



VENDOR HANDBOOK

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2010 Alaska State Fair

August 26 - September 6

Hours of Operation

12:00 noon to 10:00 pm Monday through Thursday

10:00 am to 10:00 pm Friday, Saturday, Sunday

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

*Vendors must be in full operation by 12:00 noon on Thursday, August 26.
Each space shall be manned and operated during the Fair hours of operation.*

Address

Mailing & Delivery:

Alaska State Fair
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 **E-mail:** pamella@alaskastatefair.org

Fair Time Office Hours

Main Office

Aug. 16 - 20 8:00 am to 5:00 pm
Aug. 21, 22 Closed
Aug. 23 - Sept. 10 8:00 am to 5:00 pm

Office hours (other than above)

Monday through Friday

8:00 am – 4:30 pm

Pass Office

Aug. 9 - 13 8:00 am to 5:00 pm
Aug. 14, 15 Closed
Aug. 16- 21 8:00 am to 5:00 pm
Aug. 22 Closed
Aug. 23, 24 8:00 am to 5:00 pm
Aug. 25 8:00 am to 10:00 pm
Aug. 26 – Sept. 6 8:00 am to 7:00 pm
Sept. 7 8:00 am to 10:00 pm
Sept. 8 - 10 8:00 am to 5:00 pm

Fair Time Gate Hours - August 26 – September 6

Red Drive-in Gate Open 24 hours
Yellow Drive-in Gate: 7:00 am to 12:00 midnight
Purple Drive-in Gate 7:00 am to 12:00 midnight
Plaza Access Gate not open during fair operating hours

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.

Extra copies of the Vendor Handbook available at www.alaskastatefair.org

Alaska Vendors Association Website www.alaskavendorsassociation.org

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 such products.

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 2011 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. No one is allowed more than three consecutive spaces. 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.

Important

RESTRICTIONS

Packaged alcoholic beverages, controlled substances, firearms (or any weapons), hunting knives, bicycles without permits, roller skates, skateboards and scooters (except those used as merchandise), unauthorized vehicles or animals are not permitted on the fairgrounds.

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.

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.

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 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 or 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 \$111.00 a frontage foot (\$1110.00 for 10' x 20' approximate size). Indoor space (Raven Hall) is leased for \$2000.00, 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 \$300.00.

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 marks, metal markers, or wooden stakes. **In no instance shall anything (signs, ramps, chairs, posts, merchandise, etc.) extend forward of the markers or go onto the pavement.**

The lease agreement will list the depth available for booth space to include: buildings, 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 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 26. All booths must be open to the public and staffed by a competent attendant from 12:00 noon to 10:00 pm Monday thru Thursday, 10:00 am to 10:00 pm Friday, Saturday, Sunday and 10:00 am to 8:00 pm on Monday, Labor Day.

Staying open later than the above hours is encouraged, particularly on 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 height maximum is 14'. Fair will not supply signage to outdoor vendor booths. **No one shall display any form of political advertising, 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, the Fair will evaluate 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. “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 vendors must provide Fair with a certificate of insurance with the Alaska State Fair 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.

Important

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, 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, and silly string, caps/popping devices have been proven a nuisance to the fairgoer and may not be sold.

The Alaska State Fair promotes itself as a family event. Keep this in mind when choosing products and services for the Fair.

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.

FIRE EXTINGUISHERS

The Alaska State Fair and the State Fire Marshal’s office 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.** See page 8 for more information.

LICENSES & PERMITS

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

State of Alaska Business License

Alaska Department of Commerce, Division of Occupational Licensing
3601 C Street, Suite 722, Anchorage AK 99503.
Phone: 907-269-8160
www.commerce.state.ak.us/cbp

Matanuska-Susitna Borough Business License

Finance Department
350 E. Dahlia Ave, Palmer AK 99645
Phone: 907-745-9632.

City of Palmer Business License

Finance Department
231 W. Evergreen Ave, Palmer AK 99645
Phone: 907-745-3271
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

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

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.

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. 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. 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 11th) or the standard fee (\$120) will be charged double.

State of Alaska Temporary Food Permit

Dept. of Environmental Conservation, Food Safety

Phone: 907-376-1854 Fax: 907-376-2382

Important

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 8, for details and fire extinguisher regulations. For additional information contact:

State of Alaska Fire Marshal

Life Safety Inspection Bureau

Phone: 907-746-5062

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.

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 a local pumping service is 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 and open-pit barbecues must be equipped with an efficiently working exhaust hood.

The Alaska State Fair encourages all vendors to participate in the RECYCLING program.

Aluminum cans, plastic and glass bottles should be disposed of in the properly marked containers.

Break down and store cardboard in a dry place for easy pick-up.

All garbage must be placed in or near the fair provided garbage containers.

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.

Open flame propane grills may be used except inside the Log Booths or tents. When an open flame grill is used at a vendor's booth it must be contained, hooded, and vented outdoors. All open flame grill designs must be approved by the Fair in advance. If complaints arise, the operation will be investigated and re-evaluated.

Vendor is responsible for keeping food lines from blocking pedestrian traffic flow.

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 Thursday, September 30, to be reimbursed. Previous years chits are not payable.

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. All supplies, equipment and other items used in this area must be kept neat and clean. Access to electrical panels must not be blocked.

Keys are provided for each booth. Do not attach other locks to the door. A \$250 cleaning deposit is required before set-up. All clean up must be complete by Saturday, September 11. Cleaning deposit may be applied to the storage fee if so desired.

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

Vendors are to hang one business sign in the front and/or side of their booth. A small sign may also be hung on the back door for identification to suppliers. 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. Please, no handwritten signs.

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 State Fire Marshal's office are working together to ensure fire safety in all areas of the fairgrounds. **All vendors must have a fire extinguisher.** The regulations listed below will be monitored by Fair staff.

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 tag shall be attached to the fire extinguisher(s).

All fire extinguishers shall be in conspicuous location, not obstructed, and shall be easily accessible.

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 in the Colony Theatre (near Red Drive-in Gate) on Wednesday, August 25 at 12:00 noon and Thursday, August 26 at 9:00 am. Call State Fire Marshal's office for further information. **907-746-5062**

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

BUILDING CONSTRUCTION

All building construction must be completed by 10:00 am, Thursday, August 26. 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. The vendor is responsible for monitoring and making sure work procedures minimize risks and damage. 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. No part of the operation can be on the street or pavement. Structures may not be over 14' 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 doors, 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 strongly recommends all structures and tents be constructed with floors. There is a strong chance of having rain at some point during the Fair. Simple floors can be made by using portable decking or constructed by attaching plywood to pallets. Plan ahead and be dry.

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 a private company. Portable toilets 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.

Important DISABILITY ACCESS

ALL VENDOR BOOTHS MUST BE ADA ACCESSIBLE AT THE 2010 FAIR.

People with disabilities represent a significant portion of the population and are equally reflective in the number of guests attending the Fair. Access Alaska and the Alaska State Fair continue it's partnership to provide assistance in making the Fair accessible to everyone. If you have questions or concerns contact Pamella at 907-746-7159 or David Barton at **Access Alaska** 907-248-4777.

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 booths. Always consider the full experience of your display from all perspectives, such as sitting, standing, or without sight or hearing. More information is on the **Vendor Booth ADA Accessibility Checklist** included in your lease packet. Return a copy of the completed checklist with your signed lease agreement. Include your plan of action if you were not in compliance in the past.

If your booth requires a ramp for access the slope should be no steeper than 1:12. **You may have to set your booth farther from the pavement or lower the booth to accommodate a ramp. It's your responsibility to give clear instructions to anyone placing your booth in the leased space.**

Accessible Parking: South side of Raven Hall & specially marked area in Orange Parking Lot

UTILITIES

The Fair requires 2 feet between booths. Stay within your marked area, please. **Do not block the electrical pedestals**; the maintenance crew must have access to them at any time. 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. Rented space must be left in the same condition as found.

Electricity is included with the leased space unless otherwise stated. Vendors may use one 110 volt, 15 amp electrical outlet (double hole) from a pedestal nearest the leased space. Only food vendors have access to one 220 volt, 30 amp receptacle. Non-food vendors needing 220 service must contact the Vendor Manager, and a \$50 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 (12-2 gauge w/ ground at each end). No romex wiring is allowed. 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 outlets used for the booth.

Garbage shall be placed in Fair provided containers. Any vendor generating a large amount of refuse (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 encourages all vendors to participate in the **RECYCLING** program. Aluminum cans, plastic and glass 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.**

Thanks for the teamwork!!

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 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.

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 26. The Fair starts at 12:00 noon!

OUTDOOR SET-UP

The Fairgrounds will be open for commercial movers and transportation of pre-constructed buildings Monday through Wednesday, August 16 - 18, 8:00 am to 6:00 pm

Please make arrangements prior to transportation with the Vendor Manager.

GENERAL SET-UP BEGINS THURSDAY, AUGUST 19.

Yellow and Purple drive-in 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 Sunday, August 22.

Remember, **no dogs are allowed on the fairgrounds.** Make arrangements for your dog elsewhere. Unauthorized dogs on the grounds, even during set-up, can 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 23 through Wednesday, August 25, 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. The building 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.

* Rowan Pacific Rim Decorators will supply pipe, drapes, and electrical outlets for Raven Hall. Call 907-276-1818 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 2010 Alaska State Fair:

- Wireless Internet Access
- Local telephone service
- High-speed DSL Internet
- Long-distance services.

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.***

Outdoor booths may be dismantled during the following times:

Monday, September 6, after 8:00 pm, through Saturday, September 11, 8:00 pm.

- Yellow and Purple Drive in 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 10.

Special considerations for large vehicles to use Yellow or Purple drive-in gates after 8:00 pm should be pre-arranged with the Vendor Manager.

All structures, improvements, property and belongings of vendors shall be removed from Fairgrounds no later than 8:00 pm Saturday, September 11. 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. All structures or belongings not pre-arranged to go into storage or be moved will become property of the Fair.

Booth Storage information is on page 16.

Raven Hall booths may be dismantled during the following times:

Monday, Sept. 6, 8:00 pm to midnight.

Tuesday & Wednesday, Sept. 7 & 8, 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. 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. 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 other vendor issues should be taken to the Vendor Manager. Pamella can be reached at the Fair Office: direct telephone line is 907-746-7159, or e-mail at pamella@alaskastatefair.org

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 co-ordinates 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.

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 9. 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.



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 pass for the Orange or West Service Parking Lot
- 1 set of daily parking vouchers for the Orange or West Service Parking Lot
- 1 Long-term vendor parking permit
- 1 Extended Use permit (for extending 10'x20' 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.
Tickets from previous years will not be accepted.*

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.

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

Season Vehicle passes are not transferable. On-grounds Daily vouchers have re-entry privileges, however are only good for the date specified on the voucher.

PARKING AND TRAFFIC CONTROL

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 these times, all vehicles must be parked in the Vendor Parking Lot, Long Term Parking, Log Booth designated space, or in one of the Fair's public general parking lots. Properly parked vehicles with an Extended Use Permit are exceptions.

Two drive-in gates are available for vendor use: the Red Gate, which is open 24 hours a day and the Yellow Gate which is open 7:00 am to 12:00 midnight. **Vendors should use the Yellow Gate exclusively between 7:00 am and 12:00 midnight.** The Purple Gate is open 7:00 am to 12:00 midnight for vendors accessing the West side of the grounds.

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

To accommodate street cleaning, do not park vehicles on the walkways between 6:00 and 9:00 am.

VENDOR PARKING LOT

Vehicle Permits are required for access to the Fairgrounds starting at 10:00 am, Thursday, August 26

There are two Vendor Parking Lots. The Orange Parking is next to Raven Hall; the West Service Parking is on the West side of the fairgrounds accessed through the Purple Drive in only. If the Lots are full, or if you prefer not to park there, the 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. No RV's, Motorhomes, or Camp Trailers allowed in Orange or West Service Parking Lots. All RV's, Motor homes, or Camp Trailers should be parked in Vendor Long Term Parking or the RV Parking Lot off Rebarchek Road. 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.

Important

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 spend the night or arrive early, there is a newly designated area to park where you won't be towed. It is the grass area South of the RV Lot referred to as the RED OVERFLOW LOT. Follow the signs as you enter the Red Lot on Rebarchek Road. Your vehicle must have the proper permit visible (either a season or the correct dated daily).

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**. Each Extended Use Permit is good for extending 10' x 20'. 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 or the Pass Office. Any vehicle or trailer with an Extended Use Permit may not be moved without permission from the Fair management. Fair staff will enforce this new permit regulation. **Remember – one permit for each 10' x 20' extension.**

The extended area behind all "P" and "S" spaces (West side of Miners Loop and the East side of the Purple Trail) has been extremely downsized due to the placement of a service road. The maximum extended use size is 12'. Please consider this when planning your booth operation.

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. Stationary permits are no longer required. Passenger vehicles are not considered extended use or stationary and must be parked in a designated parking lot.

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

ACCOMMODATIONS

Motor homes and campers 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, South East of the France Equestrian Center Parking Lot. These vehicles shall display the Orange Vehicle Permit obtained from the Pass Office. There are no electrical hook-ups in Vendor Long Term Parking. There are no waste dumping facilities on the fairgrounds, however, arrangements for on-grounds servicing may be made with a local firm (contact the Pass Office).

Campers, motor homes, or units over 30' may not park behind vendor booth space. Only one camper or tent will be allowed behind each booth, if space is available.

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
Wasilla Chamber of Commerce – 907- 376-1299 or www.wasillachamber.org
Mat-Su Convention & Visitors Bureau – 907-746-5000 or www.alaskavisit.com

WILL CALL PROCEDURES

The WILL CALL booth is at the Green Gate . 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 should be listed on the first line of the envelope. Please highlight or **bold** the company name. The name(s) of the individual(s) should be listed below the company name. Photo identification will be required. If we cannot locate their pass they will need to purchase admission and you 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 9:00 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.

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 Saturday, September 11, 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:

A-1 Towing	907-373-4722 / 355-3257
Brett's Auto/Building Mover	907-232-6670
Dan's Building Mover	907-892-7926
Kopperud Transportation	907-745-3645
Happy Hooker Towing	907-376-9114

JUBILEE GAZETTE

Jubilee Gazette, the daily newsletter printed and circulated during the Fair, brings vendors up-to-date with daily activities and events around the Fairgrounds. If you have an advertisement (the price is .10 a character; limit of 80 characters) or information for the Jubilee Gazette contact the Pass Office. Ads for the following day must be submitted by 4:00 pm. Ads may not run for more than three (3) days consecutively, unless space is available.

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. Ribbons and cash prizes will be awarded as follows:

Outdoor General:	1 st : \$100	2 nd : \$75	3 rd : \$50
Food General:	1 st : \$100	2 nd : \$75	3 rd : \$50
Raven Hall	1 st : \$75		
Most Improved	1 st : \$75		
Accessibility	1 st : \$75		
Squeaky Clean	1 st : \$75		
Theme Interpretation	1 st : \$75		

2009 Winners

Outdoor General:

Mat-Su Farm Bureau Avenue Seven Creative Recycling Kahiltna Birchworks

Food Booths:

Salmon Express Friar Tucks Gobblers Grille

Accessibility

Mat-Su Fire Chiefs / Forestry

Squeaky Clean:

Alaska Elephant Ears

Most Improved:

Kiddie Limo

Theme Presentation:

The Boardwalk

Raven Hall:

Eco Kids

Honorable Mentions:

U. S. Marine Corps	Renewable Resources Coalition
Romney Designs	Alaska Army National Guard
ABC Seamless	The Beaded Moose
Hoop 'n Hula Cookies	Valley Tie Dye
Alaska Corn Company	

Judging of booths takes place on Sunday, August 29th.

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 26.

Lost Kids: The Fair provides a safe haven for lost children/people during operating hours.

First Aid & Lost Kids are located next to the Security Office.

Lost & Found: All items are turned in to Security.

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, passes of 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 25) 2:00 pm to 7:00 pm
- *Fairtime* (August 26 – September 6) 6:00 am to Noon
& 10:00 pm to Midnight
- *Post Fair* (September 7) 10:00 am to 4:00 pm

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

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. **Free internet access provided!**

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 a vendor near the Red Gate across from the Main Office and near the Yellow and Purple Gates.

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

After the Fair - Check List

*Submit by Thursday, September 30, 2010
to be considered for the 2011 Fair.*

- Returning Vendor form & \$50 deposit.**
- 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)

RENTAL INFORMATION

Alaska Event Services

907-345-8789

“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

Decorating Services, Event Products, Custom Booth Design & Installation

APR Rental

All your equipment needs – Tools, large & small, Propane

“Fire retardant tarps in stock”

1 mile North of the Fairgrounds on the Glenn Hwy.

907-746-1144

AlaskaPacificRental@gmail.com

Rowan Pacific Rim Decorators

907-276-1818

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

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.

United Rentals

907-376-5321

Tables, chairs, ladders, tools & equipment

Jack Anderson “The Pallet Guy”

907-272-7736

Portable floors & Booth construction assistance



*New Palmer Facility, Great Rates, 907-746-1841
Open 7am to Midnight for Fairtime*