



Dear Prospective Vendor:

Thank you for requesting this application for a **non-food booth space** at the **Alaska State Fair 2011**. The Fair dates are August 25 through September 5 (Labor Day). Please be sure to read the instructions thoroughly before filling out the application. Your name will be placed on the waiting list when your application and deposit of \$50 is received. Be sure to return them to the Fair as soon as possible.

As we receive the required deposit and application you will be categorized according to what you wish to do at the Fair and/or products you intend to sell (example: clothing, household products, jewelry, novelties, crafts, etc.). Since it is our intention to maintain a product balance for the fairgoers, new vendors are selected first with an eye towards originality of product or idea and then the order of receipt of the application.

Should you be successful in obtaining space at the Fair, your \$50 deposit will be deducted from the space rental. If we offer you a space (be it verbal or written) and you decline, your deposit will not be refunded. If we are unable to offer you space, your deposit will be refunded after the Fair. You must re-apply each year.

If you have questions call or e-mail me between 8:00 am and 4:00 pm, Monday through Friday. Thank you for your interest.

Sincerely,

Pamella Meekin
Vendor Manager
pamella@alaskastatefair.org
907-746-7159
Alaska State Fair
2075 Glenn Hwy
Palmer AK 99645

Please print clearly or type

Company Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Cell Phone _____

E-mail _____

Sole-proprietorship _____ Corporation _____ Co-op/Partnership _____

Non-Profit _____ Government Agency _____

If a Co-op or Partnership, list persons or companies involved:



Do you plan to:

Conduct a raffle or drawing? _____

Use sound emitting device? _____

Give away samples: if so what? _____

Type of space you prefer: Indoor (Raven Hall) _____ Outdoor _____

Amount of space you desire: Width _____ Depth _____

List in detail all products and services you will be selling, distributing, or exhibiting. Include country of origin for imported items. Continue on the back if necessary.

Selling: _____

Distributing: _____

Exhibiting: _____

<p>Office Use Only Deposit \$ _____ Date _____</p>

Return to:
Alaska State Fair
Attn: Pamella
2075 Glenn Hwy
Palmer AK 99645
pamella@alaskastatefair.org
FAX: 907-746-2699

PROCEDURE FOR APPLYING FOR NON-FOOD BOOTH SPACE

Read these instructions thoroughly before completing the enclosed application. The application and deposit must be received before you will be placed on the waiting list.

Company Name: Fill in the name as you wish it to appear on the lease agreement. No vendor shall use the name "Alaska State Fair" or its logos.

Contact Person: This person will be responsible for the booth, and will make sure that all personnel are aware of, and abide by, the Vendor Handbook. All materials pertaining to the booth will be sent to the contact person, who is then responsible for completing all paperwork and financial requirements.

Space Required: Outdoor ground space is rented by the frontage foot, with a minimum of ten feet. This applies to the frontage on any walkway. The most common space is 10' wide; the depth of the space ranges from 10' to 30', depending on location. Indoor space in Raven Hall is 10' x 10'.

Fees: **The 2011** rates have not been set at this time. *In 2010 the fee for a 10' outdoor space was \$1100. A Raven Hall 10' x 10' space was \$2000.*

Deposit: The \$50 deposit you make with the application will be applied to your lease fee, if space becomes available, and subtracted from the total amount due. If space becomes available and you decline it, the deposit is forfeited. If we are unable to offer you space for the Fair, your deposit will be refunded. If you wish to use a credit card you may include the information on the application or call Pamella @907-746-7159 when you send or fax it.

Location: The fair will place you in the best location available. You must provide your own structure for outdoor spaces; electricity is provided at most areas. Piped drapes and electricity is provided in Raven Hall. Phones, Wireless communications, and Internet service are available in Raven Hall directly through Matanuska Telephone Company.

Items to be Sold: Everything you propose to sell must be listed in detail. If your products are imported, the country of origin must be listed for each item. You may include a detailed inventory list.

Items to be Distributed: If you will be giving away samples of a product or handing out brochures, list those items in this space.

Items to be Exhibited: If you will be exhibiting equipment, e.g. snowmachines, sawmills, vehicles, etc., list those items. If you will be exhibiting photos, maps and other visual aids that will not be for sale in the booth, list those items as well.

The above three categories will be used in drawing up your lease agreement. You may not add anything else without approval from the Vendor Manager. Since it is our intention to maintain a product balance for the fairgoers, new vendors are selected first with an eye toward originality of product or idea and then the order of receipt of the application. The Fair maintains the right to prohibit the sale or distribution of any item it deems hazardous or a nuisance to the public. All raffles must be drawn at the Fair.

HOW THE PROCESS WORKS

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

GENERAL INFORMATION

Subleasing any portion of your ground space is strictly prohibited and will result in immediate cancellation of your space. Partnerships and Co-ops are acceptable if all parties are listed and approved by the Vendor Manager.

Vendors must staff their space in conjunction with the Fair's operating hours.

No part of a booth, including signs, may be over 14' in height. In a continued effort to make the fairgrounds safe and attractive, visqueen and unattractive tarps may not be used in any booth construction. If tarps or tents are used they must be made of fire retardant material and have the UL seal to prove it. All wood must be painted or finished in an attractive manner. Booths should be designed to be free standing. Each booth must be in good structural condition and securely built to withstand strong winds. The Fair strongly recommends booths be constructed with floors. All booths must have 2' between them. You must stay within your space dimensions when planning your booth. **All booths must have appropriate handicap accessibility.**

Assigning space is a long process and it is very difficult to guess at what "the chances" are. Should you desire to inquire about your status or if you have any questions, please feel free to contact me at 907-746-7159 or e-mail to: pamella@alaskastatefair.org.

Complete the enclosed application and submit the \$50 deposit to:

Pamella Meekin
Alaska State Fair, Inc.
2075 Glenn Hwy.
Palmer AK 99645

or

FAX: 907-746-2699