

Palmer Museum Garden & Art Faire

Saturday July 14, 2018

10:00AM – 6:00PM

A Special Event Brought To You By:
The Palmer Museum of History & Art

www.palmergardenandart.org

palmergardenandart@gmail.com

Vendor Application Form

All vendor applications are evaluated by a juried selection process.

Business Name: _____

Primary Contact Name: _____

Title: _____ Phone/Cell Phone _____

E-mail: _____

Website: _____

Address: _____

City: _____ State: _____ Zip: _____

Previous years attended as vendor: ___2011___ ___2012___ ___2013___ ___2014___ ___2015___ ___2016___ ___2017___

Description of ALL Goods to be SOLD:

My products fall in the following category: [] Garden [] Agriculture [] Arts & Crafts [] Food
[] Non-Profit Community Organization

List Products or Organization Info (if a NPCO): _____

Palmer Business License #: _____ **AK Business License #:** _____

Booth Size: Indicate how many of each booth you are applying for.

_____ (\$85) 12'x12' Space: Break Down at 6pm (Paid by March 16)

_____ (\$115) 12'x12' Space: Break Down at 6pm (Paid by May 18)

_____ (\$145) 12' x12' Space: Break Down at 6pm (Paid by June 29)

(Vendors commit to staying open through Faire operation hours)

I hereby verify that the above information is complete and accurate and that I accept and agree to abide by the terms of this application and the "Mid-Summer Garden & Art Faire Vendor Rules" a copy of which I have been provided, have read, and understand. I further understand that once accepted, MGAF will make no refunds for cancellations by Vendor, and the Show Organizers reserve the right to remove or reject any Vendor who violates any stated regulation.

Vendor Signature _____ **Date** _____

Please make checks payable to: **Palmer Museum of History & Art**

Return Applications: Palmer Museum of History and Art

723 S. Valley Way

Palmer, AK 99645

E-mail: palmergardenandart@gmail.com or director@palmermuseum.org

FOR OFFICE USE ONLY

Palmer Business License _____ **Vendor Rules** _____

Booth Location _____

Palmer Museum Garden & Art Faire

Brought to you by: Palmer Museum of History & Art
Vendor Rules for July 14, 2018

1. Mid-Summer Garden & Art Faire (PMGAF) is organized by PMHA, Palmer Museum of History and Art and the Palmer Arts Council. Show organizers, under the direction of the Mid-Summer Garden & Art Faire Committee, have complete and final authority over the event. MGAF reserves the rights to immediately, or at any time, remove or reject any Vendor who violates any stated rules. An approved application is a commitment to participate, and no refunds will be made for cancellation by the Vendor.

2. Event Time and Location: Saturday, July 14, 2018. Show will be held rain or shine.

Location: Downtown Palmer - Village Green Area between Library and Borough Building and Palmer Museum & Visitors Center

Time: 10:00 am to 6:00 PM (with final musical performance ending at 8pm)

3. Set-up, Check-In, Takedown, Clean-up: Set-up and check-in is from 8:00 to 9:30 AM on Saturday, July 14. Vendors can check in at the Information Booth to receive their assigned space(s). Spaces not claimed by 9:30 AM on Saturday will be forfeited. All set-ups must be completed by 9:45 am on Saturday, and all vehicles must be moved to the designated parking areas. All vendor spaces must be cleaned up by 8 PM. Garbage and recycling receptacles will be provided. Vendors are responsible for cleaning up their space at their committed time slot, including removal of all furniture, equipment, other property, trash and plant debris. Food booths are required to provide one lined garbage can for each area rented. All cans and debris are to be removed by the vendor. **Vendor trash may not be placed in event receptacles.**

4. Products & Evaluation: All Vendor products must be related to gardening, agriculture and the arts. Vendors may not sell food or drink items except by special permission from the PMHA.

5. Food Vendors: PMHA will approve all food and drink vendors, who shall provide additional certifications as required by law. If you will need any outlets for the purpose of having a generator please notate your needs on the back of your application or submit an additional description of need on a separate piece of paper. PMGAF Committee will not provide generators for any vendor, only outlets. There will be 4 special slots available for those vendors who would like to remain open during the final musical performance and break down at 8pm. Slots will be given on a first come, first served basis so vendors should inquire with the PMGAF Vendor Coordinator about availability.

6. Vendor Applications: All Vendors must provide a completed application. A completed application consists of:

- 1) A completed and signed vendor application form; it is important that we are able to communicate with you so that you may receive event updates when needed
- 2) Full payment
- 3) Applications may be submitted by U.S. mail, e-mail, fax or in person to:
723 S. Valley Way, Palmer, AK, 99645.

It is to the Vendor's advantage to submit an application as early as possible but must be received **no later than June 1, 2018 to be included in all event advertising (including the event guidebook).** Applications received after the June 1st deadline will be considered on a first come first served basis through July 3, 2018, with space permitting, but will not be listed in any print advertising, only the event web-site.

*Receipt of an application does not guarantee a Vendor a space at the MGAF.

*Notification of Vendor acceptance to the event will be made no later than June 11, 2018 (if submitted by the June 1st deadline. Late applications received after the June 1st deadline will be notified of acceptance within one week of its submittal. **Applications will not be accepted on the day of the event.**

7. Non-Profits, Booth Fee and Information: \$85 for a 12'x12' space outdoors without electricity if paid by March 16. Vendor fee will be raised to \$115 with a May 18 registration deadline and then to \$145 with a June 29 registration deadline. Registered 501 (c)3 non-profit organizations that are conducting sales during the event will receive a 50% vendor fee discount based on their registration date. Registered 501(c)3 non-profit organizations that are not conducting sales during the event and are only advertising their services or promoting their organization must register as a vendor but are not required to pay a vendor fee.

- Spaces are non-transferable.
- Sharing a 12' x 12' outdoor booth is permitted, but each vendor must be approved.
- Multiple spaces may be requested, but cannot be guaranteed.

8. Parking: All Vendors must park in designated vendor parking areas. This will be strictly enforced.

9. Booths, Displays, Fire Extinguisher: Canopies, protective coverings, display stands, tables, chairs, etc. are Vendor's responsibility. Vendors should come prepared for any kind of weather and wind. Canopies and shelters must be weighted against the wind. Vendors must have a certified ABC fire extinguisher.

10. Sales & Taxes: Vendors are responsible for their own licensing and appropriation of the Palmer sales tax of 3%. Wholesaling, clearance pricing, going out of business sales, or other pricing schemes deemed as deliberately unfair competitive practices are prohibited. Raffles are prohibited.

11. Special Interest Groups Prohibited: Groups/persons seeking to promote political expressions, social commentary, or special interests are prohibited. Any booth that is political, explicit, demeaning or otherwise controversial will not be allowed. Palmer Museum of History & Art reserves the right to deny such applications or admissions to the event.

12. Animals/Pets: Vendors are prohibited from having animals or pets on the grounds, except service animals for the disabled.

13. No alcohol, narcotics, or other illegal substances are allowed.

14. Hold Harmless Clause: Vendor agrees and covenants to indemnify, defend, and hold harmless the PMHA – Palmer Museum of History and Art, and the City of Palmer, its officers, directors, volunteers, officials, employees, and agents from and against any liabilities, claims, suits, and causes of action of whatever nature or type which may arise or in any way be connected, directly or indirectly, with Vendor's participation in Mid-Summer Garden & Art Faire. This indemnification is absolute, personal to the Vendor, and is not limited by the insurance coverage which vendor may have in place.

I certify that I have read the above Vendor Registration Application and that the information contained in this application is true and correct to the best of my knowledge. I agree to follow the rules set out in the above information. Further, I agree that as the Primary Contact I am responsible for actions of people associated with in my booth throughout this event.

Print Name Primary Contact

Title

Date

Signature of Primary Contact

Contact No.

Our Commitment to You:

1. We will organize the BEST *Palmer Museum Garden & Art Faire* possible.
2. We will advertise by print, radio, and internet throughout the Valley and Anchorage Area.
3. We will provide signage, security, customer service and excitement for this wonderful event.

PLEASE KEEP A COPY OF THESE REGULATIONS FOR YOUR REFERENCE