



Colony Christmas Arts & Crafts Fairs 2021 **Vendor Handbook**



<u>Palmer Train Depot</u> 610 S Alaska St Fee: \$250	<u>Mat-Su Borough Gym</u> 350 E Dahlia St Fee: \$175	<u>Mat-Su Senior Services</u> 1132 S Chugach St Fee: \$100
<u>Friday, Dec. 10th, 2021</u> 12-6pm <u>Saturday, Dec. 11th, 2021</u> 10am-6pm <u>Sunday, Dec. 12th, 2021</u> 10am-4pm	<u>Saturday, Dec. 11th, 2021</u> 10am-6pm <u>Sunday, Dec. 12th, 2021</u> 10am-4pm	<u>Saturday, Dec. 11th, 2021</u> 10am-6pm

Timeline

Sept. 7th: Applications to returning vendors go out via email & post.

October 1st: Applications are posted publicly online at www.palmerchamber.org/colonychristmas. A notification post will be sent out via social media and GPCC Newsletter to provide a link to the application.

October 29th: Final confirmations for vendors are sent via email, final payment collection calls will be made and continue up to November 12th deadline.

November 12th: All payments are due. If Vendor is unable to pay registration fees by 5pm November 12th, the GPCC will deny the application and contact the next Vendor on the waitlist.

Application Process & Requirements

- A current City of Palmer (CoP) business license is required to participate. Vendors must provide a copy of the business license with the application. If a Vendor is applying for a Special Event Business License, provide proof of application, and input "SEBL" in place of the license number on the application. Business licenses are cross-referenced by the City of Palmer prior to the event.
- Applications are initially sent via email, to reduce paper waste. The forms are fillable online, and secure online payment options are available. For check or cash payments, please contact GPCC Staff to arrange an application appointment. GPCC Staff is available by appointment to assist those in need of technical support.
- Pricing Information:**
 - Palmer Train Depot:** \$250 [per 9' W x 6' D Booth] *Vendors in the Depot are limited to one booth space.*
 - Mat-Su Borough Gym:** \$175 [per 10' W x 8' D Booth]
 - Mat-Su Senior Services:** \$100 [per 9' W x 6' D Booth]

Vendors with an active GPCC Membership are eligible for a 10% discount on total cost of booth registration fees.

4. ***Application Deposit:*** A \$10.00 non-refundable application fee per booth space must be provided with Vendor application. Once the Vendor application is confirmed, the \$10 fee will be deducted from the Vendor's final booth registration fees and the Vendor will be provided an invoice for the remaining balance. Eligible discounts will be applied to the total registration fees, including the \$10 application fee.
5. ***Booth Assignment/Confirmation:*** First priority of booth assignment will be given to returning vendors from the 2019 Colony Christmas Arts & Crafts Fairs, then to Greater Palmer Chamber of Commerce [GPCC] Members with a Food Truck/Mobile Vendor Membership, and thereafter in order by date received. The GPCC holds the right to deny a Vendor application in the interest of curating a variety of Alaskan handmade products for customers. A waitlist will be made available, and waitlisted Vendors will be contacted at the Coordinator's discretion.
6. Vendors are permitted to share their booth space with another Vendor [with prior approval from the Coordinator], provided both Vendors have CoP business licenses and approved Vendor applications. Subletting booth spaces is not permitted; if a Vendor is present without approved applications and licenses, they and the original Vendor will be asked to remove all personal belongings and vacate the premises immediately, and will not be permitted to participate in any future GPCC market.
7. A confirmation of receipt will be sent at the time of submission. This is not a confirmation of booth placement. A later confirmation of booth placement will be sent via email and post with an attached invoice. Payment is due no later than Friday, November 12, 2021.
8. Payment forms accepted include Cash, Check, or Debit/Credit Card. The GPCC will issue no refunds for cancellations made after Friday, November 12, 2021. Refunds will be issued to the original form of payment, or via check if systematically unable to do so.
9. Vendors are responsible for collecting and remitting the City of Palmer's 3% sales tax. Sales tax is due to the City no later than January 31, 2022.

Operations

1. Setup begins no earlier than 8 AM. Vendors must be ready for customer traffic by 11:30 AM on Friday and 9:30 AM on Saturday/Sunday. Vendor spaces will be marked out with blue painter's tape, and Vendors must ensure their booth and/or product displays do[es] not extend outside of marked spaces. Booth number labels will be taped in the center of the floor of the booth space. Vendors must have all items removed no later than [MSSS] Saturday 12/11 at 8pm, and [Depot & Borough Gym] Sunday 12/12 at 6pm.
2. Vendors must participate in all days of the arts & crafts fairs, single-day booth spaces are not available. Vendors must remain open during operating hours of the fair, which are:

Depot

- Friday, December 10, 2021 - 12:00 pm - 6:00 pm,
- Saturday, December 11, 2021 - 10:00 AM - 6:00 PM
- Sunday, December 12, 2021 - 10:00 AM - 4:00 PM

Borough Gym

- Saturday, December 11, 2021 - 10:00 AM - 6:00 PM
- Sunday, December 12, 2021 - 10:00 AM - 4:00 PM

Mat-Su Senior Services

- Saturday, December 11, 2021 - 10:00 AM - 6:00 PM

3. **Identification:** Vendors will be provided a lanyard badge to identify them as Vendors. No more than two badges will be issued per business.
4. Vendors are required to provide their own table & chairs, as well as any additional equipment needed for product display.
5. Electricity and network connectivity are not guaranteed in any venue. Outlets are available on a limited basis in the Depot; not every outlet works and are limited to one connection per box so the circuit doesn't overload. In the Borough Gym, the same limits apply, and not every spot is located near a power outlet. At Mat-Su Senior Services, Vendors are not permitted to use electrical outlets. Venues do not have WiFi, and we recommend you test your mobile hotspot near these buildings before applying.
6. Nails and staples are prohibited in the venues without exception. Tape and other trash must be removed by the Vendor.
7. **Restrooms:** Vendors are permitted to use the restroom in the Manager's Office of the Depot. A sign will be posted indicating staff and Vendor access only to this area. This area is not to be used for additional storage and customers are not permitted in this area. In the Borough Gym and Mat-Su Senior Services, Vendors may use their badge to cut to the front of the restroom line, and signs will be posted to ask customers to respect this.
8. **Parking:** Vendors will have access to a 15-minute loading/unloading zone near the entrances of all venues. The Borough Gym will have two loading/unloading zones, at the North and West entrances. Mat-Su Senior Services will have two loading/unloading zones at the Main entrance and the South door to the dining hall. Vendors are strongly urged to fully load/unload the vehicle into/out of the booth space, and parking the vehicle before returning to setup the booth. If a Vendor is blocking traffic [and is not actively loading/unloading], the Coordinator may issue one verbal warning for the immediate removal of the vehicle. Failing to act upon the verbal warning will be cause for an Incident Report [see "*Liability & Policy Violation*", item 5]. Parking is permitted on any public street in accordance with City of Palmer Municipal Code. Parking is not permitted in the following lots: The Borough Gym East & West Lots, and the Palmer Train Depot North & West lots. Handicap parking will be made available to Vendors with prior arrangement.
9. Smoking is not allowed inside the buildings, please use designated smoking areas. This includes the use of vaporizers or e-cigarettes.

Advertising Agreement

1. The GPCC will place advertisement for Colony Christmas with local radio stations and print media. The Arts & Crafts Fairs will be highlighted as a featured event. Additionally, full Vendor listings will be made available on the GPCC website at www.palmerchamber.org/colonychristmas. Vendors may provide a website URL or social media handle in their application so that their listing can be linked to the Vendor's own website, otherwise a static listing will be posted.

2. The deadline for marketing information adjustment is November 12th at 5pm. An official Facebook Event will be created by the GPCC no later than November 15th. Vendors are permitted to create their own event to advertise, but must title it "[Vendor Name] at Colony Christmas" and use the Vendor's logo. The Colony Christmas logo may be used in addition to, but not in place of, the Vendor's logo in promotional content.

Liability & Policy Violation

1. *The Vendor and their designee[s] are solely responsible for lost goods due to any cause including, but not limited to: simple loss, water damage, fire, theft, terrorism, vandalism, or an act of God.*
2. *The Vendor and their designee[s] will hold the Greater Palmer Chamber of Commerce and the City of Palmer, Mat-Su Borough, and Mat-Su Senior Services harmless for any damages caused by any injury sustained to their employees or any member of the public during the Arts & Crafts Fair.*
3. *Officers and Directors of the Greater Palmer Chamber of Commerce reserve the right to refuse space to any individual, group or organization, which in their opinion is in poor taste or does not align with the mission of the GPCC. If action by a Vendor requires cancellation of space during the Arts & Crafts Fair, the Vendor will be required to remove everything immediately and vacate the building, and Vendor will forfeit any fees paid without refund.*
4. *Concerns about another Vendor or customer must be reported to the Coordinator for mediation and resolution. Under no circumstances are Vendors permitted to touch the property or persons associated with another Vendor without express permission. Harassment of any nature, including verbal, will not be tolerated and will result in the immediate expulsion of the responsible Vendor. Violations of this policy are grounds for immediate dismissal from the event and future events.*
5. *Violations of the terms of this Handbook are subject to documentation and consequence. Violations will be documented in an Incident Report by the GPCC and initialed by both the Coordinator and the Vendor to acknowledge the breach in policy. Incident Reports will be kept on file with the GPCC and may prevent a Vendor from participation in future GPCC events, either by nature or number of Incidents.*
6. *The GPCC provides equal opportunities to all Vendors and applicants to GPCC markets and events, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

I, [print name] _____, hereby verify that the above information is accurate and complete and that I accept and agree to abide by the terms of this handbook and application, which I have read and understand. I further understand that once accepted, the GPCC will make no refunds for cancellations made by the Vendor after November 12, 2021, and that the GPCC reserves the right to remove or reject any Vendor in noncompliance with the above terms & conditions, at the discretion of the GPCC.

Vendor Signature: _____ Date: _____