

= Check#_____

Space#_____

Tanana Valley Farmers 2017 Market Holiday Bazaar

Saturday, December 9th,

10am-5pm at the Carlson Center

Name_____ **Phone**_____

Business Name_____

Mailing Address_____

City_____ **State**_____ **Zip code**_____

Email Address_____

Please help us by answering the following questions. We will do our best to satisfy all requests.

Would you like electricity for your display? Yes No

Will you accept a space without electricity? Yes No

Please list the kinds of items you plan to sell at your space:

I plan to sell food items at my booth and understand how items must be packaged.

_____(initial)

All booths will be 10' by 10' with drapes dividing the spaces. Each booth will include one six-foot table and two chairs. Additional tables can be rented or you can bring your own. All other display items including table covers are provided by the vendor. **Each booth must have a 2.5-pound ABC fire extinguisher.**

By signing, I have accepted the invitation to sell my crafts and/or produce at the Tanana Valley Farmers Market (TVFM) Holiday Bazaar on Saturday, December 9th, 2017 from 10 a.m. to 5 p.m. at the Carlson Center. I understand and agree to the rules stated on page two of this application titled Tanana Valley Farmers Market Holiday Bazaar Rules and Agreement.

SIGNED _____ DATE _____

Please return this page with a check for \$125 if you are a TVFMA member or for \$150 if you are not a TVFMA member. Make checks payable to the Tanana Valley Farmers Market Association (TVFMA).

Tanana Valley Farmers Market

P.O. Box 85138

Fairbanks, AK 99708

Spaces will begin to be assigned beginning October 1st 2017

Applications must be returned no later than November 1, 2017.

Applications received after November 1, 2017 will be waitlisted.

Tanana Valley Farmers Market Holiday Bazaar Rules and Agreement

***Due to the bazaar's venue at the Carlson Center, some of the rules vary from the regular TVFMA Policy Manual. Please read them carefully. Vendors with food items are particularly affected.**

1. ***The TVFMA requires that all items for sale must be Alaskan grown, made or produced in order to participate in this event.*** This invitation to participate in the TVFM Holiday Bazaar is for sale of items that are normally sold at the Farmers Market during the summer season. If you have questions concerning whether the items you plan to offer are allowed, please contact the Market Manager at tvfmarket@gmail.com or 456-FARM.

2. Display spaces for the bazaar will be assigned on a priority basis.

FIRST PRIORITY: Active TVFMA members who attended the 2017 market at least 50% of the time during the 2017 market season.

SECOND PRIORITY: Active TVFMA members who attended the 2017 market season less than 50% of the time.

THIRD PRIORITY: Non-participating market members.

FOURTH PRIORITY: Non-market members.

3. The booth fee is \$125 for participants who are paid members of the Tanana Valley Farmers Market Association, and \$150 for those who are not Market members. Two vendors are allowed to share a space. Each vendor must send in a separate application with a note telling us with whom they would like to share a space.

4. Homemade, non-perishable food items are permitted at the bazaar. However, due to the Carlson Center rules, food may not be "ready to eat" (for example, an individual cookie placed

on a napkin). All items must be packaged in a take-away manner and sealed. Free samples are permitted but must be less than one ounce in size. A list of ingredients for each food item offered must be available at your table or labeled on your packaging. All DEC rules regarding your food items and samples must be followed and it is your responsibility to research and comply with them.

5. Due to space considerations, vendor participation in the TVFM Holiday Bazaar is limited. Some spaces will include an electrical outlet. If you need electricity, please note that on the application. Spaces are assigned on a "first come, first serve" basis.

6. All booths will be 10' by 10' with drapes dividing the spaces. Each booth will include one six-foot table and two chairs. Additional tables can be rented from the Carlson Center or provided by the vendor. Vendors are responsible for any other display items, decorations, change, trash can, signs and/or posters for their assigned space. **Absolutely no balloons allowed.** Each booth must have a 2.5-pound ABC fire extinguisher. Vendors must remain set-up until 5 p.m. the day of the bazaar unless they are completely sold out.

7. Vendors are responsible for setting up their display in their assigned space. Set up time is 7 a.m. to 9:30 a.m. the morning of the bazaar. **If you do not check in by 9 a.m. the morning of the bazaar, you will be considered a no-show and your space will be sold to someone else.** Displays must look neat and attractive. Table coverings are required. Please hide all storage containers. Vendors are responsible for cleaning their space after the bazaar is over. All clean-up must be completed by 8 p.m. the day of the bazaar.

8. You may not display items in such a way that interferes with other sellers' space or access to their space. Noise resulting from your display must not interfere with other vendors.

9. You may not have children under the age of 14 running your booth during the bazaar without an adult present. This does not include set up or clean up.

10. An ATM will be available on site. WiFi access will be available to vendors with a password provided by the Carlson Center.

11. Any and all city, state or federal licenses, inspections or permits as required by law of any vendor shall be obtained by the vendors at their own expense prior to the opening of the show. If you are unsure of the requirements, please consult the following links www.commerce.alaska.gov/dnn/cbpl/BusinesslicensinR.aspx or www.fairbanksalaska.us/city-businesslicense-information/.

12. Refund policy for the holiday bazaar is as follows: Cancellations received prior to December 1st 2017 will receive a 100% refund of their Holiday Bazaar fees. Cancellations after December 1st refunds will not be issued.

13. The Tanana Valley Farmers Market Association is not responsible for any liability or loss arising out of the operation of your exhibit and/or sale of your goods or merchandise.