



Harvest Fest Vendor Handbook

Licenses and Permits

1. 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

2. Food Vendors must have a State of Alaska temporary food service permit. Vendor or a representative must have a current Alaska Food Worker card obtained at *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](#)

The Harvest Fest is a 3 day event: Friday, September 4 *thru* Sunday, September 6, 2020.

Hours of operation are 12:00 noon to 8:00 pm.

Set -up times are Thursday, September 3, 10:00 am to 8:00 pm and Friday September 4, 8:00 am to 11:30 am. All operations must be open by noon on Friday, September 4.

Tear down times are 8:00 pm to midnight, Sunday September 6 and 8:00 am to 6:00 pm Monday September 7. All items must be removed from the fairgrounds by 6:00 pm on Labor Day, September 7.

You must check in at the Red Drive in Gate before setting up. Your space number will be verified and credentials issued.

Vendors will be required to implement safety measures as outlined by the Center of Disease Control and adhere to all local, state, and federal COVID-19 mandated requirements. Wearing face coverings is strongly recommended.

Please do your part to keep lines in compliance with social distancing. Lines should be marked in 6' increments with chalk or other washable non-toxic marking material.

Sanitize service areas and make sure all personnel are washing or sanitizing hands on a regular basis.

All vendor booths will be 10' apart and marked accordingly. All vendor booths must be mobile units or a tent. Tent stakes must be 1' maximum length. Buildings will not be brought in from the Fair storage area. Established Fair vendors will not have their fair-assigned space; the Harvest Fest has a completely different layout. Check with the on-grounds coordinator for your location at set-up time.

All vendor access (vehicle and pedestrian) will be thru the Red Drive In Gate. Vendors may use the Orange Parking Lot for passenger and overnight vehicles. Vehicles must be off the main walkways and parked during event operating hours. If you would like to park an overnight vehicle behind your booth there will be a \$100 fee.

Vendors using electric must supply their own outdoor rated extension cords.

Every vendor booth shall have a minimum of one 2:A10BC rated fire extinguisher.

We encourage your support of the smoke-free environment we have implemented on our 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.

Additional **FOOD VENDOR** Information.

Vendors will be required to implement safety measures as outlined by the Center of Disease Control and adhere to all local, state, and federal COVID-19 mandated requirement. **All food vendor personnel shall wear face coverings during operating hours.**

Please do your part to keep lines in compliance with social distancing. Service lines should be marked in 6' increments with chalk or other washable non-toxic marking products.

Sanitize service areas and make sure personnel are washing or sanitizing hands on a regular basis.

All food vendors shall have completely self-contained mobile units. No cooking will be allowed in a tent or under a tarp. Buildings may not be brought in from the Fair storage area.

Water and electricity are available. Please fill your water before opening hours and use a DEC approved hose. Keep your area clean and free of garbage; and leave your area as you found it at the end of the event. Have the proper fire extinguishers recommended for Food Truck Safety.

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. Alaska State Fair reserves the right to cancel the event at any time in the interest of public safety and to prevent the spread of a pandemic event.

Disclaimer

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the [Centers for Disease Control and Prevention](#), senior citizens and guests with underlying medical conditions are especially vulnerable. The virus that causes COVID-19 spreads mainly from person-to-person through talking, singing, coughing, sneezing, etc. Large events where people are in close proximity to each other pose a greater risk of spreading COVID-19 and other diseases. By visiting events at the Alaska State Fairgrounds you voluntarily assume all risks related to exposure to COVID-19 and other diseases.