



Vendor Handbook

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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 its content is the only way to know the rules and be in compliance.

Vendor Parking Lots (Orange & West Service) will only accommodate passenger vehicles. **A Vendor Parking Permit will now give you access to the Orange or West Service Parking Lots.** Please do not park Motorhomes, Trailers, RV's, Utility Trailers or Box Vans in Orange or West Service. If your leased space does not accommodate extended use, you must park over-sized vehicles in the Vendor Long Term Parking Lot.

Remember - 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.

We encourage your support of the smoke-free environment we have implemented within the fenced common areas of the fairgrounds property. Designated smoking areas are located outside the gated entrances.

The City of Palmer approved an ordinance that prohibits the distribution of single-use disposable shopping bags. Ordinance 18-004 can be viewed in its entirety on the City of Palmer website at www.cityofpalmer.org

"Seeing is Believing" is the theme this year. There are many creative applications to apply to your Fair business which will enhance appeal and perhaps even win you an award.

Vendor Department

907-746-7159

pamella@alaskastatefair.org

2020 Alaska State Fair

August 27 - September 7

***Vendors must be in full operation by 12:00 noon on Thursday, August 27.
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

E-mail: pamella@alaskastatefair.org

Fair Time Office Hours

Main Office

Aug. 10 - 14 8:00 am to 5:00 pm
Aug. 15,16 Closed
Aug. 17 - Sept. 11 8:00 am to 5:00 pm

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

Pass Office

Aug. 10 - 14 8:00 am to 5:00 pm
Aug. 15, 16 Closed
Aug. 17 -22 8:00 am to 5:00 pm
Aug. 23 Closed
Aug. 24, 25 8:00 am to 5:00 pm
Aug. 26 8:00 am to 10:00 pm
Aug. 27 – Sept. 11 8:00 am to 5:00 pm

Fair Time Gate Hours - August 27 – September 7

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, friendly, safe, and non-offensive or obnoxious manner; and that the booth space is kept clean, with no accumulation of trash, unsightly or combustible material. Any vendor actions found by the Fair to be contrary to the above-described conduct shall be immediately terminated and remedied upon notice by Fair to the vendor. 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

Alaska Vendors Association 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. 7th Ave, Ste 1500, Anchorage, AK 99501.

Phone: 907-269-8160

www.commerce.alaska.gov

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

City of Palmer Business License

Finance Department

231 W. Evergreen Ave, Palmer, AK 99645

Phone: 907-745-3271

www.cityofpalmer.org

doing business in the city of Palmer

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 Friday, September 11, 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 current Alaska State 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. **All lease agreements are issued for one year.** 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 a nonprofit organization managing events on privately-owned Fairground 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 2021 Fair must file a Returning Vendor Application with the required \$50 (non-refundable) 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 pets 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

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 are located outside the gated entrances.

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.

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 maximum width and depth available for booth space which contains: buildings including eaves, tents, 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 27. All booths must be open to the public and staffed by a competent attendant during Fair published hours. Opening late and closing early are reasons for cancellation of your booth.

SIGNS AND ADVERTISING

A prominent identifying sign, professional in appearance, shall be posted at vendor's expense, within the confines of the leased space. The max. 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.**

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 "fix it notice" or asked to leave.

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, payment history, and compliance with rules and regulations in this handbook and your lease agreement. Written "Fix-it 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. A certificate of insurance with the Alaska State Fair listed as additionally insured will be required from specified vendors. You will be notified in advance if this pertains to you.

MERCHANDISE

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.

Vendors may not use the name “**Alaska State Fair**” or its logo.

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. Not adhering to that requirement is reason for cancellation. A written request before July 1 must be approved by Fair for changes, additions or deletions. 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 **re-usable 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.**

Knives 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 fair personnel.

The Fair is a nonprofit organization managing events on privately-owned Fairground property. Our goal is to produce a Fair that is safe and free from danger, disturbance, and conflict. Fair management maintains the right to prohibit the sale, distribution, or display of any item, including, but not limited to, products, services, materials, goods, advertising and signs, the Fair, in its sole discretion, deems to be actually or potentially objectionable, a nuisance, offensive, obnoxious, creating a public disturbance, or harmful to the safe operation of the Fair or the public in attendance at the fair. Prohibited items include, but are not limited to, martial art items and weapons, swords, racist items, or sexually explicit items. Any item marketed as an illegal and or synthetic drug is prohibited.

REFUNDS for merchandise

The Alaska Consumer Protection laws state you must give refunds on goods returned intact within 5 days. Do not advertise, mark receipts, or allow signage that states: “NO REFUNDS”. The 5 day “cooling off period” avoids buyers being pressured into buying something from a seller in a non-permanent sales environment without recourse. **The Alaska Consumer Protection Unit of the Attorney General’s Office will be enforcing this provision, found in AS 45.02.350.**

RECEIPTS (with Company Name) MUST BE GIVEN AT THE TIME OF SALE.

FOOD BOOTHS

Vendors selling or distributing **food products** must have a State of Alaska temporary food service permit. Multiple locations must have separate permits. Vendor or a representative must have a current Alaska Food Worker card (a \$10.00 fee applies). There will be no last minute classes.

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

Information and important documents listed below may be found at:

www.dec.alaska.gov
[Application for Temporary Food Service Permit](#)
[Direct Link To myAlaska Login for Food Worker Card](#)
[Food Safety & Sanitation Training Page](#)

Permit applications must be submitted 15 days prior to the Fair opening (by August 12th) or the standard fee (\$120) will be charged double.

All Cooking vendors must attend a 1 hour Fire Extinguisher training class - good for 2 years. Please read "Fire Safety Requirements", (page 9) for details and fire extinguisher regulations.

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.**

All food vendors, except Log Booths or stationary buildings, 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 (see page 21). All water holding tanks (clean and gray water) must be of commercial quality. Check with your service provider to make sure your tanks meet their requirements.

No cooking will be allowed in a tent or under a tarp. Propane tanks will not be allowed in a tent or within 3' of a tent. All deep-fat frying appliances, grills, and open-pit barbeques 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.

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. Storage areas must be kept neat and clean and concealed as much as possible.

The Fair encourages the use of sustainable serving options to reduce the environmental impact of food service disposables. In the near future it will be not be an option. Explore websites, talk with suppliers, and test different recycled and compostable products to help you make a practical choice.

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

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

Vendors participating in the **meal chit program** must submit the chits to the office no later than **Friday, September 25**, 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 12. You may store equipment in your log booth for a fee of \$250, payable by September 12.

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 or grease 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 must be of professional quality, no handwritten allowed.

Log booth vendors may use a Vendor Parking permit to park in the specially designated Log Booth parking inside Red Gate. **One (1) 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.

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:

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

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) the day before the fair starts. Check the Pass Office bulletin board for updates. For further information:

City of Palmer Bldg. Inspector

Phone: 907-745-3709 dmeneses@palmerak.org

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 8:00 am, Thursday, August 27.

The Fair starts at 12:00 noon!

OUTDOOR SET-UP

Commercial movers can begin moving August 3rd. 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.**

The Fairgrounds will be open for vendor transportation of pre-constructed buildings August 10 thru 12. Moving must be scheduled with Vendor Manager!

GENERAL SET-UP BEGINS THURSDAY, AUGUST 13

Orange and Purple Access gates open 8:00 am to 8:00 pm

Red gate will be open 24 hours

NEW - On-grounds camping, in booth spaces or other designated vendor camping areas will be permitted starting Sunday, August 16.

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

Raven Hall is the venue for indoor commercial vendors. Pipe and drapes, and electricity will be provided. Set up times will be Monday, August 24 through Wednesday, August 26 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 pm 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; 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 CMS Rovers arrive in the evening and arrive at your booth 1/2 hour early in the morning.

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. All exhibitors must confine their merchandise and all activities to their leased booth space.

Alaska Event Services will supply pipe, drapes, and electrical outlets for Raven Hall.

Call 907-345--8789 or email info@alaskaeventservices.com to order tables, chairs, or other decorating supplies.

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 7, after 8:00 pm, through Saturday, September 12, 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, Sept. 12 at 8:00 pm

Camping will be permitted through Friday Night, September 11.

The Fairgrounds will be closed

Sunday, September 13 thru Tuesday, September 15

 **All structures, improvements, property and belongings of vendors shall be removed from Fairgrounds no later than 8:00 pm Saturday, September 12.**

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 12, all structures or belongings not pre-arranged to go into storage or be moved will become property of the Fair or a \$50 per 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 19.

Raven Hall booths may be dismantled during the following times:

Monday, Sept. 7, 8:00 pm to midnight.

Tuesday & Wednesday, Sept. 8 & 9, 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.

Crowd Management Services (CMS)

Fair provides CMS rovers around the grounds 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.

CMS phone number is 907-746-7160.

True security problems (theft, vandalism, etc.) should be reported to the CMS 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

All building construction must be completed by 10:00 am, Thursday, August 27. 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. Vendors shall not operate Fair owned or controlled equipment.

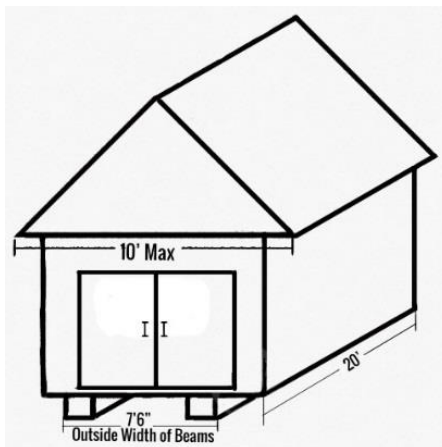
The Fair requires two (2) feet between all booths. Stay within your marked area, please!

 For the safety of our fairgrounds and ease of access, all utilities (electrical pedestals, propane tanks, and water sources) are required to have a 3' clearance on all sides. There must also be a 6' clearance above the utility, which means no enclosing of any utilities. We ask that you do everything possible to work within these guidelines so that maintenance and support crews can have access to the utilities at any time. Planning before you set up your booth will alleviate many problems. This will also restrict motorhome / camper parking in many areas.

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.**

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.

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, can accommodate a ramp or deck and allow utility clearances in the back. Wide doorways, a clean atmosphere, and eye-catching presentation are desirable elements for attracting customers. See Example below:



Building Construction....continued on next page

BUILDING CONSTRUCTION

If you plan to store your booth at the Fair you must label your building with **Company Name**, current **Phone Number**, and **the name of your Mover with instructions for the placement**. The Matanuska Winds can do a lot of damage during the winter so secure your building well and make sure proper identification is attached. Storage information on page 19.

All exterior wood must be painted or finished in some manner.

Prepare for all weather conditions when planning your booth. 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

ACCESSIBILITY - All vendor booths must be ADA accessible.

People with accessible needs 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 any 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.***

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; please unplug them.** After hours electricity may be drawn only from outlet used for the booth.

Utilities - continued on next page



For the safety of our fairgrounds and ease of access, all utilities (electrical pedestals, propane tanks, and water sources) are required to have a 3' clearance on all sides. There must also be a 6' clearance above the utility, which means no enclosing of any utilities. We ask that you do everything possible to work within these guidelines so that maintenance and support crews can have access to the utilities at any time. Planning before you set up your booth will alleviate many problems. This will also restrict motorhome / camper parking in many areas.

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.

Recycling: 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 placed throughout the grounds. 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 clean 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, however there are local pumping services on the grounds daily (see page 21). All water holding tanks (clean and gray water) must be of commercial quality. Check with your service provider to make sure your tanks meet their requirements.

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.

Vendor is responsible for removing all hazardous refuse in a safe and responsible manner.

Portable Toilets may be rented from any private company. (see page 21 for a list of providers) 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. **They should not be visible to the fairgoer.**

Your company name and space # must be clearly displayed on the portable toilet. Consult with your provider.

ADMISSION TICKETS & VEHICLE PERMITS

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 10. 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.

NEW – Unit choices have changed for 2020, review the pass order form completely. It is a good idea to fill out and submit your form to the Vendor Department before August 1st to alleviate waiting in long lines.

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 Vendor Parking Permit valid in the Orange or West Service Parking Lot
- 1 set of daily Vendor Parking Permits valid in the Orange or West Service Parking Lot
- 1 Extended Use Permit (for extending beyond the leased space)

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

Admission tickets and general parking permits 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 at alaskastatefair.org for discounts 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.

NEW – A Vendor Parking Permit will give you access to either Orange or West Service Parking Lots.

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 the 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.

VENDOR PARKING

Vehicle Permits are required for access to the Fairgrounds starting at 8:00 am, Thurs., August 27

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

A Vendor Parking Permit is valid in two vendor parking lots. The **Orange Parking Lot** is next to Raven Hall and accessed through the Orange Access on the East end of the fairgrounds off the Inner Springer Loop; 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 (small) vehicles may park in a designated area with parking attendant approval. Motorhomes and Campers are not allowed in either Parking Lot.

Motorhomes and campers should be parked in Vendor Long Term Parking or the Red RV Parking Lot off Rebarchek Road. All 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 for free at the Pass Office. Bikes are not allowed to be ridden during Fair operating hours; they must be walked to the desired locations.

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

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 purchased 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. Each extended use permit is valid for 25' only. If you use more space, you must purchase more permits. 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 parked within the confines of the leased space is considered stationary and shall not be moved for the duration of the Fair. Passenger vehicles are not considered extended use or stationary and must be parked in a designated parking lot.

ACCOMMODATIONS & ON-GROUNDS CAMPING

Camping on the Fairgrounds. Limited camping is available on the Fairgrounds. Ground space vendors may park a stationary motor home or camper 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 motor home or camper in the **Vendor Long Term Parking**, East of the France Equestrian Center Parking Lot or in the **Red RV Lot** off Rebarchek Road. These vehicles shall display the Vendor Parking 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.

NEW - If you are using a Vendor Parking Permit in the Red RV Lot, the permit is only valid for the 12 days of the Fair. If you stay before or after you must purchase additional permits.

Tent camping is by permit only. Season permits or Daily permits and information may be obtained at the Pass Office. You may tent camp in Vendor Long Term Vendor Parking or at the established tent camping area near the Red RV Lot. No open fires are allowed in the tent camping area.

MOTOR HOMES, CAMPERS, OR UNITS OVER 25' MAY NOT PARK BEHIND VENDOR BOOTH SPACE WITHOUT PRIOR APPROVAL FROM FAIR MANAGEMENT. ADDITIONAL FEE MAY APPLY.

If you have pets in your motor home or camper you must park in the designated general Red RV Parking Lot off Rebarchek Road. Remember, no pets allowed on the fairgrounds.

Lodging Information may be obtained 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, (South Palmer Railroad 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 & MAIL 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.**

NEW!! Mail & Package Pick up Service.

There will be a Fair-time mail and package pickup building next to the showers and behind Raven Hall. Hours of operation will be: August 24 thru September 5, 11:00 am to 4:00 pm. The Mail service will be closed on Sundays and Labor Day. Services are limited to mail and package pick-up.

Incoming mail must be addressed:

Company Name & Space #
c/o Alaska State Fair
2075 Glenn Hwy.
Palmer AK 99645

BOOTH 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. If you do not have the required signage on your booth 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 Saturday, August 29th

Ribbons and cash prizes will be awarded as follows:

Overall	1 st : \$75	2 nd : \$50	3 rd : \$25
Food	1 st : \$75	2 nd : \$50	3 rd : \$25
Most Improved, Theme Interpretation (Seeing is Believing), Educational, and Judge's Choice: 1 st : \$50			

2019 Winners:

Mountains & Mermaids
Peak Apparel
Seven North
Tres Amigos
Reuben House
The Alaskan Soda Jerks
Amanda Rose Warren Creations
Mat Su Borough EMS & Mat Su Regional Medical Center
Paul Dungan Potter

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."

Longevity ribbons will be available for 20, 30, 40 or 50 years of participation. You may pick up your ribbon at the Pass Office before or during the Fair.

SERVICES & RENTAL INFORMATION

First Aid: Trained volunteers are at the First Aid Station 24 hours daily beginning 12:00 noon, Thursday, August 27. Located next to the CMS Security Office on the Green Trail.

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

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

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

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

Showers: Shower facilities are located adjacent to Hoskins Exhibits. Towels and products are available. The cost for a shower is \$4, 6 for \$20 or 13 for \$40. Passes available at the Pass Office and the shower facility. Shower passes from previous years are not honored.

Hours of operation:

- **Pre Fair** (August 26) 2:00 pm to 7:00 pm
- **Fair time** (August 27 – September 7) 6:00 am to Noon & 10:00 pm to Midnight
- **Post Fair** (September 8) 9:00 am to 12:00 noon

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 and near the Red Gate.

BOOTH STORAGE

Vendors may store a booth or storage unit in a designated storage area on the Fairgrounds for \$300. 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 25, 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, without prior approval, or it may become property of the Alaska State Fair. Please do your part to keep the area clean and organized!!

When placing your building on the grounds before the Fair, it is your responsibility to instruct the mover about proper placement, including set-backs, access ramps, etc. Review your contract for the proper space number.

You may move your booth yourself or hire a mover. Only fair authorized movers may be used to transfer buildings to and from the fair storage area. These companies are authorized movers:

Brett's Auto Mover	907-232-6670
Happy Hooker Towing	907-376-9114
Vulcan Tows	907-715-9220 or 907-854-8456

If you contract with another mover call the Vendor Department for approval and storage placement instructions.

After the Fair, all buildings must be off the grounds, either in storage or removed completely by September 30. Communicate with your mover.

Services & Rental continued.....on next page

Telephone & Internet Services: MTA, your locally-owned communications company, will offer the following state-of-the-art products and services during the Fair:

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

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

Green Alaska Solutions

907-351-4195 deborah@greenalaskasolutions.com

The mission of Green Alaska Solutions is to reduce the environmental impact of food service disposables. Since starting the business in 2008 the demand for earth-friendly food service disposables has grown exponentially and Green Alaska Solutions has become the industry leader in providing sustainable packaging in Alaska.



Green Alaska Solutions LLC
earth-friendly food service disposable products

Alaska Event Services

907-345-8789 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

Decorating Services, Event Products, Custom Booth Design & Installation

Rowan Pacific Rim Decorators

907-276-1818 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

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

907-746-1144 AlaskaPacificRental@gmail.com

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

Services & Rental continued.....on next page

United Rentals

907-376-5321

Tables, chairs, ladders, tools & equipment

Spenard Builders Supply

907-746-7001

Find all your building and booth preparation supplies - lumber, electrical, paint, and more. North of the fairgrounds.

Jack Anderson “The Pallet Guy”

907-365-9199

Accessible portable floors & booth construction assistance

Matanuska Woodworks

907-746-1852 or matanuskawoodworks@gci.net

Carpenter, specializing in accessibility and booth construction assistance.

MECA – Making Employment Connections in Alaska

907-376-6322 or 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 provide on-site cold storage in various sizes. We deliver and set up.

www.Daltonrefrigerationalaska.com

907-244-8919

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

Royal Flush Portable Toilet Rental

907-376-8988

Rentals and Service

After the Fair - Check List

**Submit by Friday, September 25, 2020
to be considered for the 2021 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. 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 & payment** (if applicable)

Forms are available at the Pass Office or contact pamella@alaskastatefair.org
All paperwork and fees may be submitted to the Pass office



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