

Palmer Midsummer Garden & Art Faire

Saturday July 11th, 2020

10:00am - 6:00pm

A special event brought to you by:

The Greater Palmer Chamber of Commerce

www.palmergardenandart.org

palmergardenandart@gmail.com



Vendor Application Form

All vendor applications are evaluated by a juried selection process.

Business Name: _____

Primary Contact Name: _____

Primary Contact Phone: _____

E-mail: _____

Website: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

List Previous Years as Vendor: _____

Product Categories [please select the closest applicable option]:

Garden Agriculture Arts & Crafts Food Non-Profit Community Organization

List of Products, or Organization Description [if Non-Profit]:

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

FOOD VENDORS ONLY: Do you require a power outlet for a generator? Yes No

NOTE: A City of Palmer Business License and State of AK Business License are both required for this event!

Booth Reservations: Booths are 12'x12'. Break down is no earlier than 6pm. Vendors commit to staying open for the entirety of Faire operating hours, or will be subject to rejection of future applications. **Booth Pricing:** Paid by March 15 = \$85. Paid by May 17 = \$115. Paid by June 28 = \$145

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 "Palmer Midsummer Garden & Art Faire Vendor Rules", a copy of which I have been provided, have read, and understand. I further understand that once accepted, PMGAF will make no refunds for cancellations initiated by the Vendor, and that Event Coordinators reserve the right to remove or reject any Vendor in violation of any stated regulation.

Vendor Signature: _____ **Date:** _____

Please make checks payable to: **Greater Palmer Chamber of Commerce [or GPCC]**

Return Applications to: Greater Palmer Chamber of Commerce

550 S. Alaska St, Ste #101

Palmer, AK 99645

Email: palmergardenandart@gmail.com or info@palmerchamber.org

OFFICE USE ONLY Date Paid: _____ Payment Amount: _____ Payment Method: _____

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Vendor Rules & Regulations

- 1. Palmer Midsummer Garden & Art Faire [PMGAF] is organized by GPCC, the Greater Palmer Chamber of Commerce.** Event coordinators, under the direction of the Palmer Midsummer Garden & art Faire Committee, have complete and final authority over the event. PMGAF reserves the rights to immediately remove or reject and Vendor who stands in violation of any stated rules. An approved application is required to participate, and no refunds will be made for Vendor-initiated cancellation.
- 2. Event Time and Location:**

Date: Saturday, July 11th, 2020. **This event will take place rain or shine.**

Location: Downtown Palmer - Village Green Area between Palmer Public Library and Mat-Su Borough Building, and also at the Palmer Museum & Visitor Center.

Time: 10:00am - 6:00pm [final music performance ends at 8:00pm]
- 3. Setup, Check In, Breakdown, and Cleanup:** Setup and Check In: 8:00am - 9:30am on Saturday, July 11th. Vendors may check in at the Information Booth to receive their assigned space[s]. Spaces not claimed by 9:30am on Saturday will be forfeited without refund. Setup must be completed by 9:45am on Saturday, and all vehicles must be relocated to designated parking areas. All vendor spaces must be clean of debris by 8:00pm. Refuse and recycling bins will be provided. Vendors are responsible for cleaning up their space during the committed time frame, including: removal of all furniture, equipment, trash and plant debris, and other property. Food booths are required to provide one lined garbage can for each rented area. 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, or the arts. Vendors may not sell food or drink items without express permission from the Event Coordinators. This does not include jams, jellies, or other prepackaged items that aren't intended for on-site consumption.
- 5. Food Vendors:** PMGAF will approve all food and drink vendors, who shall provide additional certifications as required by law. Power outlets are available on a first-come, first-served basis. As such, it is encouraged for food vendors to inquire with the Event Coordinators about availability. Generators will not be provided, only power outlets, as many as are available.

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6. Required Documentation:

- State of Alaska Business License [required for City of Palmer License]**
- City of Palmer Business License**

7. Vendor Applications: All vendors must provide a completed application, which consists of:

- A completed and signed vendor application form; it is important that we are able to communicate with all vendors for important event updates.
- Payment in full

Applications may be submitted by post, in person, or email. Contact info for application submission is as follows:

Greater Palmer Chamber of Commerce

550 S. Alaska St, Ste #101

Palmer, AK 99645

Email: palmergardenandart@gmail.com or info@palmerchamber.org

NOTE: In order to meet deadlines with our media partners, **applications must be received and confirmed no later than June 1st, 2020 in order to be included in all printed event advertising [including the event guidebook]**. Applications received after the June 1st deadlines will be considered on a first-come, first-served basis through July 2nd, 2020 [as space permits], however may not be listed in any print advertising. Vendors may still be listed in online/digital marketing.

Receipt of an application does NOT guarantee Vendor a booth at the PMGAF.

Notifications to Vendors of acceptance to the event will be made no later than June 10th, 2020, if submitted by the June 1st deadline. Applications received after the June 1st deadline will be notified of acceptance within one week of submission. **Applications will under no circumstances be accepted on the day of the event.**

8. Booth Fee and Information [including Non-Profits]: Booth spaces are 12'x12'.

Electricity is not provided. Booth reservations are non-transferable. Sharing a

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12'x12' booth space is permitted, but each vendor within the shared booth space must have an approved application. Multiple booth spaces may be requested, but cannot be guaranteed. Break down is no earlier than 6pm. Vendors commit to staying open for the entirety of Faire operating hours, or will be subject to rejection of future applications. Booth fees begin at \$85 if paid by March 15th. After this date, booth fees will increase to \$115 if paid by May 17th, and will increase to \$145 for all submissions paid by final registration deadline of June 28th. Registered 501(c)3 non-profit organizations that are conducting sales during the event will receive a 50% vendor fee discount, subject to the registration fees listed above. 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.

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

- 10. Booths, Displays, & Fire Extinguisher:** Canopies, protective coverings, display stands, tables, chairs, etc. are the responsibility of the Vendor. Vendors should come prepared for any inclement weather. Canopies and shelters must be weighted to withstand windy conditions. Vendors must have a certified ABC fire extinguisher.

- 11. Sales & Taxes:** Vendors are responsible for licensing an appropriation of the Palmer sales tax [3%]. Wholesaling, clearance pricing, going out of business sales, or other pricing schemes deemed as deliberately unfair competitive practices are prohibited. Raffles are prohibited.

- 12. Special Interest Groups:** Groups/persons seeking to promote political expressions, social commentary, or special interests are **prohibited**. Political booth entries will not be approved. Any vendor using explicit, demeaning, or otherwise controversial communication or advertising will not be permitted. The Greater Palmer Chamber of Commerce reserves the right to deny such applications or admission to the event.

- 13. Animals/Pets:** Vendors are prohibited from having animals or pets on the grounds, with the exception of service animals for the disabled.

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14. Banned Substances: Smoking is not allowed on the Colony Days lot. The use or distribution of alcohol, drugs, or any illegal substance is prohibited. The GPCC wants to provide a healthy and safe environment to its patrons, vendors, exhibitors, volunteers, and employees at Colony Days. This policy will protect the public health by: decreasing the negative health impact of secondhand smoke, discouraging smoking and tobacco use around non-tobacco users [especially children], and by decreasing smoking-related litter and accidents caused by cigarettes. "Smoking" is here defined as burning, inhaling, or exhaling the smoke of any lighted or heated cigar, cigarette, pipe or plant material; or of any lighted or heated tobacco or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device, which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this document. *[updated Feb 28th, 2020]*

15. Hold Harmless Clause: Vendor agrees to indemnify, defend, and hold harmless the Greater Palmer Chamber of Commerce 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 be connected in any way, directly or indirectly, with Vendor's participation in the Palmer Midsummer 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 therein is true and correct to the best of my knowledge. I agree to follow the rules established in the above contract. Furthermore, I agree that as the Primary Contact I am responsible for all actions associated with my Vendorship throughout this event.

Print Name [*Primary Contact*]

Title

Date

Signature [*Primary Contact*]

Phone Number [*Primary Contact*]

PLEASE KEEP A COPY OF THESE REGULATIONS FOR YOUR REFERENCE