certain small spaces of Fair's real property located on the fairgrounds and referred to as "spaces". Any company, partnership, institution, or individual over 18 years of age may apply for a space.

It is the position of the Alaska State Fair management that all patrons be treated in an equal and courteous manner so that they can participate in the fun and enjoyment the Fair offers while insuring a safe and enjoyable experience.

This handbook defines the conduct of the vendor and how the leased spaces are used. The Fair reserves the right to interpret, amend, revise and delete these rules and regulations as it deems fit, and at its sole discretion, in order to achieve the maximum benefit for Fair, its patrons and vendors.

Should the actions of any vendor require the cancellation of the lease agreement during the time of the Fair, the vendor will be required to move everything immediately upon notification to vacate the premises and shall forfeit any lease fees already paid.

Non-conforming situations, which exist at the time of a new rule, may be allowed at the Fair's option, but may be called into conformity in the future.

## INDEMNITY

The Fair shall not be held liable for any debt, tax or assessments incurred by the vendor, in the operation of his concession nor for any salary or expense due to any of his employees. The Fair shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the vendor while on the Alaska State Fairgrounds, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal. In consideration of the privileges granted by this contract, the vendor agrees to protect and indemnify and hold harmless the Fair from any and all claims for damages, demands or suit, arising from injuries or damages sustained that may result either directly or indirectly from the activities and business of the vendor in connection with this contract.

## CONDUCT OF BUSINESS

Vendors shall ensure that all their employees, and representatives shall conduct themselves and their operations in a courteous and friendly manner; and that the booth space is kept clean, with no accumulation of trash, unsightly or combustible material. Any actions found offensive or obnoxious by Fair shall be immediately terminated upon notice by Fair. Vendors shall refrain from communicating negative comments concerning other fair exhibitors or exhibitor's products, services or information. Any vendor who persistently interferes with the operation of any other vendor after being notified of the interference, is subject to removal from the grounds.

**Extra copies of the *Vendor Handbook* available at [www.alaskastatefair.org](http://www.alaskastatefair.org)**

**Alaska Vendors Association [www.alaskavendorsassociation.org](http://www.alaskavendorsassociation.org)**

## LICENSES & PERMITS

**Vendors must comply with all federal, state, and local laws, and must have valid licenses listed below.**

**The Company name on your lease agreement must match your business license.**

### *State of Alaska Business License*

Alaska Department of Commerce, Division of Occupational Licensing  
550 W. 7<sup>th</sup> Ave, Ste 1500, Anchorage AK 99501.  
Phone: 907-269-8160  
[www.commerce.state.ak.us/cbp](http://www.commerce.state.ak.us/cbp)

### *Matanuska-Susitna Borough Business License*

Finance Department  
350 E. Dahlia Ave, Palmer AK 99645  
Phone: 907-861-8632 or 907-861-8442  
[www.matsugov.us](http://www.matsugov.us)

### *City of Palmer Business License*

Finance Department  
231 W. Evergreen Ave, Palmer AK 99645  
Phone: 907-745-3271  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

Vendors conducting an activity ruled by State of Alaska Gaming Unit must have:

### *State of Alaska Games of Skill and Chance Permit*

State of Alaska, Dept of Revenue, Gaming Unit  
550 W. 7th Ave. Suite 500, Anchorage AK 99501.  
Phone: 907-269-6620  
[www.tax.alaska.gov/programs/programs/index.aspx?54160](http://www.tax.alaska.gov/programs/programs/index.aspx?54160)

Vendors who operate a business which is not a sole proprietorship, partnership, or non-profit organization operating with volunteer labor must have proof of **Workers' Compensation Insurance**. You must obtain this insurance through a private insurance company.

### *State of Alaska Workers' Compensation Officer*

Phone: 907-269-4980  
[www.labor.alaska.gov/wc/home.htm](http://www.labor.alaska.gov/wc/home.htm)

## RAFFLES, DRAWINGS AND GAMES

### **All raffles & drawings must terminate on the Fairgrounds!**

Vendors collecting names and/or money for raffles or drawings shall notify Fair of their intention to do so. All drawing or raffle winners must be provided to Fair by September 30, for public inquiries and information.

It is the vendor's sole responsibility to satisfy all prerequisites and obtain the necessary permits/licenses required, including a Gaming Permit. Rules and instructions governing such activities shall be displayed prominently for the public's benefit. Prizes awarded on progressive wins shall be fully explained in writing. **All raffle tickets must state the Fair as the time and location of the raffle drawing.**

## LEASE AGREEMENTS

Every individual or company doing business on the fairgrounds during the Alaska State Fair must have a signed lease agreement regarding that activity. Fair lease agreements are not transferable without approval from Fair management (see *Fair policy regarding Vendor Lease Transfer* for more information). **A business, organization, or individual may not assign their space, or any part of their space, to another party.** The vendor manager must approve partnerships and co-ops. If your organization is a corporation you must submit your corporate papers with a list of current officers to the Fair. All updates must be submitted in a timely matter.

**!!!! Vendors shall not exhibit, sell, or give away any merchandise or products not listed on the lease agreement, nor shall they exhibit any advertising material not directly pertaining to the products listed.**

The Fair is private property. All solicitations for either contributions or sale must be made from within the confines of the booth display area that has been leased from the Alaska State Fair. Begging or soliciting is prohibited. Tacking or posting of any advertisement, bill, sign, banner or printed matter other than within the contracted space is prohibited. No one shall be allowed to solicit or distribute materials in aisles, or while roving on the grounds. Anyone violating this rule is subject to immediate removal from the Fairgrounds.

Any change of location to another space will be determined at the discretion of the Fair according to space availability and type of product. When necessary, and in the best interest of the Fair and the fairgoers, a vendor's space may be changed to a location different from the previous year. All spaces are leased on an "as is, where is" basis, and specifically without warranty to condition. All monies delivered to Fair in connection with leased space are generally non-refundable.

Vendors from the previous fair season do not have an automatic right of return. Returning vendors who wish to apply for the 2017 Fair must file a Returning Vendor application with the required \$50 deposit within the designated time. Vendors are permitted to apply for more than one booth of any type. Vendors who have violated regulations may be issued a written warning or at the discretion of the vendor manager may not be allowed to return to future fairs.

## !!!! RESTRICTIONS

Packaged alcoholic beverages, controlled substances; unauthorized hunting knives, bicycles, roller skates, skateboards and scooters, firearms (or any weapons), vehicles or animals are not permitted on the fairgrounds.

*Dogs and other animals are not permitted on the Fairgrounds unless they are part of an authorized show, exhibit, or are a service animal. Make arrangements for your pets elsewhere: violators will be asked to leave the grounds.*

Free stickers/bumper stickers and balloons will not be allowed to be distributed at the Fair.

The Fair reserves the exclusive right to sell beer and wine at specific locations.

*The annual Alaska State Fair is now smoke-free within the fenced common areas of the fairgrounds property. Designated smoking areas will be located outside the gated entrances.*

## MULTI-YEAR LEASE AGREEMENTS

Multi-year lease agreements may be issued to vendors who wish to apply. The applicant must be a vendor in good standing for at least three years, be a current member of the Alaska State Fair Association, as well as a member of a professional vendor association. Examples: Alaska Vendors Association, Western Fairs Association, International Association of Fairs & Expositions. The multi-year agreement does not currently guarantee the location, the space fee rate, nor is it transferable. The agreement becomes void for violations of the lease agreement or the rules and regulations identified in this handbook.

## VENDOR / EMPLOYEE RELATIONSHIP

It is agreed that the Fair shall have no control of management over the vendor, his agents or employees, and the relationship is that of independent contractors. The parties agree that any agent or employee of vendor is employed in the business of and subject to the exclusive direction, guidance, and control of vendor as to the details of the specific act for which the employee or agent was employed. Any consumer complaints received will be communicated to the vendor and the Fair has the right to arbitrate conditions for a satisfactory conclusion to all parties concerned. The vendor shall appoint a "contact person" who for all purposes shall be the person to whom the Fair may look for commitments of and by the vendor. The contact person shall be responsible for the actions or inactions of all employees or representatives at the Fair.

## VENDOR COMPLAINTS / PROBLEM SOLVING / GRIEVANCE

Vendor complaints must be taken up with the Vendor Manager. If not satisfied, a written statement must be presented to the General Manager who will proceed to the Board of Directors if necessary.

## LEASE PRICES

*Outdoor ground space is leased for \$123.00 a frontage foot. Indoor space (Raven Hall) is leased for \$2200.00, for a 10' x 10' pipe and draped space. All food vendors are charged a utility and or facility fee depending on their location and size. All corner spaces are assessed an additional fee. Some fees are slightly different depending on area and services.*

Vendors charging a fee for a ride, participatory activity, show, or other form of entertainment shall pay Fair either the ground space rate above or a determined percentage of gross income, whichever is the higher amount. Other areas of the Fairgrounds may be rented for fees different from above.

## SPACE ASSIGNMENT

**!!!** The Fair reserves the right to allocate, limit and designate all exhibit spaces and locations. Ground spaces are designated with painted markers, or wooden stakes. **In no instance shall anything (signs, ramps, eaves, chairs, posts, merchandise, etc.) extend forward of the markers or go onto the pavement.** Some variations may apply with pre-approval from Fair management.

The lease agreement lists the width and depth available for booth space to include: buildings including eaves, trailers, vans, ramps, etc. which are used specifically for vendor operation, storage or camping. Check with the Pass Office to see if your leased space can accommodate all of your needs. In some areas extra space may be purchased. **Vehicles/Units that are not an actual part of the vendor's booth may not draw electrical power from the Fair's outlets during Fair operation hours.** Anything placed on the extra footage must permit Fair personnel easy access, without blocking electrical boxes, pedestals, hydrants or infringe on the 2' allowance between booths.

## BOOTH STAFFING

**Vendors must be in full operation by 12:00 noon, Thursday, August 25.** All booths must be open to the public and staffed by a competent attendant during Fair published hours.

Staying open later is encouraged, particularly on weekends or evenings with Fireworks.

## SIGNS AND ADVERTISING

A prominent identifying sign, professional in appearance, shall be posted at vendor's sole expense, within the confines of the leased space. The maximum height is 16'. No one shall display any form of political advertising or disseminate political propaganda unless the individual lease agreement permits such a privilege. **Signage, which is not directly related to the participating vendor, is not allowed.**

## EVALUATIONS

**!!!!** In an attempt to produce an attractive and family oriented event with a diverse selection of products, Fair staff will be evaluating all booths. Areas of evaluation will be appearance (including ADA accessibility), personnel and management practices, and compliance with rules and regulations in this handbook and your lease agreement. "Written Notices" will be issued for violations and will be used in the after-the-fair evaluation of booth operations.

Take the time to fill out the "*Vendors' Evaluation of the Fair*" which is enclosed in your pass packet. All comments are appreciated and give direction to future plans. If you have a specific complaint or comment, identify yourself on the form so we can respond.

## INSURANCE

Included in most vendor space fees is limited liability coverage. This insurance does not cover merchandise and it is recommended that vendors purchase individual coverage. Vendors shall be responsible for any damage or loss, caused by the vendors, their agents, employees, or suppliers, to property in which Fair has an interest.

All percentage attraction vendors must provide Fair with a certificate of insurance with the Alaska State Fair listed as additionally insured.

## MERCHANDISE

Vendors are required to identify to the Fair in writing on their application all items to be sold, exhibited, or distributed from the leased space. A written request must be approved by Fair for changes, additions or deletions. Vendors may not use the name "Alaska State Fair" or its logo. The Alaska State Fair promotes itself as a family event. Keep this in mind when choosing products and services for the Fair.

**Give-aways / Promotional Items:** Generally give-away items should not be something other exhibitors are selling such as caps, t-shirts and mugs. There are many approved promotional items for distribution such as imprinted pens, hand sanitizer, logo bags, and calendars. If you have questions concerning your choice of promotional items please contact the vendor manager. **Balloons and Stickers (including bumper stickers) are no longer on the approved list.**

As part of its responsibility in maintaining product balance on the fairgrounds and as a means of encouraging new products it may become necessary for the Fair to deny space requests or specific merchandise because too many vendors wish to exhibit or sell the same or related products. No vendor shall have the exclusive right to sell a product.

Fair management maintains the right to immediately prohibit the sale or distribution of any product or service it deems hazardous, offensive or a nuisance to the public. Martial art stars and weapons, offensive or sexually explicit items, silly string and/or caps/popping devices may not be sold. Any item marketed as a synthetic drug, such as herbal incense packets, K2, spice, bath salts, is strictly prohibited.

**Knives for sale** must be pre-approved in advance of the Fair, by Fair management. All knives must be displayed in a secure case, out of reach of fairgoers. All purchased knives must be packaged and sealed with tape. The buyer must be advised not to open the package until they are off the fairgrounds, or it may be confiscated by security.

## SOUND & VOICE CONTROL

All sound and/or music producing devices must maintain a reasonable volume, as determined by the Fair, and in the best interest of fairgoers and other vendors. Fair shall not permit soliciting above the ordinary speaking tone of voice. If a complaint is justified, vendor will be issued a probationary letter or asked to leave.

## FOOD BOOTHS

Vendors selling or distributing **food products** must have a State of Alaska temporary food service permit. Multiple locations must have separate permits. This permit can be downloaded off the internet at: <http://www.dec.state.ak.us/eh/fss/images/Application-Temporary-Food-Service.pdf> Vendor or a representative must have a current Alaska Food Worker card (a \$10.00 fee applies). These cards can be obtained online at <http://alaska.state.gegov.com/foodworker/> There will be no last minute food worker classes offered this year.

Permit applications must be submitted 15 days prior to the Fair opening (by August 10th) or the standard fee (\$120) will be charged double.

*State of Alaska Temporary Food Permit*  
**Dept. of Environmental Conservation, Food Safety**  
Phone: 907-376-2849 Fax: 907-376-2382

**All Cooking vendors must attend a 1 hour Fire Extinguisher training class - good for 2 years.** Classes focusing on food vendors and cooking safety will be held on the fairgrounds prior to Fair opening. Please read "Fire Safety Requirements", page 9, for details and fire extinguisher regulations. For additional information contact the Fair office or:

*City of Palmer Bldg, Inspector*  
Phone: 907-745-3709  
[dmeneses@palmerak.org](mailto:dmeneses@palmerak.org)

A food vendor shall be limited to the sale of food only. Vendors shall be limited to selling items listed on the lease agreement, approved by the Fair. Common beverages (soda, juice, coffee, tea) may be served by any food vendor. Espresso drinks and specialty beverages are considered major menu items. The Fair reserves the right to limit a menu and items may not be added or changed without approval.

### **The Fair encourages the use of ALASKA GROWN products whenever possible!**

All food vendors, except Log Booths, shall have completely self-contained units. Vendors must use DEC approved hoses designed for potable water. There is no on-grounds dump-station, however there are local pumping services on the grounds daily. No cooking will be allowed in a tent. Propane tanks will not be allowed in a tent or within 2' of a tent. All deep-fat frying appliances, grills, and open-pit barbecues must be equipped with a State Fair Marshal code compliant, efficiently working exhaust hood. All open flame grill designs must be approved by the Fair in advance; if complaints arise, the operation will be investigated and re-evaluated.

**The Fair encourages the use of recyclable serving products. In the near future it will be not be an option; explore websites, talk with suppliers, and test different recycled products to help you make a practical choice.**

Grease shall be disposed of in the original container with secured lid. Set it next to the garbage barrels for Fair maintenance to pick up. **Do not make other arrangements for grease pick up.** Other special garbage considerations such as cornhusks, bread dough, peels, should be put into secure containers and placed by the garbage barrels, not in them. If a large amount is generated, vendor is responsible for placing their own garbage in fair dumpsters.

**Vendor is responsible for keeping food lines from blocking pedestrian traffic flow, or obstructing neighboring booth access.**

Storage areas (containing product, equipment, ice machines, etc.) are to be concealed as to blend in with the booth. **Storage areas must be kept neat and clean.**

Vendors participating in the **meal chit program** must submit the chits to the office no later than Friday, September 30, to be reimbursed. Previous years chits are not payable. If you are not currently participating but are interested in the meal chit program contact the vendor manager.



**LOG BOOTHS** *All of the food booth rules apply to Log Booths.*

Vendors leasing a log booth are limited to the booth and the deck immediately behind the building. The space beyond the deck is NOT part of your leased space and should be clear of all items. All supplies, equipment and other items on the deck must be kept neat and clean. It is recommended that you attractively shield the deck area from the public, keeping in mind that access to electrical panels must not be blocked.

Keys are provided for each booth. Do not attach other locks to the door. All clean-up must be complete by Saturday, September 10. You may store equipment in your log booth for a fee of \$250, payable by September 10..

Fair encourages upgrades, however, must be approved by fair staff. All sales shall take place from serving windows only. Installing garbage disposals or putting food down the drains is not allowed.

Vendors are allowed to hang one business sign in the front, back and/or sides of their booth. Signs shall not be affixed to the roof, nor may extend over one foot above the roof. Signs hung under the eaves must be at least 7' above the ground. Signs may extend one foot in front of the building.

**!!! Signs and menus must be professional in appearance. Handwritten is not acceptable.**

Log booth vendors may use an Orange Parking permit to park in the specially designated Log Booth parking inside Red Gate. **One vehicle allowed**; a maximum of 30' in length.

**FIRE SAFETY REQUIREMENTS**

The Alaska State Fair and the local Fire Department are working together to ensure fire safety in all areas of the fairgrounds.

Every Vendor space shall have a minimum of ONE 2:A-10:BC rated fire extinguisher.

Fire extinguishers shall be tagged for annual service within the last 12 months by an approved fire extinguisher permit holder. The current tag shall be attached to the fire extinguisher(s). All fire extinguishers shall be in conspicuous location, not obstructed, and shall be easily accessible.

There will be a fire extinguisher service provider in Pioneer Plaza the two days before and the morning of the 1<sup>st</sup> day of the Fair.

**Cooking Vendors** shall be required to have additional fire extinguishers:

- Cooking vendors shall have a minimum of TWO 3:A-40:BC rated extinguishers or TWO type “K” fire extinguishers.
- Cooking vendors using deep fat fryers are required to have at least ONE type “K” fire extinguisher making up the two fire extinguisher minimum, No exceptions.
- Cooking vendors who have more than 3 cooking appliances (grills, griddles, deep fat fryers, char-broilers, etc.) shall have ONE additional 3:A-40:BC or type “K” fire extinguishers for every additional appliance. See below:

**All vendors are encouraged to attend the Fire Safety class, however COOKING VENDORS ARE REQUIRED TO ATTEND THE CLASS EVERY TWO YEARS.**

Training classes will be held on the fairgrounds (location TBA) on Wednesday, August 24 at 12:00 noon and Thursday, August 25 at 9:00 am.

For further information: **907-745-3709 x2**

# of appliances	Extinguishers
1-3	2
4-5	3
6-7	4
8-9	5
10 +	6

## **BOOTH SET-UP DATES & TIMES**

**!!!!** *All vendors must check in at the Pass Office before starting set-up or construction to verify space location and pick up Vendor Credentials Packet. Set-up must be completed and Credentials will be required at all gates by 10:00 am, Thursday, August 25. The Fair starts at 12:00 noon!*

## **OUTDOOR SET-UP**

The Fairgrounds will be open for commercial movers and transportation of pre-constructed buildings August 8 thru 10. Plan to be present or give clear instructions to the mover when your building is positioned. **You are responsible for the correct placement of your booth.** Moving must be scheduled with Vendor Manager!

## **GENERAL SET-UP BEGINS THURSDAY, AUGUST 11.**

Orange and Purple Access gates open 8:00 am to 8:00 pm  
Red gate will be open 24 hours

*On-grounds camping, in booth spaces or other designated vendor camping areas will be permitted starting Thursday, August 11.*

Remember, **no unauthorized dogs are allowed on the fairgrounds.** The fairgrounds are private property; make arrangements for your dog elsewhere. Unauthorized dogs on the grounds, even during set-up and tear-down, will result in removal of the dog and owner.

## **INDOOR SET-UP**

All indoor vendors will be in **Raven Hall**. Pipe and drapes, and electricity will be provided. Set up times will be Monday, August 22 through Wednesday, August 24, from 8:00 am to 8:00 pm. Tape used on the floor must be either *Gaffers Tape* or *Convention Carpet Tape*, available from local merchants or from the set-up crew. Vendor will be responsible for payment due to clean up of any tape residue left on the floor after the fair.

**Raven Hall is open to the public from 12:00 noon to 10:00 pm on weekdays, 10:00 am to 10:00 pm on weekends and 10:00 am to 8:00 pm on Labor Day and must be manned during these hours.**

Raven Hall is locked 1/2 hour after the closing hour and unlocked again 1/2 hour before the opening hour of the Fair. It is always a good idea to stay at your booth until Security arrives in the evening and arrive at your booth 1/2 hour early in the morning. All exhibitors must confine their merchandise and all activities to their leased booth space.

While the display set-up is important for the viewing of your exhibit, it is also important for exhibitors not to impede on the display of their neighbors. The front 6' of the booth should not be higher than the 3' side rails. Displays may be extended to the 8' height in the rear 4' of the booth.

Alaska Event Services will supply pipe, drapes, and electrical outlets for Raven Hall. Call 907-345-8789 or email [info@alaskaeventservices.com](mailto:info@alaskaeventservices.com) to order tables, chairs, or other decorating supplies.

## **TELEPHONE & INTERNET SERVICES**

**MTA**, your locally-owned communications company, will offer the following state-of-the-art products and services during the 2016 Alaska State Fair:

Wireless Internet Access, Telephone service, High-speed DSL Internet

Call MTA at 907-761-2699 or 800-478-9699 (within Alaska) for more information about communication services. DSL Technical Support 907-745-6821.

## BOOTH TEAR-DOWN DATES & TIMES

*Do not tear down outdoor booths prior to 8:00 pm on Labor Day!  
No load-out or traffic on the walkways until after 10:00 pm or until Security gives the OK.*

Outdoor booths may be dismantled during the following times:

Monday, September 5, after 8:00 pm, through Saturday, September 10, 8:00 pm.

- Orange and Purple Access gates open 8:00 am to 8:00 pm.
- Red gate will be open 24 hours until Saturday at 8:00 pm

*Camping will be permitted through Friday Night, September 9..*

## The Fairgrounds will be closed September 11 thru 13.

**!!!** All structures, improvements, property and belongings of vendors shall be removed from Fairgrounds no later than 8:00 pm Saturday, September 10. Vendors must leave the Fairgrounds after their structure is dismantled or their booth vacated. Fair will not be responsible for goods or buildings left unattended. After September 10, all structures or belongings not pre-arranged to go into storage or be moved will become property of the Fair or a \$50 a day fee will be assessed. *Please leave grounds space in the same condition as when you arrived. Do not leave garbage or discarded building materials behind.*

Booth Storage information is on page 17.

Raven Hall booths may be dismantled during the following times:

Monday, Sept. 5, 8:00 pm to midnight.

Tuesday & Wednesday, Sept. 6 & 7, 8:00 am to 8:00 pm

Raven Hall will close to the public at 8:00 pm on Labor Day, and will be open late for tear-down. **Vendors closing before 8:00 pm will not be asked to return to future fairs.** Due to the potential for fair patrons going in and out of the building, unloading will be permitted **only at the East door** until 12:00 midnight. Security will not be able to be everywhere and your merchandise is your responsibility.

### SECURITY

Fair provides security 24 hours a day, beginning the first day of set-up, for the safety of fair patrons. Fair takes no responsibility for theft, loss, or vandalism of any type. This is the vendor's sole responsibility. **On-grounds Security phone number is 907-746-7160.**

True security problems (theft, vandalism, etc.) should be reported to the security office so proper authorities can be contacted. All vendor issues should be taken to the Vendor Department. Pamella can be reached at 907-746-7159.

### EMERGENCY PROCEDURES

The Alaska State Fair Emergency Plan is adopted by the Board of Directors and is revised from time to time. The plan specifies procedures and lines of authority for Fair staff in case of a declared emergency. At Fair time the Security contractor has the first line of communication with local emergency agencies. Fair staff coordinates with them and manages media relations. The Emergency Plan is available for inspection by all vendors, and they are asked to comply with instructions from Fair management and the Fair Security contractor in a declared emergency.

## **BUILDING CONSTRUCTION**

The Fair requires two (2) feet between all booths. Stay within your marked area, please!

All building construction must be completed by 10:00 am, Thursday, August 25. Alaska State Fair is a safe work place and all vendors and contractors shall comply with local, state and federal regulations. Vendors are responsible for all aspects of safety in connection with any work performed by themselves or a contractor. All building construction and maintenance performed on the fairgrounds shall follow OSHA standards and guidelines. For detailed information visit the OSHA website at [www.osha.gov](http://www.osha.gov). Vendors shall not operate Fair owned or controlled equipment.

The booth structure (including eaves, overhangs, porches, ramps, holding tanks etc.) must fit within the confines of your leased booth space (check lease agreement for dimensions). No part of the operation can be on the street, pavement or in the marked 2 feet between booths. Structures may not be over 16' in height, including signs. Variations from this rule must be pre-approved by Fair management.

Remember, large buildings are difficult and expensive to move. The Fair recommends a building no larger than 10' x 20', including eaves. A 10' x 20' will fit into most vendor spaces and can accommodate a ramp or deck. Wide doorways, a clean atmosphere, and eye-catching presentation are desirable elements for attracting customers.

Visqueen, clear plastic, or blue tarps may not be used in booth construction. Factory-made tarps with finished edges, which fit securely and professionally, may be used with prior approval by the Fair. **All tents, tarps and canvases must be made of fire retardant material, U.L. listed.** Booths should be designed to be free-standing, in good structural condition and securely built to withstand strong winds and heavy rains. **Exterior wood must be painted or finished in some manner.**

**Fair recommends that all structures and tents be constructed with floors.** Tents must be secured to the floor for security in case of wind and rain. Simple floors can be made by using portable decking or constructed by attaching plywood to pallets.

Construction work on booths during the Fair operating hours is not permitted. Minor alterations or additions to your booth after the start of the Fair must be done before or after fair hours each day. Please consider your fellow vendors who are sleeping near their booths and do not make loud noise of any kind after midnight.

**PORTABLE TOILETS** may be rented from any private company. They must be placed within the confines of your rented space unless approved by Fair staff. Appropriate placement and screening or covering will alleviate public access to them, and make them as visually appealing as possible.

### **DISABILITY ACCESS - ALL vendor booths must be ADA accessible.**

People with disabilities represent a significant portion of the population and are equally reflective in the number of guests attending the Fair.

Vendors must comply with the Americans with Disabilities Act so that there are no architectural or communications barriers that could restrict access of disabled individuals to products and services. Always consider the full experience of your display from all perspectives, such as sitting, standing, or without sight or hearing

If your booth requires a ramp for access you may have to set your booth farther from the pavement or lower the booth to accommodate a functional ramp. ***It's your responsibility to give clear instructions to anyone placing your booth in the leased space.***

**On-Grounds Accessible Parking:** South side of Raven Hall & specially marked area in Orange Parking Lot.

## UTILITIES

**Electricity** is included with the leased space unless otherwise stated. Vendors may use one 110 volt, 20 amp electrical outlet from a pedestal nearest the leased space. Only food vendors have access to one 220 volt, 50 amp receptacle. Non-food vendors needing 220 service must contact the Vendor Manager, and a fee is charged.

It is the vendor's responsibility to provide heavy-duty extension cords to transmit electricity to their booth. All cords must be waterproof and rated for outdoor usage and gauge appropriate for amps. No romex wiring is allowed on the exterior of your booth, except as permitted by NEC. The mechanical section of the State Department of Labor has mandated the use of ground fault interrupter (GFI) breakers in the Fair's electrical system. All vendor equipment must be compatible with this system. Alterations to the Fair's electrical system are not allowed. Electrical work must be completed to State Code.

Electrical appliances, which are used for the personal convenience of vendors, (coffee pots, space heaters, hot plates, etc.) should be used conservatively. A costly power failure can result from overloading circuits. **Campers and motor homes may not use electrical power during the operating hours of the Fair.** After hours electricity may be drawn only from outlet used for the booth.

**!!!** **Do not construct any part of your booth operation over or against an electrical pedestal. Do not block the electrical pedestals in any way; the maintenance crew must have access to them at all times.**

Digging holes or driving stakes into the ground is not permitted without prior approval from Fair. There are several areas which could be a potential electrical or gas disaster on the grounds. Violators risk losing the privilege of returning for future fairs and will be assessed damages if applicable. Rented space must be left in the same condition as found.

**Garbage** shall be placed in Fair provided containers. Any vendor generating a large amount of refuse (i.e. corn husks, bread dough, peels, wood chips, animal waste) must be responsible for placing their garbage in fair dumpsters or arrange for disposal. Grease shall be disposed of in the original container with a secure lid and set next to the garbage for Fair grounds crew pickup.

The Alaska State Fair requests all vendors participate in the **RECYCLING** program. Aluminum cans and plastic bottles should be disposed of in the properly marked recycling containers. Break down and store cardboard in a dry place for easy pick-up.

**If you take items directly to the recycle area, please be sure to put them in the properly marked containers. Thank you for your cooperation!**

**Accessible water** faucets are located throughout the grounds. They may be used to fill your water supply before or after Fair hours and must be disconnected from outlets upon completion of use. All hoses, which could pose a safety risk or cross a road or path, must be re-coiled and returned to the booth during the Fair operating hours. Food booths must use a DEC approved hose, designed for potable water.

**Waste-water facilities** are not available on the fairgrounds. Sinks and other facilities in any booth must be self-contained. Dumping water, grease, chemicals, etc. on the ground, in storm drains, or in the restrooms is strictly forbidden and is cause for immediate cancellation of vendor agreement. Arrangements for on-grounds servicing may be made with a private company. Vendor is responsible for removing chemicals, paints, and all hazardous refuse in a safe and responsible manner.

## ADMISSION TICKETS & VEHICLE PASSES

Admission tickets and other passes/permits will not be issued until all applicable fees are paid in full and all paperwork is completed. Credential packets will be available at the Pass Office beginning Monday, August 8. The vendor is responsible for picking them up and may be asked for identification. Credential packets will not be mailed.

Each vendor space is allowed a certain number of units, specified on your lease agreement.

Units may be mixed & matched to best suit your needs. Each item below is 1 unit:

- 1 set of 12 individual daily admission tickets
- 1 picture ID badge – good for season gate admission
- 1 season parking permit for either the Orange or West Service Parking Lot
- 1 set of daily parking permits for either the Orange or West Service Parking Lot
- 1 Long-term vendor parking permit
- 1 Extended Use permit (for extending beyond the leased space)
- 2 Season General parking permits
- 24 Daily General parking permits

Admission tickets shall be surrendered to gate attendants each day of the Fair. Hand stamps are available at all gates and are necessary to gain re-admittance on the grounds throughout the day. Hand stamps are not valid after midnight, and a new ticket must be surrendered. A personal ID picture admission badge allows access to the grounds.

*Admission tickets will be dated and only honored in the applicable year.  
No refunds will be given for admission tickets or parking permits.*

Admission tickets may be purchased at a reduced price in a quantity up to the amount of units included in the lease agreement, either before or anytime during the fair. Check for discounted admission and parking tickets at [alaskastatefair.org](http://alaskastatefair.org) for a limited time prior to the Fair.

Only two Vendor Parking selections will be issued for each lease agreement. Do not forget to select the vehicle permits (as they are part of your unit choices) on your pass order form.

Vendor admission tickets are for the use of booth personnel only, and under no circumstances may be sold. Abuse of vendor admission tickets or vehicle permits may result in their forfeiture as well as the vendor losing an invitation to return to future fairs.

Season Vehicle permits are not transferable. On-grounds Daily permits have re-entry privileges, may be used on a different vehicle each day; they are only good for the date specified on the permit.

## PARKING AND TRAFFIC CONTROL

**On-Grounds Accessible Parking:** South side of Raven Hall & specially marked area in Orange Parking Lot.

No vehicles are permitted on the fairgrounds, except in designated parking lots, ½ hour before the gates open or until approximately 1 hour after the gates close. Special safety circumstances may alter times, which in any case are determined by the Security contractor.

During Fair hours, all vehicles must be parked in the Vendor Parking Lots, Long Term Parking, Log Booth designated space, or in one of the Fair's public general parking lots. Properly parked stationary vehicles behind booths with an *Extended Use Permit* are exceptions.

Drive-in gates available for vendor use: Red Gate is open 24 hours a day. Orange & Purple Access Gates are open 7:00 am to 12:00 midnight.

**VENDORS SHOULD USE THE ORANGE ACCESS EXCLUSIVELY  
BETWEEN 7:00 AM AND 12:00 MIDNIGHT.**

Loading and unloading zones are marked with an **X** on the map in the center of this book.

## VENDOR PARKING LOT

**Vehicle Permits are required for access to the Fairgrounds starting at 10:00 am, Thursday, August 25**

**ALL VEHICLES WITHOUT PROPER CREDENTIALS OR ILLEGALLY PARKED WILL BE IMPOUNDED AT THE OWNER'S EXPENSE.**

There are two Vendor Parking Lots. The Orange Parking Lot is next to Raven Hall; the West Service Parking Lot is on the West side of the fairgrounds accessed through the Purple Access only. If the Lots are full, or if you prefer not to park there, Vendor Parking permits are valid in any General Parking lot or Long Term Vendor Parking area. A limited number of additional Vendor Parking permits are available for purchase or you may purchase general parking permits at any time.

**The Orange Parking and West Service Parking Lots are for passenger vehicles only.** Service vehicles may park in a designated area with parking attendant approval. Motorhomes and RV's should be parked in Vendor Long Term Parking, the RV Parking Lot off Rebarchek Road, or the specially designated space North of the West Service Parking Lot. These vehicles must display the proper credentials.

All **large** vehicles/utility trailers must park in Long Term Vendor Parking.

**Long Term Vendor Parking** is along the East fence line in the France Equestrian Parking area.

**!!!!** Overnight parking is not allowed in the General Parking Lots. All vehicles left overnight or parked before the lots open will be towed.

**For any vendor or employee who plans to be in the parking lot late or early (before or after attendants are present), there is a designated area to park where you won't be towed. It is near the Red Drive-In Gate. Follow the signs as you enter Rebarchek Road and check in with Security at the Red Drive-In Gate for parking instructions and to purchase parking permits. Your vehicle must have the proper permit visible (either a season or the correct dated daily).**

**BICYCLES:** Bike racks are provided outside each entry gate. All bikes brought onto the grounds must have a bike permit, obtained at the pass office. Bikes are not allowed to be ridden during Fair operating hours; they must be walked to the desired locations.

### **EXTENDED USE PERMIT**

Any vehicle, trailer, or unit used for storage, office or camping that extends beyond the leased space must have an **Extended Use Permit**. If you need more space, and it's available, you may purchase more permits. Extended Use Permits may be obtained through the pass order form at the Pass Office. Any vehicle or trailer with an Extended Use Permit must be stationary and may not be moved without permission from the Fair management.

***One extended use permit for each stationary unit.***

***Motorhome and camper length is limited to 25'.***

**Many areas of the fairgrounds do not accommodate extended use. Please check with the Vendor Manager or the Pass Office to see if your booth space allows for the extension.**

Any vehicle, trailer, or unit used for storage, office or camping within the confines of the leased space is considered stationary and shall not be moved for the duration of the Fair. Permits are not required. Passenger vehicles are not considered extended use or stationary and must be parked in a designated parking lot.

## ACCOMMODATIONS

**Camping on the Fairgrounds.** Limited camping is available on the Fairgrounds. Ground space vendors may park a stationary camper or motor home behind their booth providing it fits within the confines of the leased space. In some areas vendors may purchase Extended Use Permits to use additional space behind their leased booth space. **This option is not available in all areas.** Check with the Pass Office or the Vendor Manager.

Vendors also have the option of parking a camper or motor home in the Vendor Long Term Parking, East of the France Equestrian Center Parking Lot or Red Lot RV area off Rebarchek Road. These vehicles shall display the Orange Vehicle Permit obtained from the Pass Office. There are no electrical hook-ups in these areas. There are no waste dumping facilities on the fairgrounds, however, arrangements for on-grounds servicing may be made with any local firm.

### **Campers, motor homes, or units over 25' may not park behind vendor booth space.**

There is a designated area specifically for **overnight camping** on the South entrance of the Fairgrounds, off Rebarchek Road. Check with a parking attendant. \$15 per day for each licensed vehicle / unit will be charged. Season permits at \$75 are available at the Pass Office. **Orange parking permits are valid in this overnight camping area.**

If you have pets in your camper or motor home you must park in the designated general RV parking lot. Remember, no pets allowed on the fairgrounds.

All **tent camping** is by permit only. Season permits (\$30.00) or Daily permits (\$5.00) and information may be obtained at the Pass Office. There is an established tent camping area near the Red Gate. No open fires are allowed in the tent camping area.

### **Lodging Information may be obtain at:**

Palmer Chamber of Commerce – 907-745-2880 or [www.palmerchamber.org](http://www.palmerchamber.org)  
Wasilla Chamber of Commerce – 907- 376-1299 or [www.wasillachamber.org](http://www.wasillachamber.org)  
Mat-Su Convention & Visitors Bureau – 907-746-5000 or [www.alaskavisit.com](http://www.alaskavisit.com)

## WILL CALL PROCEDURES

**The WILL CALL booth is at the Green Gate, (South Palmer Station).** Will Call is available as a courtesy on a limited basis. It is your responsibility to distribute your passes to your employees prior to the Fair opening. We will do our best to insure that the passes you leave get to the proper person, however will not be held responsible for any lost or misfiled passes.

All passes must be placed in an envelope marked “Will Call”. The name of the company or organization should be listed on the first line of the envelope. The name(s) of the individual(s) should be listed below the company or organization name. Photo identification will be required. If passes cannot be found they will need to be purchased, and vendor will be responsible for any reimbursement.

When envelopes are placed in “Will Call” they will be logged in. When ticket(s) are picked up a signature will be required showing they have received their passes. Once the Fair is over, all empty envelopes as well as those unclaimed envelopes will be discarded.

### **Will Call hours: 9:00 am to 10:00 pm**

The Green Walk-in Gate (South Palmer Railroad Station) is open starting at 7:00 am. The Green Gate is a perfect drop-off location; enter from the North end as it is a one way street, going South.



## PACKAGE DELIVERY

### Pre-Fair

Package deliveries made during set-up times may be taken directly to the booth. Vendor personnel must be present to accept deliveries. The Fair Main Office will not accept deliveries.

### Fair

During the Fair, vendors may have packages delivered to the Fair. All packages will be taken to **The UPS Store in Raven Hall** to be held for pick up. Raven Hall hours are 12:00 noon to 10:00 pm on weekdays, 10:00 am to 10:00 pm weekends. Notices will be delivered to the vendor booth, however vendors are responsible for picking up the packages. If the delivery notice is for C.O.D. vendor must make arrangements to make payment. Fair and The UPS Store will not be responsible for any damages or losses to any items received at the package delivery area.

Incoming mail must be addressed:

**Your Company Name & Space #  
Alaska State Fair  
2075 Glenn Hwy.  
Palmer AK 99645**

## BOOTH STORAGE

Vendors may store a booth in a designated storage area on the Fairgrounds for \$250. The storage application and fee must be submitted before storage is complete. **If the paperwork and fee are not received at the Fair office by September 30, a penalty fee of \$50 a month will apply until the paperwork and fee are received.** Your company name must be painted or securely attached to the unit. Vendor is responsible for moving the booth to the designated storage area. No unit should be left in the storage area during the Fair or it may become property of the Alaska State Fair.

Any commercial movers may be used; the following companies have regular customers on the fairgrounds:

Apex Towing (Bill)	907-373-4722 / 355-0680
Brett's Auto/Building Mover	907-232-6670
Dan's Building Mover	907-892-7926
Hamilton Specialties (Kendall)	907-355-8240
Happy Hooker Towing	907-376-9114

## **BOOTH AWARDS**

Awards are made to vendor booths in various categories. Judging is based on construction, design, creativity, and suitability of the structure to the product. Adherence to the rules & regulations defined in this handbook are all important considerations. Identify your booth properly or you may be overlooked. Each year is considered a new contest and a booth may be awarded a prize in consecutive years.

### **Judging of booths will take place on Sunday, August 28<sup>th</sup>**

Ribbons and cash prizes will be awarded as follows:

Overall	1 <sup>st</sup> : \$100	2 <sup>nd</sup> : \$75	3 <sup>rd</sup> : \$50
Food	1 <sup>st</sup> : \$75		
Most Improved	1 <sup>st</sup> : \$75		
Theme Interpretation	1 <sup>st</sup> : \$75		
Educational	1 <sup>st</sup> : \$75		
Judge's Choice	1 <sup>st</sup> \$75		

### **2015 Winners**

Pia's Scandinavian Woolens  
Cover Ups  
Images Alaska  
Friar Tucks  
Talkeetna Spinach Bread  
Vagabond Blues Coffee House  
The Beaded Moose  
Cub Crafts  
Western Bling

### **2015 Honorable Mentions**

G Street Fox  
Kahiltna Birchworks  
Waterworks  
Twisted Whimsey  
Tourism Authority of Thailand  
Alaska Rug Co. / Scissorkick  
Shyine Design  
Grassroots Fair Trade  
Anchorage Police Department

**The Fair encourages professional looking booths. A great looking booth enhances the overall appearance of the Fair and does much to encourage patronage to your business or activity. A little paint, some decorations, ADA accessibility, fair theme presentation, and clean surroundings are all elements to be considered by the judges. And last, but not least, a professional looking sign to identify your business is "a must."**

## SERVICES

**First Aid:** Trained volunteers are at the First Aid Station 24 hours daily beginning 12:00 noon, Thursday, August 25. Located next to the Security Office on the Green Trail.

**Lost & Found:** All items are turned in to the Security Office on the Green Trail.

**Family Rest Stop** in Raven Hall; a safe haven for weary parents and youngsters.

**Showers:** Shower facilities are located adjacent to Hoskins Exhibits. Towels and products are available. The cost for a shower is \$3, 6 for \$15 or 13 for \$30 and are available at the Pass Office and the shower facility. Shower passes from previous years are not honored.

### **Hours of operation:**

- **Pre Fair** ( August 24 ) 2:00 pm to 7:00 pm
- **Fair time** (August 25 – September 5) 6:00 am to Noon & 10:00 pm to Midnight
- **Post Fair** (September 6) 9:00 am to 12:00 noon

**Telephones:** There are courtesy phones at the Green Gate and in Raven Hall.

**The UPS Store** in Raven Hall is your office away from home! They offer shipping, printing, copying and faxing services, and carry a few office supply items. During the Fair, vendors may have packages delivered to the Fair. All packages will be taken to The UPS Store in Raven Hall to be held for pick up.

**Messages:** There is a message board for vendor use on the inside wall of the Pass Office.

### **Strollers & Wheelchairs:**

- Stroller and Wheelchair rentals are available from **Kiddie Limo** near the Red Gate across from the Main Office and near the Yellow and Purple Gates.
- Motorized wheelchairs are available from **Alaska Mobility**, across from the Borealis Theater.

**ATM Machines:** Check daily schedule maps for locations other than Raven Hall.

## RENTAL & SERVICES INFORMATION

*You may contract with anyone, however these companies have regular customers on the fairgrounds:*

### **Alaska Event Services**

907-345-8789 or [www.alaskaeventservices.com](http://www.alaskaeventservices.com)

*“Events with Excellence”*

*Trade show booth equipment, tables & chairs*

### **Alaska Industrial Resources**

907-344-1565

High-Tech Light Weight Tents - Over 20 Years Alaskan Experience

### **America Rents/Party World**

907-563-4212

Portable buildings, tents, tables, decorating supplies

**Art Services North**

907-279-7500

[www.artservicesnorth.com](http://www.artservicesnorth.com)

*Decorating Services, Event Products, Custom Booth Design & Installation*

**Rowan Pacific Rim Decorators**

907-276-1818

[event@rowandecorators.com](mailto:event@rowandecorators.com)

*Tents, canopies, tables, chairs, lights, signs, booth fabric & decorations.  
Providing the services, material, and labor required for a successful show*

**Special Events at Valley Rental Center**

907-357-RENT (7368) [www.specialeventsalaska.com](http://www.specialeventsalaska.com)

*Tents, tables, chairs, lighting, special fabrics, décor & equipment for every event.  
Delivering a seamless new look to your event.  
Special pricing for State Fair exhibitors.*

**APR Rental**

*All your equipment needs – Tools, large & small, Propane. Fire-retardant tents.  
1 mile North of the Fairgrounds on the Glenn Hwy.*

907-746-1144

[AlaskaPacificRental@gmail.com](mailto:AlaskaPacificRental@gmail.com)

**United Rentals**

907-376-5321

*Tables, chairs, ladders, tools & equipment*

**Jack Anderson “The Pallet Guy”**

907-272-7736

*Accessible portable floors & booth construction assistance*

**Matanuska Woodworks**

907-746-1852 or [matanskawoodworks@gci.net](mailto:matanskawoodworks@gci.net)

*Carpenter, specializing in accessibility and booth construction assistance.*

**MECA – Making Employment Connections in Alaska**

907-376-6322 or [www.mecalaska.com](http://www.mecalaska.com)

*MECA handles all employment needs - seasonal, full-time or part-time staffing,  
as well as employee leasing.*

**Alaska Automated Storage**

907-746-1841

*Palmer Facility, Great Rates, Open 7am to Midnight for Fairtime*

**Bogard Logistics – Your Valley Warehouse**

*Minutes away from the fairgrounds. We receive, store, and deliver.*

907-230-8307

**Dalton Refrigeration Inc.**

*We have refrigerated units with electric standby. We deliver and set up.*

907-240-4440

Continued .....



**Rent-a-Can Toilet Company**

907-694-9202

*Renting and Servicing your portable units at the Fair*

**ATS Portable Toilets**

907-746-6563

*Providing services at the Fair*

**Arctic Porta Potty**

907-868-7778

*Quality products at affordable prices*

# After the Fair - Check List

*Submit by Friday, September 30, 2016  
to be considered for the 2017 Fair.*

**Returning Vendor form & a minimum (non-refundable) \$50 deposit.**

All lease agreements are issued for one year. A vendor must file a returning vendor application each year to be considered for the next fair. Each year vendors will be evaluated for approval of their returning vendor application. This year additional staff will be assigned to this task. In evaluating these applications the Fair will consider the following priorities and goals:

- Efficient operation.
- Compliant and attractive booth.
- Quality of product and fairgoer appeal.
- Minimal history of vendor rule infractions as defined in the lease agreement and *Vendor Handbook*.

If a returning vendor application is denied, vendor may reapply in future years.

**Vendor's Evaluation of the Fair.** All comments are appreciated and give directions to our future plans. If you have a specific complaint, or comment, please identify yourself on the form so that we can respond.

**Raffle or Drawing Winner Report** (if applicable)

**Building or Log Booth Storage Agreement** & \$250 payment (if applicable)

Forms are included in your credential packet. Also available at the Pass Office or contact [pamella@alaskastatefair.org](mailto:pamella@alaskastatefair.org)