



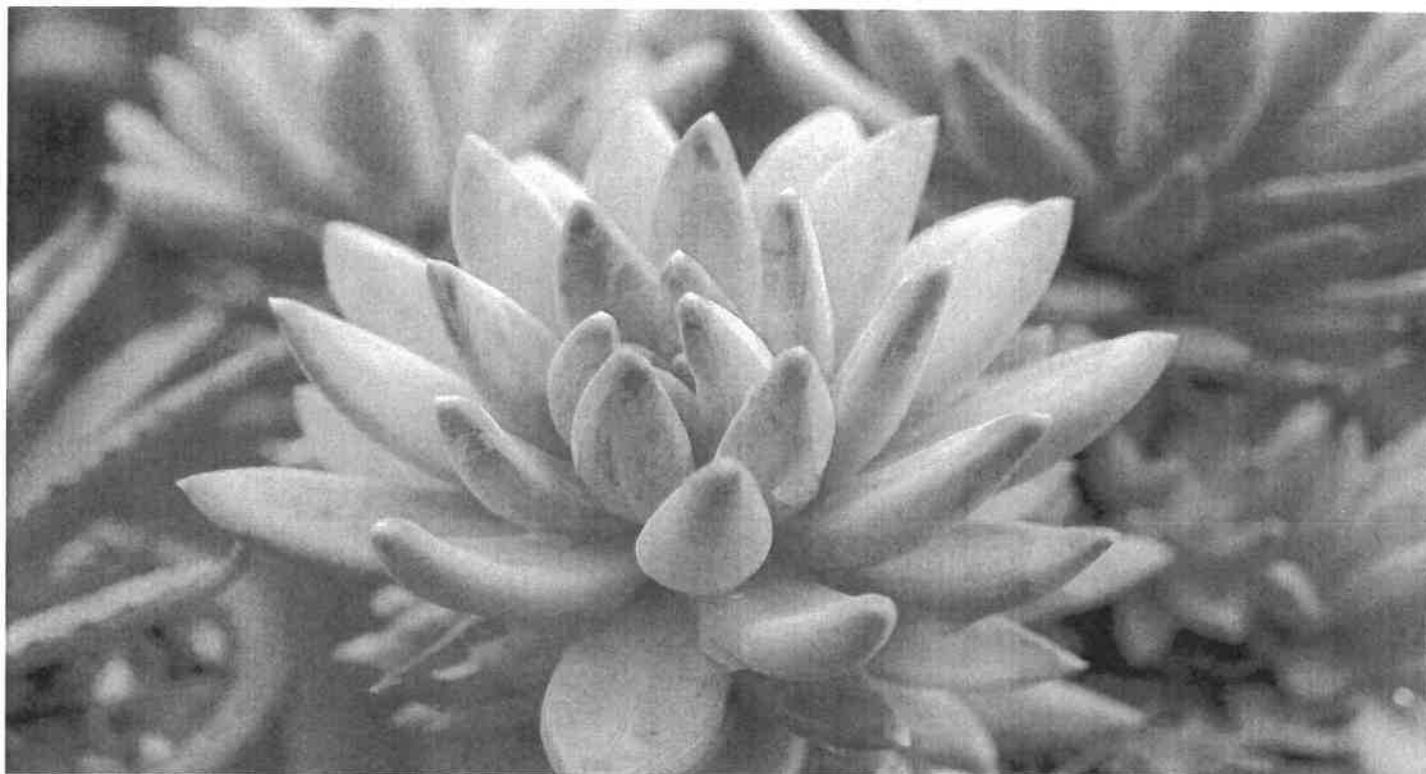
# Tanana Valley State Fair

To Educate & Entertain

A S S O C I A T I O N

Dear Vendor,

Please read this New Version of the 2023 Vendor Handbook. We have spent many long hours going through and updating the previous 2022 Vendor Handbook to better reflect our policies and procedures for our Vendors. We hope it covers all of the questions that any returning or new Vendors may have.



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**“Don’t Go Bacon My Heart”** is the Fair theme this year. The Plant/Flower is Succulent, Fruit/Vegetable is Zucchini and the colors are Light Green, Teal and Pink.

Please don’t hesitate to call or email me with any questions or concerns. I look forward to working with you for the 2023 Tanana Valley State Fair.

Juanita Webb  
Vendor Coordinator  
Tanana Valley State Fair  
1800 College Rd., Fairbanks, AK. 99709  
(907) 451-5555  
vendors@tvsfa.org

1800 College Road, Fairbanks, AK 99709-4173 Phone: 907-452-3750 Fax: 907-456-7971 [www.tvsfa.org](http://www.tvsfa.org)

## **2023 TANANA VALLEY STATE FAIR VENDOR HANDBOOK**

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# 2023 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 constitutes 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 2023

#### Friday July 28, 2023 – Sunday August 6, 2023

- Fridays & Saturdays: 12 pm-12 am
- Sunday the 31<sup>st</sup> & Monday to Thursday: 12 pm-10 pm
- Sunday the 6<sup>th</sup>: 12 pm-11:30 pm
- Borealis Pavilion will be unlocked at 11 am each morning for Vendors and will open at 12 pm to the public; Day tables can enter earlier for set up with prearrangement
- Borealis Pavilion will be locked at 10 pm every night

### FAIR OFFICE HOURS

The Tanana Valley State Fair office is located in the Totem Building.

January: 10 am- 4 pm, Tuesday-Thursday

February, March, & April: 10 am-4 pm, Monday-Thursday

May: 10 am-4 pm, Monday-Friday

June & July 18: 9 am-5 pm, Monday-Friday

July 19-August 6: 8 am-7 pm, Monday-Sunday

August 7-August 31: 9 am-5 pm, Monday-Friday

September: 10 am-4 pm, Monday-Friday

October & November: 10 am-4 pm, Monday-Thursday

December: 10 am- 4 pm, Tuesday-Thursday

### EVENTS OFFICE HOURS

June 19-June 30: 11:30 am-5 pm, Monday-Friday

July 5-July 14: 10 am-5 pm, Monday-Friday

July 15 & 16: 11 am-6 pm, Saturday-Sunday

July 17-July 27: 10 am-7 pm

July 28- August 6: 11 am-8 pm

August 7- August 11: 11 am-6 pm

### 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 the theft, loss, or damage of vendor property or merchandise. A designee appointed by the Fair allows Vendors wearing a wristband to enter and exit the fairgrounds during operating hours. The Borealis Pavilion is locked at 10:00 pm 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 will remain open until the closing of the Fair as mentioned above. Once the "all clear" is given, Vendors can drive onto the grounds.

## APPLICATION

All Vendors are required to submit a fully completed application listing all their products for the 2023 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 the 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 are considered on the basis of:

- Product balance on the fairgrounds
- Appearance, including ADA Accessibility
- Uniqueness and appeal of the product
- Satisfactory compliance with the rules and regulations
- Experience in the Food Service Industry for food vendors
- Compliance with rules and regulations in the Vendor Handbook and your lease agreement
- Interactions with the Fair, including payment history

## BUSINESS LICENSE

### LICENSES / PERMITS

Vendors must comply with all Federal, State, and local laws and must have valid licenses listed below.

State of Alaska Business License Alaska Department of Commerce  
Division of Occupational Licensing  
550 W. 7th Ave, Ste 1500  
Anchorage, AK 99501.  
Phone: 907-269-8160  
[www.commerce.alaska.gov](http://www.commerce.alaska.gov)

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.

### Raffles, Drawings & Games

Vendors conducting an activity ruled by State of Alaska Gaming Unit must have:  
[www.tax.alaska.gov/programs/programs/index.aspx?54160](http://www.tax.alaska.gov/programs/programs/index.aspx?54160)

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.

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](http://www.tax.alaska.gov/programs/programs/index.aspx?54160)

### **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.

#### **Items for Sale Prohibited**

- The sale of any ammunition
- 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
- Lighters
- Loud Popping Devices
- Tobacco Products
- Vape Products
- Fake Cigarettes
- Weaponry such as swords and machetes
- Explosives of any kind

#### **Give Away Items Prohibited**

- Free stickers/bumper stickers
- NO Helium Balloons of any kind as we are next to a bird refuge

#### **Other Prohibited Items**

- Dogs and other animals are not permitted on the Fairgrounds unless they are part of an authorized show, or exhibit, or a service animal.
- Sound producing items shall be regulated to the best interest of fair patrons
- Drinking alcohol or using drugs while operating booth(s)
- Music that could be considered 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.

### **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 apply 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 warning.
- 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 be shut until a breakdown can occur safely, once the Fair has closed for the day.

### **MERCHANDISE AND FOOD**

- No Vendor shall have the 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.
- At any time, 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.
-

## **MERCHANDISE AND FOOD CONTINUED**

- Knives/Self-Defense items for sale must be pre-approved by Fair management. All of these items must be displayed in a secure manner. All purchased knives/self-defense items 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. Vendors must place a label on the package indicating this rule. Self-defense items are defined as brass knuckles, spikes, tasers, and other like items used for self-defense.

### **Non-Profit booth**

- Must provide a Non-Profit determination letter (even if provided in the past) and be in good standing.
- Child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance 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.
- Smaller Vendors can have Premises Liability through the Fair's insurance with a signed form.

### **Commercial Booth**

- Commercial 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 subjugation. The amount of insurance required by the TVSFA is \$1 million policy.
- Child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance permits.
- Other insurance, such as Worker's Compensation, is the sole responsibility of the Vendor.

### **Craft Booth**

- Craft Booth space **Must** sell crafts that include an activity involving skill in making things by hand
- Brick and Mortar and commercial 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 subjugation. The amount of insurance required by the TVSFA is \$1 million policy.
- Smaller Vendors can have Premises Liability through the Fair's insurance with a signed form.
- Child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance permits.
- Other insurance, such as Worker's Compensation, is the sole responsibility of the Vendor.

### **Food Booth**

- Food 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 subjugation. The amount of insurance required by the TVSFA is \$1 million policy.
- Child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance 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.

### **Day Booth**

- Brick and Mortar, food vendors and commercial 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 subjugation. The amount of insurance required by the TVSFA is \$1 million policy.
- Smaller Vendors can have Premises Liability through the Fair's insurance with a signed form.
- 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.

### **Independent Game/Ride Booth**

- Independent Game/Ride Booths are required to submit a certificate of insurance naming the Tanana Valley State Fair as a primary additional insured and given a waiver of subjugation. The amount of insurance required by the TVSFA is \$1 million policy.
- Child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance and raffle permits.
- Other insurance, such as Worker's Compensation, is the sole responsibility of the Vendor.

# WELCOME TO THE 2023 TANANA VALLEY STATE FAIR

Don't want to be a vendor for the entire 10 days of the Fair? Look at our Day Table options and choose which one fits you best.

## Fair Space Price List

### Commercial Space

Outdoor size 10 x 20 ft. \$795  
Indoor size 10 x 10 ft. \$845\*

### Adjoining Commercial Space

Outdoor size 10 x 20 ft. \$695  
Indoor size 10 x 10 ft. \$745\*

### Handcraft Space

*all product involving skill made by hand*

Outdoor size 10 x 20 ft. \$700  
Indoor size 10 x 10 ft. \$750\*

### Adjoining Handcraft Space

Outdoor size 10 x 20 ft. \$600  
Indoor size 10 x 10 ft. \$650\*

### Craft Tent Space

Aprox. 9.5 x 6.5 ft. \$625

### Adjoining Craft Tent Space

Aprox. 9.5 x 6.5 ft. \$525

### Nonprofit Space

Outdoor size 10 x 20 ft. \$600  
Indoor size 10 x 10 ft. \$650\*

### Adjoining Nonprofit Space

Outdoor size 10 x 20 ft. \$500  
Indoor size 10 x 10 ft. \$550\*



### Day Table (per day) M-Th \$100

Outdoor size 10 x 20 ft. F-Su \$125

Indoor size 10 x 10 ft.

\$20 electric per day for day table

### Food Space

Outdoor Size 20 x 20 ft. \$1750

### Adjoining Food Space

Outdoor Size 10 x 20 ft. \$800

### Fair Food Booth

Booth size 10 x 10 ft. \$2700

*with add'l outdoor 10 x 10 ft. storage*

### Outdoor Additional Booth Space

Behind existing space.

Outdoor Size 10 x 10 ft. \$80

**\*The \$50 additional fee for indoor vendors allows us to fit the Borealis Pavilion with pipe and drape.**

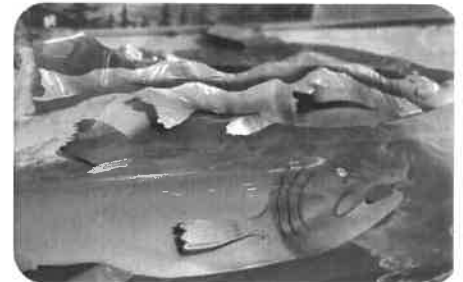
*Electricity at an additional cost*

### Prime Space Additional Cost

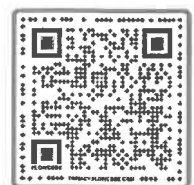
Some vendor spaces at the Fair are categorized as Prime Space locations. Prime Spaces are located on corner booth locations, high traffic areas and on the Midway. An additional fee is added to the basic space price for Prime Spaces.

**Prime Space:** Additional \$310 per booth

**Nonprofit Prime Space:** Additional \$245 per booth



### Vendor Info



& Application



Tanana Valley State Fair  
ASSOCIATION

Fair Dates are  
**JULY 28 - AUGUST 6, 2023**

Juanita Webb, Vendor Coordinator  
907-451-5555 vendors@tvsfa.org

## **VENDOR PAYMENTS**

- A \$100 nonrefundable deposit is due with each 2023 Vendor Application which will go toward the final payment.
- Once a Vendor is approved, a minimum additional \$300 payment is due no later than **Friday, March 01, 2023**.
- Applications submitted and accepted after **Friday, March 01, 2023** must place a 50% nonrefundable payment at the time of acceptance.
- The last day for refunds on refundable payments is **Wednesday, April 14, 2023**.
- Any balance remaining on the contract is due no later than **Friday, June 1, 2023**. It is the sole responsibility of the Vendor to be up to date on payments.
- Applications submitted after **Friday, June 1, 2023** must pay in full at the time of acceptance.
- Late payments accrue a fee of \$100 on the 2<sup>nd</sup> day of each subsequent month until **Sunday, July 16, 2023**.
- If payments are not completed by **Sunday, July 16, 2023**, all prior fees collected shall be forfeited and the Fair may lease the space to a new Vendor.
- Returned check fee is \$70 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 2024 or for three years thereafter without express written permission of the Fair.
- **No checks will be accepted after Friday, June 1, 2023.**

## **Independent Game/Ride Vendors**

- A guarantee of \$1,000 or \$15% 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.).
- A \$100 nonrefundable deposit is due with each 2023 Vendor Application, which will go towards the final payment.
- A \$400 payment is due **March 1, 2023**. The remaining \$500 on the contract is due no later than **Friday, June 1, 2023**. It is the sole responsibility of the Vendor to be up to date on payments.
- At an agreed upon time the Fair will meet with the Vendor to audit the ride/admissions sales along with any other items sold.
- Gross sales payments are due on or before **Monday, August 7, 2023 at 12 pm**.
- The last day for refunds on refundable payments is **Wednesday, April 14, 2023**.
- Late payments accrue a fee of \$100 on the 2<sup>nd</sup> day of each subsequent month until **Sunday, July 16, 2023**.
- 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 2024 or for three years thereafter without express written permission of the Fair.
- **No checks will be accepted after Friday, June 1, 2023.**

## **CANCELLATION**

Cancellation of the Vendor Contract by Vendor after **Wednesday, April 14, 2023**, shall entitle the Fair to any monies paid/due.

## **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 2024 Vendor space, once the new vendor has been approved by the Fair and has paid in full.

## **PACKAGE & MAIL DELIVERY**

The Fair Event Office will accept deliveries. The hours of operation will be the Events Office hours. Services are limited to mail and package pick-up. Incoming mail must be addressed:

Company Name & Space #  
c/o Tanana Valley State Fair  
1800 College Rd.  
Fairbanks, AK 99709



## PACKAGE & MAIL DELIVERY CONTINUED

Tanana Valley State Fair is not responsible for any lost or mishandled shipment.

Pallets of merchandise should not arrive at the TVSF until **July 19, 2023 through July 27, 2023**. It is the Vendor's responsibility to move their pallets to their booth location in a timely manner. It is also the Vendor responsibility to notify the Vendor Coordinator of large shipments in advance of their arrival.

## 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.  
1<sup>st</sup> offense will result in a warning.  
2<sup>nd</sup> offense will result in the closure of the booth for the day.  
3<sup>rd</sup> 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.
- There is no "extra" storage space on the Fairgrounds to store products for Vendors. It is the Vendor's responsibility to store their "extra" product at their space, rent a U-Haul, or at an off grounds' storage unit.

## PARKING AND CAMPING

- Vendor Parking in Purple Lot 3 Permit is \$50 per vehicle. Vendor Parking is for transport vehicles only. 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.
- Vendor Camping in Purple Lot 3 Permit is **\$100 per space for up to 4 people, \$125 for 5-8 people**. This fee covers showers, utilities, security, and the like during the Fair. One space is required per vehicle or object being camped in (e.g., Tent, Van, RV). 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 19, 2023 at 10 am and ends at 4 pm on Wednesday, August 09, 2023. 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 **11 pm and 7 am**. Violators will be asked to leave the grounds. No generators can be run during quiet hours.
- All vehicles parked in Vendor Purple Lot 3 must have a permit designating this privilege.
- Parking & Camping payments are due on or before Vendor Move in on **Wednesday, July 19, 2023**.

**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, and include WI-FI, showers, and laundry facilities. Electric hook-ups are available for an extra charge. Please visit [www.tanana-valley-campgroundandrv.com](http://www.tanana-valley-campgroundandrv.com) to reserve your spot. If you have any issues making reservations, please contact our office at 907-452-3750. **Reservations will open for the TVSF Campground soon. (The Vendor Coordinator will send an email out to all the vendors as soon as the reservation system is available)**

## 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 management.

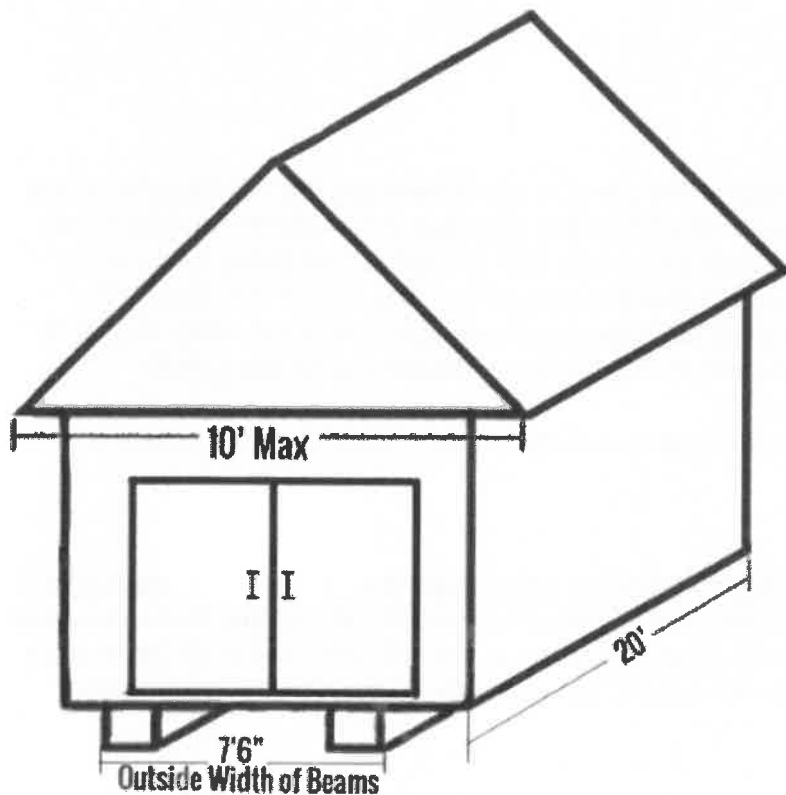
## CONSTRUCTION GUIDELINES Continued...

- All guy wires, anchors, overhangs, and tent tie-downs must be contained within their leased space. Non-tent mobile units are encouraged and must be sturdy, attractive, and movable by Vendor.
- Blue tarps and Visqueen may not be 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. 4 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 consent, and if permitted should be done so that the turf can be returned to its 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.
- All building construction must be completed by **10:00 am, Friday, July 28, 2023**. Tanana Valley State Fair is a safe workplace. 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](http://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! Do not store or place anything in the 2-foot space.
- 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. 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. 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 and sides. Wide doorways, a clean atmosphere, and eye-catching presentation are desirable elements for attracting customers. See example below:



## ACCESSIBILITY

All vendor booths must be ADA accessible. Attending the Fair is a big community event. It serves as an annual social gathering for many people living in our community; including people with disabilities and our aging population.

People with accessible needs represent a significant portion of the population and are equally reflected 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. For more information on ADA, please see [www.ada.gov](http://www.ada.gov). Always consider the full experience of your display from all perspectives, such as sitting, standing, or without sight or hearing.

### Examples of Some Specific Accessibility Issues that are easily resolved

- Lower Serving Shelves
- Accessible Ramps
- Clutter

The Tanana Valley State Fair has been around for almost 100 years. (2024 will be our 100-year Anniversary. From the beginning the driving force behind the success of the Fair has been community support as evidenced by the land agreement, materials and hard work. The Fair continues to be an ongoing community project that should be supported by all members of the community and our visitors. Everyone should have the opportunity to experience and enjoy this annual event.

The growth must include moving toward a fully accessible event for everyone. The baby boomers are rapidly becoming seniors and that population is being referred to as, "The Senior Tsunami". One can only imagine the number of seniors and people with disabilities using scooters and other mobility assistance equipment in the future. Those businesses that are not accessible and welcoming to people using mobility devices will lose market share.

The good news is that the Fair has definitely become more accessible and is on the path that leads toward full ADA accessibility. The Fair looks forward to our partnerships with our Vendor's in making OUR Fair Accessible to all that attend.

## **INSURANCE:**

Brick and Mortar, food vendors, and commercial 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. The amount of insurance required by the TVSFA is \$1 million policy. Smaller Vendors can have Premises Liability Insurance through the Fair's insurance with a signed form. This insurance does not cover merchandise, and it is recommended that vendors purchase individual coverage. The Vendor is responsible for communicating with the Vendor Coordinator if they are in need of the Premises Liability Insurance. The Vendor must sign the Premises Liability Insurance contract provided by the Vendor Coordinator by **July 1, 2023**.

Vendors shall be responsible for any damage or loss caused by the vendor, their agents, their employees, or suppliers to property in which TVSFA has an interest.

## **VENDOR PACKETS**

Vendor packets will be available beginning Tuesday July 18, 2023 in Totem Fair Office, and can be picked up between 9 am-5 pm once all paperwork and fee payments are completed. Packets include entry tickets, wristbands, parking & camping passes if purchased. It contains information from government agencies such as Wage & Hour, and Fire Safety, fair hours information sheet, gate hours, fair and vendor maps, fair contact phone numbers during fair, gray water dump rules/hours and more.

## **TICKET INFORMATION**

Admission tickets and other passes/permits will not be issued until all applicable fees are paid in full and all paperwork is completed. The vendor is responsible for picking them up and may be asked for identification.

Vendors will have the option of receiving units made up of individual daily admission tickets or adult season tickets for the 2023 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 28, 2023. Vendors who do not order tickets will automatically default to the individual daily admission tickets.**

Vendors will not be allowed entry into any gate without a ticket. Wristbands are not an entry ticket (All personnel must have a wristband visible while on the grounds for identification by security)

- 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
  - \$50 adult season pass
  - \$7 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 visible 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 Fair Office from Wednesday, July 19, 2023 from 9 am – 7 pm. No exceptions.**
- Indoor Vendors that have checked in may begin construction **Monday, July 24, 2023 from 9 am – 7 pm.**
- Vendors checking in **after Wednesday, July 26, 2023** will need to check in at the Events office between 9 am – 7 pm.
- **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.**
- Beginning **Tuesday, July 18, 2023** large structures may move in earlier, if possible, by appointment only. Early booth move in does not mean Vendors may set up booth operations or park/camp in Purple Lot 3 prior to **Wednesday, July 19, 2023**, 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 27, 2023 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 28, 2023 at 11:00 am.**
- Please breakdown all cardboard during set up and take to the Recycle Area.

## RECYCLING

The Tanana Valley 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

## TRASH

- Vendor is responsible for the neatness and cleanliness of the leased space. Collect trash in high quality, strong garbage bags and deposit next to 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. They will become property of the Fair.
- The burn pile area is monitored by cameras. Vendors dumping in this area will be fined \$100 per instance.
- 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 11:15 am 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.
- Food Booths must use a DEC approved hose, designed for potable water.

## 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. Non-compliance 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 straightener, lights, fridges).

### 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 19, 2023**.
- Extension cords and relocatable power taps shall be rated for heavy-duty use, a minimum 14 gauge, polarized, grounded type, 3 prong plug.
- 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.
- **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.

### PORTABLE TOILETS

- **Portable Toilets** may be rented from a private company. Horizon Services - 907-388-5710
- 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.

### VEHICLE INFORMATION

- Vendor vehicles are allowed to drive onto the fairground from 7 am until 11 am each day of the fair. Vendor vehicles must be outside of the fairground gates by 11:15 am 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 Fair closure and once Security, the Executive Director or Fair staff announces they are allowed.
- The speed limit on the Fairgrounds is 5 MPH. Violators will be notified, and if it continues the privileges will be revoked. If a delivery driver repeatedly violates the speed limit, the issue will be addressed with delivery company and 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, or rollerblades may be used on the Fairgrounds. Bicycles or scooters may be used outside prior to opening and after closing and should be kept out of sight during hours of operation. Pedestrians have the right-of-way.

## TEAR DOWN

- On **Sunday, August 06, 2023** Borealis Pavilion Vendors may begin to break down their booths at 10 pm when the building closes and carry items out once the Fair closes. Indoor vendors are permitted one (1) hour on the closing night to remove carry out items only, ending at **12:30 am Monday, August 7, 2023**.
- Tear down hours are **9 am - 5 pm Monday, August 7, 2023 through 5 pm on Saturday, August 13, 2023**. Access for Tear Down is through the Blue and Camp Ground gate only.
- All structures, improvements, property and belongings must be removed by **Saturday, August 12, by 5 pm**. Property remaining after **Saturday, August 12, 2023 at 5 pm** will become the property of the Fair or will be disposed of at the Vendor's expense.
- No parking/camping is permitted in Purple Lot 3 after **5:00 pm on Wednesday, August 09, 2023**. Violators will be towed at the owner's expense.
- Electricity on the grounds will be disconnected on **Wednesday, August 09, 2023**.

## 2023-2024 WINTER BOOTH STORAGE

- Structures, improvements, property, and belongings shall not be left at the Vendor Location after **Saturday, August 12, 2023**.
- 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 12, 2023 at 4:00 pm**. Any items remaining at the vendor location and not moved to the Designated Storage Area by **August 13, 2023 at 5:00 pm** will become the property of the Fair or be disposed of at the Vendor's expense.
- 2023-2024 Winter Booth Storage is \$300 per booth. The cost for large propane tank storage or other items outside the booth is \$50.
- 2023-2024 Winter Booth Storage Payment is due before the booth is moved to the designated storage area. 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 7, 2023 – July 25, 2024**. 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.

## 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.

## 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.
- 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.

## VENDOR CODE OF ETHICS CONTINUED

- Vendors and their staff will provide a clean and well-maintained business to ensure that fairgoers feel welcomed and encouraged to return at a future date.
- **Vendors will open and close their booth on time.**
- Vendors and their staff will handle all inquiries, requests, transactions, correspondence, and complaints promptly and fairly, and abide by all applicable federal, state, and local laws.
- 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 that could 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.

## 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. (See Three Strike Rule Below)
- 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.**
- Dogs and other animals are not permitted on the Fairgrounds unless they are part of an authorized show, exhibit, or are a qualifying service animal.

## Three-Strikes

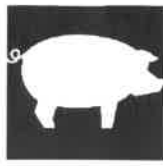
Please note that TVSFA does not differentiate between a manager, owner, employee, volunteer or friend who is sitting at the booth when addressing a violation. Three strikes apply to all guidelines from having a pet at the booth or selling beyond the booth's boundaries, to being closed without reason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

- If a vendor violates a TVSFA rule/guideline, they will be given a warning.
- 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 be shut until a breakdown can occur safely once the Fair has closed for the day.

## 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](mailto:vendors@tvsfa.org). If necessary, the Vendor Coordinator may request assistance from management 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.





# Tanana Valley State Fair

## A S S O C I A T I O N

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### Agreement to Abide by Vendor Handbook Terms

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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: \_\_\_\_\_

