



Dear Prospective Vendor:

Thank you for requesting this application for a **non-food booth space** at the **2019 Alaska State Fair**. The Fair dates are August 22 through September 2 (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 fee. 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.

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

The *Vendor Handbook* is on the website and contains more detailed information.

If you have questions call or e-mail me between 8:00 am and 4:00 pm, Monday 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

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 and complies with your business licenses. 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 2019 prices have not yet been established. The 2018 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.

Items to be Distributed or Exhibited: If you will be giving away samples of a product or handing out brochures, list those items in this space. If you will be exhibiting equipment, RV's, sawmills, vehicles, etc., list those items. If you will be exhibiting photos, maps and other visual aids or dispensing information that will not be for sale in the booth, list those items as well.

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.

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. Signage that is not directly related to your business is not allowed.

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

Please print clearly or type

Company
Name _____

Contact
Person _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Alternate 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**.

<p>Office Use Only code 4120</p> <p>Deposit \$ _____ Date _____</p>
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Return to:
Vendor Department
Alaska State Fair
2075 Glenn Hwy
Palmer AK 99645
or
pamella@alaskastatefair.org