

# TANANA VALLEY STATE FAIR VENDOR HANDBOOK

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## 2025 Fair Theme Take a Hop on the Wild Side

Plant/Flower: Daisies

Fruit/Vegetable: Carrots

Colors: Green, Blue, Orange

Vendors may decorate their booth to compete for the **Vendor Booth Theme Award**. A Booth Theme Award will be given to one indoor and one outdoor vendor. The winners of the Vendor Booth Theme Award will be announced Tuesday, July 29th and awarded a 2025 theme ribbon and 50% off their first booth fee for the 2026 Tanana Valley State Fair.

# 2025 Tanana Valley State Fair

Friday, July 25, 2025, to Sunday, August 3, 2025

Su-Th 12pm -10pm, Fri-Sat 12pm-11pm

## Tanana Valley State Fair Association Contact Information

### Tanana Valley State Fair Association Offices

1800 College Road  
Fairbanks, Alaska 99709

Office: 907-452-3750

Vendor Coordinator Email: vendors@tvsfa.org

## Office Location and Hours

September - May  
Lower Totem  
10am-4pm, Monday-Friday

July - August  
Summer Office  
9am-5pm, Monday-Friday

Fair Hours:  
Summer Office  
9am-10pm, Every day

## Gate Hours

Blue and Purple Gate is open in the morning to Vendors to enter the Fairground 7am - 11am. All Vehicles must be removed by 11:15am, see Vehicle Information for more information.

Gates are open to Vendors after fair closes and the Executive Director, or designated Fair staff deems it safe. The Purple Gate will remain open over night, the Blue Gate will close at 1am. Any traffic between 1am and 7am must be conducted through the Red Gate with proper identification.

## Borealis Pavilion Hours

Borealis Pavilion will be unlocked at 10am each morning for Vendors and will open at 12pm to the public. Day tables can enter earlier for set up with prearrangement.

Borealis Pavilion will be closed to the public at 10pm every night.

## Tanana Valley State Fair Vendor Terms and Conditions

This document details the terms and conditions governing the Tanana Valley State Fair Vendors, including but not limited to the access to and use of the leased space. THIS IS A LEGALLY BINDING CONTRACT. Please review carefully to ensure understanding and compliance with all terms and conditions.

The Tanana Valley State Fair Association, hereinafter "TVSFA" or "the Fair" reserves the right to cancel, postpone or modify events and activities on the fairgrounds. In the event of cancellation, all prepaid monies and deposits will be refunded or presented the option to roll over to the 2026 Fair.

Vendors shall not exhibit, sell, or give away any merchandise or products not listed on the lease agreement or approved in writing, nor shall they exhibit any advertising material not directly pertaining to the products listed or approved in writing.

## 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.

# Vendor Handbook

## Application

All Vendors must submit a fully completed application on EventHub, listing all their products for the 2025 Fair. A Vendor may not sell items that aren't listed on their application. A \$100 nonrefundable deposit is due at acceptance of application. Acceptance and previous booth location are not guaranteed. The Fair reserves the right to refuse any application for Vendor space. Deposits are required for each booth (brand) location. If your application is not accepted, the \$100 deposit will be returned. The application is not the final contract.

**Returning Vendors** must apply by January 31, 2025 to retain grandfather rights to booth spaces. Space assignment are made at the Fair's discretion, returning vendor applications take first placement priority.

## EventHub

EventHub is an exhibitor/Vendor management platform and live event marketplace, offering digital applications and tools to easily manage exhibitor/Vendor applications, payments, paperwork, and coordination. All Vendors must apply over EventHub, as the paper applications have been discontinued. If you have not already, please visit <https://eventhub.net/events/Tanana-Valley-State-Fair-2025> to the Tanana Valley State Fair Association event, make an account, apply, and pay.

## Lease

Applications for leased space(s) during the Tanana Valley State Fair are considered based on:

- 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 lease agreement
- Interactions with the Fair, including payment history and general behavior.

Space is leased on an as is, where is basis, and without warranty of condition and are clearly marked with paint or chalk by the Fair. All business of the Vendor, including personnel, products, services, demonstrations, items for sale, stored items, and advertising must be conducted in and be contained within the confines of the leased space, unless given express permission from fair management. Advertising materials unrelated to the products or services of the Vendor are not permitted. It is the Vendor's responsibility to remain within the specified space indicators. If the booth is not set within the designated area, Vendors will be asked to re-construct or move the booth. When requested and possible, additional space adjoining or behind the booth may be made 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, unless with S hooks, which are the Vendor's sole responsibility to acquire. 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 in their space, in a rented a U-Haul, at an off grounds' storage unit, etc.

## Force Majeure

The performance of this Agreement is subject to termination without liability by either party upon the occurrence, or upon the prediction by the National Oceanic and Atmospheric Administration, any agency of the United States Government, or any agency of the Government of the State of Alaska of the occurrence of any circumstance beyond the control of either party—including, without limitation, acts of God, war, acts of terrorism within a fifty (50) mile radius of Fair facility, government regulations, disaster, pandemic/epidemic illness, strikes or threat of strikes (except that neither party may terminate this Agreement for situations involving that party's own employees), civil disorder, or curtailment of transportation facilities to the extent that such circumstance makes it illegal, impossible or economically impracticable for the Fair to provide, or for the Vendor in general to use, the Fair facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice from one party to the other within

10 days of such occurrence or upon delivery of written notice from one party to the other within 24 hours of the receipt of notice of the prediction of any of the above occurrences.

## **Licenses and Permits**

Vendors must comply with all federal, state, and local law. All Vendors must provide a business license prior to the start of move in. Any Vendor that fails to submit a current business license will not be allowed to participate in the Fair, without refund.

## **Raffles, Drawings, and Gaming**

**All raffles & drawings must terminate on the Fairgrounds.** Vendors collecting names and/or money for raffles or drawings shall notify Fair of their intention to do so. It is the vendor's sole responsibility to satisfy all prerequisites and obtain the necessary permits/licenses required, including a Gaming Permit. Rules and instructions governing such activities shall be displayed prominently for the public's benefit. Prizes awarded on progressive wins shall be fully explained in writing. **All raffle tickets must state the current Tanana Valley State Fair as the time and location of the raffle drawing.**

**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)

## **Space Assignment**

The Fair reserves the right to allocate, limit and designate all exhibit spaces and locations. Ground spaces are designated with painted markers, or wooden stakes. In no instance shall anything (signs, ramps, eaves, chairs, posts, merchandise, etc.) extend forward of the markers or go onto the pavement. Some variations may apply with pre-approval from Fair management.

The lease agreement lists the maximum width and depth available for booth space which contains: buildings including eaves, tents, trailers, vans, ramps, etc. which are used specifically for vendor operation, storage or camping. Check with the Pass Office to see if your leased space can accommodate all of your needs. In some areas extra (extended) space may be purchased.

Vehicles, Trailers, Units of any kind that are not an actual part of the vendor's booth may not draw electrical power from the Fair's outlets during Fair operation hours. Anything placed on the extra footage must permit Fair personnel easy access, without blocking electrical boxes, pedestals, hydrants or infringe on the 2' allowance between booths.

## **Booth Staffing**

**Vendors must be in full operation by 12:00pm, Friday, July 25.** All booths must be open to the public and staffed by a competent attendant during Fair published hours. Opening late and closing early are reasons for cancellation of your booth.

## **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.

## **Booth Categories and Requirements**

### **Non-Profit**

Such booths must provide a Non-Profit determination letter (even if provided in the past) and be in good standing. As applicable, the booth must follow child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance permits. Other insurance, such as Workers' Compensation, is the sole responsibility of the Vendor.

### **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 subrogation. The amount of insurance required by the TVSFA is \$1 million policy. As applicable, the booth must follow child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance permits. Other insurance, such as Workers' 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. The amount of insurance required by the TVSFA is \$1 million policy. As applicable, the booth must follow child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance permits. Other insurance, such as Workers' 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 subrogation. The amount of insurance required by the TVSFA is \$1 million policy. As applicable, the booth must follow 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 Workers' 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 subrogation. The amount of insurance required by the TVSFA is \$1 million policy. As applicable, the booth must follow 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 Workers' 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 subrogation. The amount of insurance required by the TVSFA is \$1 million policy. As applicable, the booth must follow child labor work permit laws, fire codes, safety codes, health codes, and games of skill and chance and raffle permits. Other insurance, such as Workers' Compensation, is the sole responsibility of the Vendor. Certificate of insurance naming the Tanana Valley State Fair as a primary additional insured will be due by January 1, 2025 or at application approval whichever comes first.

## Insurance

Brick and mortar, food, craft, commercial Vendors, and independent game/ride booths are required to submit a certificate of insurance naming the Tanana Valley State Fair as a primary additional insured and a waiver of subrogation. The amount of insurance required by the TVSFA is \$1 million policy.

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.

Per the Booth Contract, most Vendors are required to carry comprehensive general liability insurance, and it must be procured at the Vendor's sole expense. Coverage requirements are outlined below.

- The insurance must be maintained through the term of the contract (July 25 – Aug. 3, 2025) and must cover against claims for bodily injury, death and property damage occurring in or upon or resulting from the premises leased by Tanana Valley State Fair Association. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability.
- Such insurance shall name Tanana Valley State Fair Association as primary additionally insured.
- Workers' Compensation shall be in full compliance with all federal and state laws, covering all the Vendor's employees engaged in the performance of any work for and/or by the Vendor.
- All property of the Vendor is understood to remain under its custody and control in transit to and from the confines of the fair grounds and during the Fair.

Coverages and limits are to be considered as minimum requirements and in no way limit the liability of the Vendor, contractor, or service provider. All such insurance shall be primary and noncontributory to any other valid and collectible insurance of Tanana Valley State Fair Association and their agents and contractors. Claims-made policies are not acceptable and do not constitute compliance with the Vendors obligations under this paragraph.

### Certificates of Insurance:

Vendors shall supply a Certificate of Insurance (COI) to the one (1) entity as listed below. Certificates of Insurance must be submitted no later than July 1, 2025, by uploading them online through your EventHub account.

Tanana Valley State Fair Association must be listed as the Certificate Holder as follows:

**Tanana Valley State Fair Association**  
**1800 College Road**  
**Fairbanks, AK 99709**

### Required Coverage:

#### Commercial General Liability

- Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability, and Completed Operations Liability
- \$1,000,000 minimum limit for each occurrence or personal injury.

#### Workers' Compensation

- Worker's Compensation and Employers Liability with a limit of liability of at least \$1,000,000 each occurrence, each employee, and policy limit covering all personnel employed either directly or by way of contract.
- All statutory limits apply.
- Such policy of insurance shall contain a waiver of subrogation in favor of TVSFA, its subsidiaries, parents, affiliates, agents, directors, officers, and employees.

## **Payments and Deadlines**

### **Applicable to All Vendors**

Applications submitted through Eventhub.com have two payment options; to pay in full via card or "Check". The Check option allows you to pay in partial payment by check or by card over the phone.

- If Check is chosen, a \$100 nonrefundable deposit is due at the approval of application, which will go toward the final payment.
- Applications submitted and accepted after Friday, April 1, 2025, must place a 50% nonrefundable payment at the time of acceptance.
- The last day for refunds on refundable payments is Wednesday, April 14, 2025.
- Any balance remaining on the contract is due no later than Friday, June 1, 2025. It is the sole responsibility of the Vendor to be up to date on payments.
- Vendors who submit applications after Friday, June 1, 2025, must be paid in full at the time of acceptance.
- No checks will be accepted after Friday, June 1, 2025.
- If payments are not completed 10 days before the first day of the Fair, all prior fees collected shall be forfeited and the Fair may lease the space to a new Vendor.

### **Independent Game/Ride Vendors**

- A \$100 nonrefundable deposit is due at the approval of application, which will go towards the final payment.
- The total of \$1,000 is due no later than Friday, June 1, 2025. It is the sole responsibility of the Vendor to be up to date on payments.
- Independent Game/Ride Vendors guarantee \$1,000 or \$15% of gross sales payout to TVSFA, whichever is greater, for all ride/admissions sold, and a 10% of gross sales payout for all other items sold (pictures, buttons, merchandise, toys, etc.).
- 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, minus the \$1,000 deposit, are due on or before Monday, Aug. 5, 2025, at 12pm.

## **Cancellations**

Vendors can cancel with a refund before Wednesday, April 14, 2025, with the exception of the \$100 nonrefundable deposit, which will be retained by TVSFA. Cancellation after Wednesday, April 14, 2025, shall entitle the Fair to any monies paid/due. This includes cancellations of any kind (i.e. having to leave at any time during the Fair operating hours or not being able to participate for a paid day at the fair for any reason.)

## **Package and Mail Delivery**

The Fair Office can receive packages between the dates of July 14, 2025, through July 24, 2025. Services are limited to mail and package pick-up. Incoming mail must be addressed:

**Tanana Valley State Fair Association  
1800 College Road  
Fairbanks, AK 99709**

Pallets of merchandise should not arrive at the TVSFA until you have checked in for move in. It is also the Vendor's responsibility to notify the Vendor Coordinator of large shipments in advance of their arrival. Tanana Valley State Fair is not responsible for any lost or mishandled shipment. It is the Vendor's responsibility to move their pallets to their booth location in a timely manner.



## Vendor Packets

Vendor packets will be available beginning Monday, July 15, 2025, in the Summer Office, and can be picked up between 9am and 5pm once all paperwork and fee payments are completed. Packets will contain a Vendor identification method (e.g., wristbands or badges), tickets, daily events, booth tags, and parking passes. All other information can be found on our EventHub page or the Vendor Handbook.

## Ticket Information

Vendors will receive passes based off the number of booth spaces leased and be distributed in the following units. Units may be mixed & matched to best suit your needs. Each item below is considered one (1) unit:

- one (1) set of ten (10) day passes
- one (1) ID Badge season pass
- one (1) paper season pass

Admission tickets and other passes/permits will not be issued until all applicable fees are paid in full and all paperwork is completed. Vendors who do not provide their ticket preferences will automatically default to the two ID Badge season passes and individual daily admission tickets.

Vendors can purchase additional tickets at a discounted rate: \$50 for an adult season pass, and \$7 per individual daily admission tickets. Vendors are responsible for picking tickets up and may be asked for identification.

Vendors will not be allowed entry into any gate without a paper ticket or Vendor badge. All personnel must have a Vendor badge visible while on the grounds for identification by security.

## Parking and Camping

Parking & Camping payments are due on or before Vendor Move in on Monday, July 14, 2025.

Parking & Camping in Purple Lot begins Monday, July 14, 2025, at 10 am and ends at 4 pm on Tuesday, August 5, 2025. No Exceptions. Vendors arriving before this date must make other arrangements. Any items or vehicles remaining will be towed/impounded at the owner's expense.

Vendor Parking in Purple Lot Permit is \$30 per vehicle for ten days, \$5 for one day. All vehicles parked in Vendor Purple Lot must have a permit designating this privilege. 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 Permit is \$100 per 10' x 35' space, \$75 per 10' x 15' space. 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. 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.

Tanana Valley State Fair Campground is adjacent to the Fairgrounds and may have space available for Vendors who plan to use this accommodation. 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.tananavalleycampgroundandrv.com](http://www.tananavalleycampgroundandrv.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 TVSFA Campground.

## Booth Space Camping

Vendors may camp within their booth spaces with written preapproval from the Fair. Preapproval will be given under the following parameters:

- If in booth, the booth is a complete structure (no tents)
- If behind booth (only available for select spaces), is within defined space. Additional space may be bought for select spaces\*.
- Motorhome and camper length is limited to 25'

\*Many spaces do not accommodate additional space. Check with the Vendor Coordinator for what your booth space allows.

## Vehicle Information

Vendor vehicles are allowed to drive onto the fairground, entering and exiting through the blue gate, from 7am until 11am 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. 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 dedicated 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 the delivery company and Vendor. All vehicles in the public lots will be towed if parked in a no parking zone, at the owner's expense.

All vehicles parked in Vendor Purple must have a permit designating this privilege.

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.

## Move-In

**Vendors must check in with the Summer Office prior to setting up any booth structure.**

Outdoor Vendors may begin construction, set-up of operations, and parking/camping (Purple Lot) after checking in at Summer Office Monday, July 15, 2024, from 9am-7pm. Large structures may move in earlier, if possible, by appointment only. Early booths move in does not mean Vendors may set up booth operations or park/camp in Purple Lot prior to Monday, July 15, 2024. No vehicles/tents may be moved in early. No exceptions.

Indoor Vendors that have checked in may begin construction Monday, July 22, 2024, from 9am-7pm.

Construction must be completed by Friday, July 26, 2024, at 11am.

Vendors must provide their own tables and chairs. Day Tables will be provided with 1 table and 2 chairs.

## Construction Guidelines

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 in order to comply with the following requirements. For detailed information visit the OSHA website at [www.osha.gov](http://www.osha.gov).

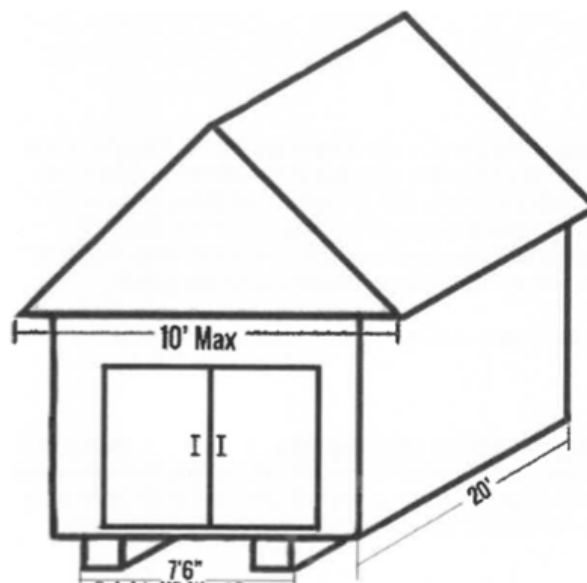
- Vendors shall not operate Fair-owned or controlled equipment.
- A prominent and clearly legible sign advertising the Vendor's booth name must be hung within the confines of the leased space at the Vendor's expense. Booths without identifying signs will not be permitted to open.
- All tents and similar structures must be anchored securely using 60 lbs. of weight at each tent post.
- All tents used by Food Vendors must be fire rate.
- Digging deeper than 3 inches or the driving of stakes must be approved by management.
- All guide 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 the 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 by the Fair. Nothing is to be hung

- directly onto the pipe or drape other than the S Hooks obtained by the Vendor. 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, Vendors 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 at some point during the Fair.
  - All Vendors must have a minimum of one (1) 2: A-10: BC-rated fire extinguisher.
  - The Fair requires two (2) feet between all booths. Stay within your marked area. Do not store or place anything in the 2-foot space between booths.
  - 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 community event that serves as an annual social gathering for many people living in our community, including people with disabilities and our aging population. People with accessibility 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
- Clearing Clutter

The Fair has worked hard to be accessible per ADA compliance and is on the path that leads toward full ADA accessibility. Everyone should have the opportunity to experience and enjoy this annual event.

## Trash

Vendor is responsible for the neatness and cleanliness of the leased space. Collect trash in high quality, strong garbage bags and deposit it next to containers provided by the Fair. Do not over-stuff bags. 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. Vendor booth space should be left as it was before arrival.

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.

Pallets can be left behind, unless an exception is made for Winter Storage with Fair management approval. 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.

## Recycling

The Tanana Valley State Fair requests all Vendors participate in the recycling program.

- Aluminum
- Plastic bottles
- Cardboard

Aluminum cans and plastic bottles should be disposed of in the properly marked recycling containers placed throughout the grounds. Please break down all the cardboard during set up and take it to the Recycle Area, behind the Agricultural Museum. Thank you for your cooperation.

## Water

**Dumping water, grease, chemicals, etc. on the ground, in storm drains, in the restrooms or in any other un designated area is strictly forbidden and will result in immediate removal and booth closure by the Fair.** Vendors are 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 bring their own hose and use the 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. 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.

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.

## **Portable Toilets**

Portable Toilets may be rented from a private company. 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.

## **Electrical**

Electrical Fees are due at the same time as other Vendor fees.

- 20amp \$100 per receptacle (two plugs)
- 50amp \$100 per plug (50amp are only available to outdoor vendors)

The Fair provides electric power throughout much of 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. Electrical work must be completed to State Code.

All Vendors both indoor and outdoor will be charged for plugging in any electrical cords (e.g., hair straightener, lights, fridges). All Vendor equipment must be in good working order and free of damage or deterioration and compatible with this system. Vendors will use the receptacles provided by the Fair. Do not touch panel boxes; alterations to the Fair's electrical system are not allowed. Contact the Facilities and Grounds Manager for assistance if needed. Non-compliance with electrical guidelines could result in booth closure.

## **Extension Cords**

Extension cords and relocatable power taps must 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. 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.

## **Electric Heat Sources**

Vendors should use propane, rather than electric stoves. Vendors can use generators if needed and is a viable option. Heaters are strictly prohibited in booths or camping areas, as they are a fire hazard. Violators will be charged a \$100 fine for any heaters found.

## **Tear Down**

Sunday, August 03, 2025 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 11:00pm Sunday, August 03, 2025.

Tear down hours are 9 am - 5 pm Monday, August 04, 2025 through Saturday, August 9, 2025. Access for Tear Down is through the Blue and Purple gate only.

All structures, improvements, property and belongings must be removed by Saturday, August 19, by 5 pm. Property remaining after Saturday, August 9, 2025, at 5 pm will become the property of the Fair or will be disposed of at the Vendors' expense.

No parking/camping is permitted in Purple Lot after 5:00 pm on Tuesday, August 05, 2025. Violators will be towed at the owner's expense.

Electricity on the grounds will be disconnected on Tuesday, August 05, 2025.

## **Winter Booth Storage**

Structures, improvements, property, and belongings shall not be left at the Vendor Location after Saturday, August 9, 2025 at 5pm.

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 9, 2025 at 4:00 pm. Any items remaining at the Vendor location and not moved to the Designated Storage Area by August 9, 2025 at 5:00 pm will become the property of the Fair or be disposed of at the Vendor's expense. Vendors are responsible for moving their belongings in and out of storage.

2025-2026 Winter Booth Storage payment and certificate of insurance 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. 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.

## **Outsourced Services**

Outsources services such as propane, water and ice delivery, portable toilets, and moving services must be arranged by Vendors. The Vendor Coordinator can give recommendations upon request.

# Vendor Code of Conduct

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; ignoring directions.

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

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 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.

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.

Vendors are responsible for ensuring their agents, employees, volunteers, and suppliers are informed about Fair rules and regulations and are in compliance therewith. Vendors should ensure that a copy of these rules and regulations are available to all agents, employees, volunteers, and suppliers upon request.

Vendors are 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.

Unauthorized advertising without permission from TVSFA Vendor Coordinator or Director, in any manner outside the booth space is strictly prohibited. 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.

Vendors agree 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. Under the ADA Policy of Alaska only Service Animals and Service Animals in Training is a dog that is individually trained to do work or perform tasks for a person with a disability.

The inability to adhere to the Responsible Action in the Code of Conduct may result in the removal of the Vendor for the remainder of the Fair with no refund of fees. If this occurs, their booth will be shut until a breakdown can occur safely once the Fair has closed for the day. Vendor removal is up to the discretion of TVSFA.

### **Prohibited Items**

The following items are NOT permitted to be carried into or sold at the Tanana Valley State Fair:

- Laser pens/pointers
- Firearms or weapons of any kind
- Unauthorized hunting knives and swords
- Illegal or synthetic drugs or substances
- Alcoholic beverages
- Air horns, whistles, cowbells or other distracting noisemakers
- Aerosol cans (i.e.: mace, pepper spray, spray paint, etc.)
- Fireworks
- Sexually explicit items
- Balloons
- Use of wheeled footwear, bicycles, skateboards, hover boards and Segway's (except to aid persons with disabilities) on the Fairgrounds fenced common areas

While the sale of projectile toys, such as gel blasters, etc., are permitted; they may not be utilized on the Fairgrounds. Vendors with projectile toys on their approved merchandise list must display Fair signage stating so.

### **Grievances**

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 907-451-5548 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.

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**Printed Name**

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**Signature**

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**Booth Name**

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**Date**