

2022 Vendor Handbook

Tanana Valley State Fair Vendor Rules & Regulations

This document governs the leased space and is incorporated by reference into the Lease agreement signed by the Vendor. Violation of any terms in this Handbook constitute a violation of the Vendor's Lease Agreement. Changes have been made to the Vendor Handbook. It is important to review this information to make sure the Vendor is in compliance with all rules and regulations.

FAIR DATES & OPERATING TIMES 2022

Friday July 29, 2022 – Sunday August 7, 2022

- Fridays & Saturdays: 12pm-12am
- Sunday the 31st & Monday- Thursday: 12pm-10pm
- Sunday the 7th: 12pm-11:30pm
- Borealis Pavilion will be unlocked at 11am each morning for Vendors and will open at 12pm to the public. Day tables can enter earlier for set up with prearrangement and a vendor card.
- Borealis Pavilion will be locked at 10pm every night

APPLICATION:

All Vendors are required to submit a fully completed application listing all their products for the 2022 fair. A \$100 nonrefundable deposit is due with the application. Acceptance and previous booth location are not guaranteed. Vendors from the previous fair do not have automatic right of return or grandfathered spaces. The Fair reserves the right to refuse any application for vendor space. **Please note we will need a deposit for each booth location!** Incomplete applications will not be accepted. The application is not valid without the \$100 nonrefundable deposit, if your application is not accepted the \$100 deposit will be returned. The application is not the final contract.

LEASE

Applications for space rental during the Tanana Valley State Fair (FAIR) are considered on the basis of:

- Product balance on the fairgrounds
- Uniqueness and appeal of product
- Satisfactory compliance with these rules and regulations
- Experience in the Food Service Industry for food vendors
- The nature of previous interactions with the Fair

BUSINESS LICENSE:

All Vendors are required to provide the Fair with a valid copy of their State of Alaska Business License. All booths must have their business license posted within booth. Failure to do so may result in the closure of the booth. Non-Profit booths must provide a Non-Profit determination letter, even if provided in the past, and be in good standing.

INSURANCE:

All Vendors are required to submit a certificate of insurance naming the Tanana Valley State Fair as a primary additional insured and given a waiver of subrogation. Smaller Vendors can have Premises Liability through the Fair's insurance with a signed form. Vendor is responsible for communicating with the Vendor Coordinator that they are in need of the Premises Liability Insurance and the Vendor must sign the Premises Liability Insurance contract provided by the Vendor Coordinator. Some products require additional insurance coverage.

BOOTH RATES:

Please refer to the Vendor Brochure for a current listing of Booth Rates.

PERMITS

- Vendor shall comply with all applicable federal, state and local laws, including but not limited to business licensing, child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance and raffle permits.
- Food Vendors should check with the Alaska DEC concerning health and safety requirements.

- Other insurance, such as Worker's Compensation, is the sole responsibility of the Vendor.

SPACE

- All business of the Vendor including personnel, products, services, demonstrations, items and advertising must be conducted in, and be contained within, the confines of the leased space. Advertising materials unrelated to the products or services of the Vendor are not permitted.
- While soliciting, Vendors must remain physically within their booth boundaries. 1st offense will result in a warning. 2nd offense will result in the closure of the booth for the day. 3rd offense will result in expulsion from the fairgrounds and the Vendor will be asked to leave immediately, forfeiting any rents or fees paid to Fair.
- Space is leased on an as is, where is basis, and without warranty of condition.
- Spaces are clearly marked with paint or chalk by the Fair.
- It is the Vendor's responsibility to remain WITHIN the specified space markings. If the booth is not set within the designated area Vendors will be asked to re-construct or move the booth.
- When requested and available, additional space adjoining or behind the booth may be available at a discounted rate.
- Indoor spaces in Borealis Pavilion and the Craft Tent may not exceed 8 ft in height. No items may be attached or hung on the walls or pipe and drape with the exception of the S hooks provided.

VENDOR REFERRAL PROGRAM

Current Vendors who refer a new vendor to the fair can receive a \$100 account credit. This offer is good for up to 4 new vendors. Refer 5 or more vendors and receive a \$795 account credit. The account credit is awarded toward the 2023 Vendor space once the new vendor has been approved by the Fair and has paid in full.

PAYMENT

Commercial, Craft, Craft Tent, Non-Profit, Food and Day Table Vendors

- A \$100 nonrefundable deposit is due with each 2022 Vendor Application which will go towards the final payment.
- Once a Vendor is approved a minimum of \$300 payment is due no later than Friday March 13, 2022.
- Applications submitted and accepted after Friday March 13, 2022 must place a 50% nonrefundable payment at the time of acceptance.
- The last day for refunds on refundable payments is Wednesday April 15, 2022.
- Any balance remaining on the contract is due no later than **Friday May 1, 2022**. It is the sole responsibility of the Vendor to be up to date on payments.
- Applications submitted after Friday May 1, 2022 must pay in full at the time of acceptance.
- Late payments accrue a fee of \$100 on the 2nd day of each subsequent month until Sunday July 19, 2022.
- If payments are not completed by Sunday July 19, 2022 all prior fees collected shall be forfeited and the Fair may lease the space to a new Vendor.
- Returned check fee is \$60 per check which covers the returned check fees from our bank and Cornerstone Credit Service. Returned checks will be turned over to Cornerstone Credit Service for collection and the Vendor will no longer be permitted to pay by check during 2022 or for three years thereafter without express written permission of the Fair.
- **No checks will be accepted after Wednesday July 1, 2022.**

Ride Vendors

- A \$100 nonrefundable deposit is due with each 2022 Vendor Application which will go towards the final payment.
- A guarantee of \$1,000 or \$25% of gross sales, whichever is greater, for all ride/admissions sold.
- 10% of gross sales of all other items sold. (Pictures, buttons, merchandise, toys, etc.).
- The Fair will provide ride/admission tickets to the Vendor.
- At an agreed upon time the Fair will meet with the Vendor to audit the ride/admissions sales along with a other items sold.
- Gross sales payments are due on or before Monday August 9, 2022 at 12pm.
- Late payments

- Returned check fee is \$60 per check which covers the returned check fees from our bank and Cornerstone Credit Service. Returned checks will be turned over to Cornerstone Credit Service for collection and the Vendor will no longer be permitted to pay by check during 2022 or for three years thereafter without express written permission of the Fair.

CANCELLATION

Cancellation of the Vendor Contract by Vendor after Wednesday April 15, 2022, shall entitle the Fair to any monies paid, or still owed in accordance with the Vendor Code of Conduct Contract.

VENDOR PACKETS

Vendor packets will be available beginning Wednesday July 20, 2022 in Lower Totem, and can be picked up between 9am-5pm once all paperwork and fee payments are completed.

Packets include entry tickets, wristbands, parking & camping passes if purchased, and information from government agencies, such as Wage & Hour, and Fire Safety.

TICKET INFORMATION

Vendors will have the option of receiving units made up of individual daily admission tickets or adult season tickets for the 2022 Tanana Valley State Fair. The Vendor Coordinator will confirm how many units your leased booth space will receive.

Vendor Ticket and Parking orders are due back to the Vendor Coordinator by Wednesday June 29, 2022. Vendors who do not order tickets will automatically default to the individual daily admission tickets. Tickets are required for entry into any gate.

- Vendors will receive 4 units for the first booth space.
 - Unit A- 1 adult season pass
 - Unit B- 8 individual daily admission tickets
- Vendors will receive 2 units for the first adjoining booth space (Adjoining booths are located directly next to your first booth space and are an extension of your first booth).
 - Unit A- 1 adult season pass
 - Unit B- 8 individual daily admission tickets
- Vendors who have two or more adjoining booth spaces will receive 1 unit per additional adjoining booth spaces.
 - Unit A- 1 adult season pass
 - Unit B- 8 individual daily admission tickets
- Vendors can purchase additional tickets at a discounted rate
 - \$40 adult season pass
 - \$5 per individual daily admission tickets

Vendor Wristbands will be given out to all Vendors. A wristband is required for all Vendor booth employees or volunteers to be on the grounds outside of operating hours. **Wristbands are not an entry ticket!** All personnel must have a wristband while on the grounds for identification by security.

MOVE-IN

- VENDORS MUST CHECK IN WITH THE OFFICE PRIOR TO SETTING UP ANY BOOTH STRUCTURE.
- Outdoor Vendors may begin construction, set-up of operations, and parking/camping (Purple Lot #3 only) **after checking in** at Lower Totem beginning Wednesday July 20, 2022; 9am – 7pm. **No exceptions.**
- Indoor Vendors that have checked in may begin construction Monday July 25, 2022 9am – 7pm.
- **If a Booth is set up for operation without checking in the Vendor will not be allowed to open until they are signed in with all appropriate paperwork and fees completed.**
- Large structures may move-in earlier, if possible, by appointment only beginning Tuesday July 19, 2022. Early booth move in does not mean Vendors may set-up booth operations or park/camp in Purple Lot 3 prior to Wednesday July 20, 2022 as no security or bathrooms are available. No vehicles/tents may be moved in early. **No exceptions.**
- Vendors will not be allowed early move in without prior approval of the Fair.
- **If for whatever reason the paperwork is not completed by noon Thursday July 28, 2022 the Vendor will be removed.**
- Vendors must provide their own tables and chairs. Day Tables will be provided with 1 table and 2 chairs.
- Construction must be completed by Friday July 29, 2022 at 11:00am.

CONSTRUCTION GUIDELINES

- A prominent and clearly legible sign advertising the Vendor's booth name MUST be hung within the confines of the leased space at Vendor's expense. Booths without identifying signs won't be permitted to open.
- All tents and similar structures must be anchored securely using 60 lbs. of weight at each tent post.
- Digging deeper than 3 inches or the driving of stakes must be approved by the Grounds & Maintenance Manager.
- All guide wires, anchors, overhangs, and tent tie downs must be contained within leased space. Non-tent mobile units are encouraged and must be sturdy, attractive and movable by Vendor.
- Blue tarps and Visqueen may not be a visible part of the booth structure.
- It is the Vendor's responsibility to remain WITHIN the specified space markings. If the booth is not set within the designated area the Vendor will be asked to re-construct or move the booth.
- Booths that are not within their designated area or are using extra space will be charged an additional fee if movement isn't mandated.
- Wood siding must be painted or finished in some manner.
- Indoor spaces in Borealis Pavilion will be fitted with Pipe and Drape. 5 S Hooks will be provided for each space. Nothing is to be hung directly onto the pipe or drape other than the provided S Hooks. No zip ties, tape, pins, etc. Booths with items hung up incorrectly will be asked to take the items down immediately.
- Indoor spaces in Borealis Pavilion and the Craft Tent may not exceed 8 ft. in height. Booths over 8 ft. will either be charged a fine or the booth will need to be reconstructed depending on the infraction.
- Nothing can be attached to the Craft Tent walls or the Borealis Pavilion walls or ceiling.
- Trenches around Vendor booths are not allowed. If drainage is an issue, Vendor should use a raised floor.
- No grass is to be dug up without prior Fair consents and if permitted should be done so that the turf can be returned to original condition.
- Vendors must adhere to the Alaska State Fire Marshal Rules and Regulations which can be found on the TVSFA website. The Alaska State Fire Marshal will be present during the fair.
- All Vendors must have a minimum of one (1) 2:A-10:BC rated fire extinguisher.
- ADA compliance is advised. If ADA compliance information is needed, please contact Vendor Coordinator.

PARKING AND CAMPING

- Vendor Parking in Purple Lot 3 Permit is \$50 per vehicle. Vendor Parking is for transport vehicles only and camping is not allowed inside the vehicle. The fee is nonrefundable. Vendors in the wrong space will be towed/impounded at the owner's expense.
- Parking & Camping in Purple Lot 3 begins Wednesday July 20, 2022 at 10am and ends at 4pm on Wednesday August 10, 2022. **No Exceptions.** Vendors arriving before this date must make other arrangements. Any items or vehicles remaining will towed/impounded at the owner's expense.
- Quiet Hours in parking and camping areas are between 11pm and 7am. Violators will be asked to leave the grounds.
- Parking & Camping payments are due on or before Vendor Move In on Wednesday July 20, 2022.

Tanana Valley State Fair Campground is adjacent to the Fairgrounds and may have space available for those who arrive early. A reservation should be made well in advance for this option. Sites are available for tents and RVs, including WI-FI, showers, and laundry facilities. Electric hook-ups are available for an extra charge. Please visit www.tananavalleycampgroundandrvc.com to reserve your spot. If you have any issues making reservations, please contact Buddy Lane, at 907-322-2193.

VEHICLE INFORMATION

- Vendor vehicles are allowed to drive onto the fairground from 7am until 11am each day of the fair. Vendor vehicles must be outside of the fairground gates by 11:15am each day of the fair. In choosing what time to enter the fairgrounds, please be aware of the gate closure times for vehicles. Vehicles remaining within gates will be towed at owner's expense. Please be kind to others and remove vehicles after loading and unloading. Do not block the roadways.
- Vehicles are allowed on the Fairgrounds after midnight once Security, the Executive Director or Fair staff announces they are allowed.
- The speed limit on the Fairgrounds is 5 MPH. Violator's privileges will be revoked. If a delivery driver repeatedly violates the speed limit, the issue will be addressed with the Vendor.

- All vehicles parked in Vendor Purple Lot 3 must have a permit designating this privilege.
- All vehicles in the public lots will be towed if parked in a no parking zone or left overnight, at the owner's expense.
- No Skateboards, mini-bikes, scooters or rollerblades may be used in the Fairgrounds. Bicycles may be used outside prior to opening and after closing when the grounds are clear of all patrons, and should be kept out of sight during hours of operation. Pedestrians have the right-of-way.

MERCHANDISE AND FOOD

- No Vendor shall have exclusive right to sell a product.
- Vendors are required to itemize on their application all items to be sold, exhibited, or distributed from the leased space. A written request must be presented to and approved by Fair management for changes, additions or deletions.
- To maintain product balance on the fairgrounds, and to encourage variety, space requests may be denied based solely on product or merchandise.
- Fair management maintains the right to prohibit the sale or distribution of any product or service it deems hazardous, offensive or a nuisance to the public at any time.
- Knives for sale must be pre-approved by Fair management, and must be displayed in a secure case. All purchased knives must be packaged and sealed with tape. The buyer must be advised not to open the package on the fairgrounds, or it will be confiscated by security.

PROHIBITED ITEMS AND ACTIVITIES

The Fair may also prohibit items and activities not listed below as it deems necessary. All Vendors must conduct themselves in a friendly, honest, and courteous manner. The Fair may regulate the sale of any toys or other items that are obnoxious, unsafe, or offensive. 1st offense will result in a warning. 2nd offense will result in the closure of the booth for the day. 3rd offense will result in expulsion from the fairgrounds and the Vendor will be asked to leave immediately forfeiting any rents or fees paid to the Fair. Violators will have their booth(s) shut down. The following are prohibited at TVSFA:

- **The sale of any artificial gun is strictly prohibited including toy guns.**
- **The sale of any ammunition is strictly prohibited.**
- **NO Helium Balloons of any kind as we are next to a bird refuge**
- Synthetic drugs, herbal incense packets, K2, and spice.
- Use of the name "Tanana Valley State Fair" or its logo.
- Silly String
- Foul Odor producing items (such as Fart Spray)
- Candles that are burning
- Body Piercing
- Sale of Lighters
- Loud Popping Devices
- Drug Paraphernalia
- Tobacco Products
- Vape Products
- Fake Cigarettes
- Weaponry
- Explosives of any kind
- Sound producing items shall be regulated to the best interest of fair patrons
- Drinking alcohol or using drugs while operating booth(s)
- Music that is intrusive to others
- Smoking of tobacco or e-cigarettes shall not be permitted in or around booths; except in those designated areas set forth by the Tanana Valley State Fair Association management. Marijuana is not permitted on the grounds.

TRASH

- Vendor is responsible for the neatness and cleanliness of the leased space. Collect trash in high quality, strong garbage bags and deposit in containers provided by the Fair. Do not overstuff bags.
- Break down all cardboard and separate out from other trash.

- All grease must be removed from the Fairgrounds by the Vendor in secure containers. **The dumping of grease in trash bags will result in a \$100 fine per instance, and is grounds for booth closure. Leaving grease containers behind after the fair closes will also result in a \$100 fine per container.**
- Vendor booth space should be left as it was before arrival.
- Vendor must remove all trash, building supplies, gravel, sawdust, appliances, or other debris by the deadline for booth tear down. If trash or other debris is left behind the Vendor will be charged a labor and disposal fee.
- Pallets can be left behind only if in decent reusable condition, and they become property of the Fair.
- The burn pile area is off limits to all Vendors, and is monitored by cameras. Vendors dumping in this area will be fined \$100 per instance, and may be asked to leave by the Fair.
- Do not remove items from the burn pile area.

WATER

- Dumping water, grease, chemicals, etc. on the ground, in storm drains, in the restrooms or in any other undesignated area is strictly forbidden and will result in immediate removal and booth closure by the Fair. Vendor is responsible for removing chemicals, paints, and all hazardous material refuse in a safe and responsible manner.
- Gray Water is allowed to be dumped on the grounds only in the designated disposal area. Vendors MUST use a hose to dispose of the gray water. Gray Water may only be dumped during non-operational hours of the fair, and must be coordinated with the Facilities and Grounds Manager.
- Arrangements for on-grounds servicing may be made with a private company, but these vehicles need to be off the grounds by 11am every day.
- **Running a water hose from any existing faucet is prohibited during hours of operation.** Hoses must be coiled and returned to the booth during operation hours.

ELECTRICAL

The Fair provides electric power throughout the Fairgrounds, though it is limited. All utility hook-ups or extension of service must be done by a licensed electrician approved or designated by the Fair. Noncompliance with electrical guidelines could result in booth closure. All Vendors both indoor and outdoor will be charged for plugging in any electrical cords (e.g., hair straighter, lights, fridges). Fair owned booths include electric.

Electrical Fees

- **20amp \$100 per receptacle (two plugs)**
- **30amp/40amp/50amp \$100 per plug (Example: two 30amp plugs and one 40amp plug = \$300)**
- Electrical fees are due on or before Vendor Move In, Wednesday July 21, 2022.
- Extension cords and relocatable power taps shall be rated for heavy-duty use, a minimum 14 gauge, polarized, grounded type, 3 prong plug.
- All cords & prongs must be in good, safe condition.
- **Cords must be labeled with the booth name at the end that it plugs into the Fair receptacle.**
- All electric cords and wiring must be covered by rubber mat (or comparable product) or buried by at least 1 inch but not more than 3 inches.
- **Vendors will use the receptacles provided by the Fair. Do not touch panel boxes. Contact the Facilities and Grounds Manager for assistance if needed.**
- Generators are preferable if sound does not exceed 70 decibels.
- Vendors should use propane, rather than electric stoves.
- All electric powered equipment must be in good working order and free of damage or deterioration.
- Heaters are strictly prohibited in booths or camping areas. They are a fire hazard. Violators will be charged a \$100 fine for any heaters found.

RESPONSIBLE ACTION

- All Vendors shall be open, staffed and ready for business during the posted fair operating hours. At least one representative of the Vendor shall be in the space from designated opening until designated closing times. Booths not opened, or opened and not staffed during posted operating hours shall be considered in breach of the terms of this Vendor Handbook.

- The Vendor is responsible for ensuring its agents, employees, volunteers, and suppliers are informed about Fair rules and regulations and are in compliance therewith. Vendor should ensure that a copy of these rules and regulations are available to all agents, employees, volunteers, and suppliers upon request.
- The Vendor is responsible for their own actions, as well as the actions of their agents, employees, volunteers, and suppliers and must reimburse the Fair for any damage to or loss of Fair or other property. Reimbursement for damage or loss shall include not only the cost of replacement property, but also the fair market value of necessary labor and supplies.
- Vendors are responsible for keeping lines from their booth from impeding the flow of traffic on walkways or impeding access to other booths.
- Advertising in any manner outside the booth space is strictly prohibited. No Exceptions. Advertising outside one's booth space will be considered a violation of the terms of the section above entitled "Space" and the relevant penalties described therein shall apply.
- Use of tobacco or e-cigarettes (vaping) is not permitted on the fairgrounds except in those designated areas set forth by the Fair.
- Vendors using two-way radios should monitor channels in order to avoid conflict with Fair operations.
- The Vendor agrees to purchase tickets for all additional employees and volunteers. **There is no will-call window for Vendor Tickets.**
- **The only animals allowed on grounds are service animals.**

Three-Strikes

Please note that TVSFA does not differentiate between a manager, owner, employee, volunteer or friend who is sitting at the booth when addressing a violation. Three-strikes applies to all guidelines from having a pet at the booth or selling beyond the booth's boundaries, to being closed without reason during Fair hours or violating our code of ethics.

- If a vendor violates a TVSFA rule/guideline, they will be given a reminder.
- If a vendor violates a TVSFA rule/guideline a second time, they will be closed for the remainder of the day.
- If a vendor violates a TVSFA rule/guideline a third time, they will be evicted for the remainder of the Fair with no refund of fees. If this occurs, the booth will sit until breakdown can occur safely once the Fair has closed for the day.

TEAR DOWN

- On Sunday August 7th Borealis Pavilion Vendors may begin to break down their booths at 10pm when the building closes, and then may carry items out once the Fair closes. Indoor vendors are permitted one (1) hour to remove carry out items only on the closing night, ending at midnight Sunday August 7, 2022.
- Tear down hours are 9am- 5pm Monday August 8, 2022 through 5pm on Saturday, August 13. Access for Tear Down is through the Blue and Green Gates only.
- All structures, improvements, property and belongings must be removed by Saturday, August 13, 5pm. Property remaining after Saturday, August 13, 2022 at 5pm will become property of the Fair or will be disposed of at the Vendor's expense.
- No parking/camping is permitted in Purple Lot 3 after 5:00pm on Wednesday, August 10, 2022. Violators will be towed at the owner's expense.
- Electricity on the grounds will be disconnected on Wednesday August 10, 2022.

2022-2023 WINTER BOOTH STORAGE

- Structures, improvements, property, and belongings shall not be left at the Vendor Location after Saturday August 13, 2022.
- All items and structures utilizing winter storage must be moved to the specified location in the Designated Storage Area assigned by the Fair by Saturday, August 13, 2022 at 4:00pm. Any items remaining at the vendor location and not moved to the Designated Storage Area by August 13, 2022 at 4:00pm will become property of the Fair or be disposed of at the Vendor's expense.
- 2022-2023 Winter Booth Storage is \$250 per booth. The cost for large propane tank storage is \$50.
- 2022-2023 Winter Booth Storage Payment is due when the booth is moved to the designated storage area or by Saturday August 14, 2022 at 4pm. If payment is not paid by this time any items on the fairgrounds or in the Designated Storage Area will either become property of the Fair or be disposed of at the Vendor's expense.

- Vendor is responsible for insurance coverage throughout the duration of the Winter Storage from August 13, 2022 – July 27, 2023. The Fair is not responsible for loss or damage of any item or structure in Winter Booth Storage.
- Anything left in storage must be CLEARLY marked on the exterior with the name of the booth.

The following items are NOT allowed to be stored in the Designated Storage Area: aerosol insecticides, gasoline, compressed gas, kerosene, lamp oil, motor oil, grease, corrosives, paint, cleaners, chemicals, firearms, lights, plants, animals, hazardous materials, flammable materials, waste storage, food, or other perishable items.

SAFETY AND SECURITY

The security office is located in Upper Badger Hall.

Security is provided 24 hours per day beginning the first Friday of the Fair. Security patrols the fairgrounds and all parking areas. There is enhanced security beginning 2 days before the fair opens. Please consider how items/products will be kept secure before the fair opens. The Fair is not responsible for theft, loss, or damage of vendor property or merchandise. A designee appointed by the Fair allows Vendors wearing a Vendor wristband to enter and exit the fairgrounds during operating hours. The Borealis Pavilion is locked at 10:00pm each night of the fair. Vendors should stay in their booths until security has cleared the building. Vendors must have a Vendor wristband and ticket to access the grounds prior to the gates opening and after the gates have closed for the evening. Security will clear the grounds when the Midway closes. Outdoor Vendors may remain open until this time.

COMPLAINTS/PROBLEMS AT THE FAIR

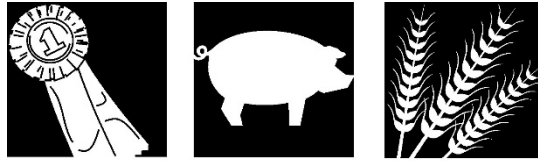
For complaints or problems, please contact the Vendor Coordinator who is here to help. Most problems can be handled at this level. The Vendor Coordinator can be reached at 907-451-5555 or vendors@tvsfa.org. If necessary, the Vendor Coordinator may request assistance from the Operations Manager, Facilities Manager, or Executive Director who can suggest a change in procedure. If the problem concerns a Fair policy, the Vendor Coordinator or Executive Director can suggest policy changes to the Board of Directors.

VENDOR CODE OF ETHICS

All Tanana Valley State Fair Vendors are expected to adhere to this Code of Ethics. The Tanana Valley State Fair expects all Vendors, along with their agents, employees, volunteers, and suppliers to act at all times in a manner that positively reflects on the Tanana Valley State Fair. This includes operating in a way that is professional and demonstrates high standards of business honesty and integrity.

- Disrespect of any kind to any Fair Staff Member or volunteer as well as patrons or other vendors will not be tolerated. This includes, but is not limited to, acting in a way that is hostile, loud, or aggressive, arguing unnecessarily, using inappropriate language or gestures, throwing items (including tickets), ignoring directions, or making threats.
- Under the ADA Policy of Alaska only Service Animals and Service Animals in Training are allowed on the grounds.
- Vendors and their staff will provide fairgoers with exceptional customer service, and treat patrons courteously, ethically, and professionally. If asked, Vendors and their staff will provide fairgoers with information about other products, services, or attractions at the Fair.
- Vendors and their staff will provide a clean and well-maintained business and ensure that fairgoers feel welcomed and encouraged to return at a future date.
- Vendors and their staff will handle all inquiries, request, transactions, correspondence, and complaints promptly and fairly, and abide by all applicable federal, state, and local laws.
- Vendors will exercise truth in all promotional materials concerning products, services, or amenities provided.
- It is the policy of the Fair to investigate all complaints and allegations of vendor misconduct. This includes not only violations of these rules, but other acts of impropriety, the appearance of impropriety, and conduct which may, in the opinion of the Fair, affect the well-being and reputation of the Tanana Valley State Fair or prove detrimental or adverse to the interests of the Tanana Valley State Fair.

Thank you, and see you at the fair!



Tanana Valley State Fair
A S S O C I A T I O N

Agreement to Abide by Vendor Handbook Terms

I do hereby certify that I have received and read the Tanana Valley State Fair Vendor Handbook containing Fair Rules and Policies and have had an opportunity to ask questions about the contents of this Handbook. I understand that failure to comply with the Rules and Policies in the Vendor Handbook may result in monetary penalties, loss of deposit or rents, booth closure, expulsion from the premises, or termination of my vendor agreement. I hereby agree to abide by the rules stated in this Handbook established by the Tanana Valley State Fair.

Signature: _____ Date: _____

Name (PLEASE PRINT): _____

Business License Name: _____

Booth Name: _____