



## 2023 Friday Fling Vendor Agreement



Friday Fling was established in 2002 in historic downtown Palmer to grow the community and foster economic development by providing a locally focused shopping destination for residents, visitors and tourists. In our mission to promote the downtown Palmer area, we bring quality produce, crafts, and entertainment together in one of the most beautiful surroundings Alaska has to offer. The Greater Palmer Chamber of Commerce [GPCC] began coordinating the operations of Friday Fling in 2019 in continued efforts to promote local commerce.

### 1. Location & Hours

<p><b>Location:</b></p> <p>Downtown Palmer Pavilion 720 S Valley Way Palmer, AK 99645</p> <p><b>Hours:</b></p> <p>11:00am-6:00pm</p>	<p><b>Dates:</b></p> <ul style="list-style-type: none"> <li>● May 12, May 19, May 26</li> <li>● June 2, June 16, June 23, June 30</li> <li>● July 7, July 14, July 21, July 28</li> <li>● August 4 &amp; August 11</li> </ul>
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Vendors are required to be open for business during market hours despite weather conditions unless prior arrangements have been made with the Market Coordinator [see Section 22 “Cancellation Policy”, Section 15 “Safety & Weather”].

## Application Process & Requirements

### 1. Alaskan Grown/Made in Alaska

The mission of Friday Fling is to promote the commerce of authentically Alaskan goods. Quality Alaskan grown foods and Alaskan-made handcrafted items are the emphasis of Friday Fling, however it can also provide an outlet for other Alaskan-made products. In order to participate, the product must be handmade or showcase original artwork by an Alaskan resident. Food Vendors are exempt but are encouraged to use locally sourced produce in their offerings.

### 2. Product Qualifications

Products sold must be directly grown, harvested, processed, designed, or crafted by Alaskans. A Vendor may declare one sellable item as their “Main Product”; meaning another Vendor will not be permitted to sell this product. A “Main Product” is defined as an item that is 75% of a Vendor’s overall product, and/or is integral to their branding. Priority of protection claims will be given to the Vendor who has completed their application and payment at the earliest time. Protections will last an entire season, regardless of absences [exceptions based on market need for product availability will be determined by the Market Coordinator]. Garage sale type items are prohibited at Friday Fling, though a Vendor with curated vintage/antique items may apply with pre-approval from the Market Coordinator.

The sale or display of live animals is prohibited. The Friday Fling Market Coordinator and GPCC Staff reserve the right to prohibit products with objectionable images, messages, or product implications to be sold. Product images must be uploaded with the Vendor application.

### **3. Vendor Categories**

**Craft Vendors:** Craft Vendors are defined as those whose products consist of handmade crafts or artist-designed art or apparel. Vendors selling pre-packaged foods approved by the Alaska DEC [jams/jellies, baked goods, etc.] will still qualify as a craft Vendor. Cottage-type snack foods with cooking stations on-site will need to apply as a food Vendor to accommodate for the extra space needed to keep the required distance necessary to maintain Palmer Municipal Fire Code [click here to view directly, or view it from the Market Vendor Hub at [www.palmerchamber.org/vendorinfo](http://www.palmerchamber.org/vendorinfo)].

**Food Vendors:** Food Vendors are defined as those whose products consist of food prepared on-site, utilizing a cooking apparatus. Pricing for food Vendors is based on the size of the Vendor setup, either with a tent or a truck. A food Vendor’s “Main Product” can be their entire cuisine genre [i.e., BBQ, Thai, Mexican, Cajun], if that is over 75% of their product and/or integral to their brand. A food Vendor may select a side dish or beverage as their “Main Product”, as long as it is integral to their brand. Food Vendors must provide their entire seasonal menu during application. Specials are exempt from “Main Product” protection, as long as the special is not sold in consecutive weeks. Non-food items for sale must be approved by the Market Coordinator prior to their sale.

**Farm Vendors:** Farm Vendors are defined as those selling products directly farmed via agriculture or animal husbandry [i.e. eggs], with the exception of honey farmed by apiarists. This also excludes other pre-packaged farmed products intended for off-site consumption [such as jams/jellies, nectars, and pickled vegetables]. If a Farm Vendor is selling items purchased from another non-Vendor [not to exceed 10% of their sellable goods], signs must be

displayed by Vendor attributing credit to the sources of all products. Farm Vendors are uniquely exempt from the Cancellation policy [see Section 22, "Cancellation Policy"], due to the Market Coordinator's supreme lack of ability & desire to control Mother Nature. However, Farm Vendors are asked as a courtesy to let the Market Coordinator know about cancellations with as much advance notice as is possible, so attempts can be made to fill the spot with another Vendor.

Multiple booth types may be purchased, but a Vendor must purchase the appropriate type of space for its intended use. For example, if a Farm Vendor wishes to have a 10ftx10ft food tent in addition to their 10ftx10ft farm tent [for a total 20'x10ft area] so they can make dishes from their farm-fresh produce, they would need to purchase one food tent booth space and one farm booth space. If the Vendor in the above example wishes to have a single 10x10 booth where both cooking and selling of produce occurs in the same space, the Vendor will be charged the Food Vendor rate. This allows the Market Coordinator to factor in the additional space needed to accommodate cooking apparatuses and create the necessary space to maintain City of Palmer Fire Code compliance.

#### **4. Application and Confirmation Process**

**Application Availability:** Invitations to apply for the 2023 Friday Fling season will be sent via email to Vendors who participated in at least three Fridays in 2022. Returning Vendor invitations will be sent out January 31st, 2023. Public access to applications will be made available beginning February 28th, 2022. The GPCC reserves the right to not extend an invitation to Vendors who have participated in the 2021 Friday Fling season, at the GPCC's discretion.

Vendor applications are available and processed online via the GPCC's Friday Fling webpage at [www.palmerchamber.org/fridayfling](http://www.palmerchamber.org/fridayfling). This application will have required fields, including document and image uploads. Supported document types include: .pdf, .docx, .img, .jpeg, .png. If a Vendor would like to apply in person, please contact the GPCC office to schedule an appointment.

**Confirmation Process:** When a Vendor submits their application online, they will be shown a confirmation page that the application went through successfully. An option to "Send confirmation email to registrant" is checked by default, but a Vendor can opt out of this confirmation email at the time of submission. The GPCC will review the application and contact the Vendor via phone or email for any additional information needed to approve the application. If a Vendor is unable to meet the market requirements outlined in this document,

they will receive a call and email from GPCC staff notifying them of the application denial. When a Vendor is approved, they will receive an email from GPCC staff with an invoice for their registration fees attached. Accepted methods of payments are defined in the following section, “Booth Pricing”.

**Waitlist:** When insufficient space is available, Vendors may continue to submit applications. Instead of receiving a confirmation email from the Market Coordinator, the Vendor will receive an email informing them of their placement on the waitlist. If space is found for a waitlisted Vendor, the Market Coordinator will contact Vendors on the waitlist by phone to find a replacement. The Market Coordinator will not leave a voicemail, they will simply move to the next Vendor. Placement will be offered to the first Vendor who accepts the Coordinator’s call and pays for their booth fee.

### 5. Booth Pricing

Pricing tiers for Vendor rates are available based on the type of Vendor and the number of weeks committed. Incentives for full-season [minimum of 10 weeks] and half-season commitments [minimum of 6 weeks] are available in the form of discounted pricing per week [please regard Fig.1-4 below].

**Fig. 1, Craft Vendor Rates [with GPCC membership]**

# Of Booths	1 WEEK	2 WEEKS	3 WEEKS	4 WEEKS	5 WEEKS	6 WEEKS [HALF-SEASON]	7 WEEKS	8 WEEKS	9 WEEKS	10 WEEKS [FULL-SEASON]	11 WEEKS	12 WEEKS	13 WEEKS
1	\$67.50	\$135	\$202.50	\$270	\$337.50	\$270	\$337.50	\$405	\$472.50	\$495	\$495	\$495	\$495
2	\$135	\$270	\$405	\$540	\$675	\$460	\$675	\$810	\$945	\$990	\$990	\$990	\$990
3	\$202.50	\$405	\$607.50	\$810	\$1012.50	\$810	\$1012.50	\$1215	\$1417.50	\$1485	\$1485	\$1485	\$1485

**Fig. 2, Craft Vendor Rates**

# Of Booths	1 WEEK	2 WEEKS	3 WEEKS	4 WEEKS	5 WEEKS	6 WEEKS [HALF-SEASON]	7 WEEKS	8 WEEKS	9 WEEKS	10 WEEKS [FULL-SEASON]	11 WEEKS	12 WEEKS	13 WEEKS
1	\$75	\$150	\$225	\$300	\$375	\$300	\$375	\$450	\$525	\$550	\$550	\$550	\$550
2	\$150	\$300	\$450	\$600	\$750	\$600	\$750	\$900	\$1,050	\$1,100	\$1,100	\$1,100	\$1,100
3	\$225	\$450	\$675	\$900	\$1,125	\$900	\$1,125	\$1,350	\$1,575	\$1,650	\$1,650	\$1,650	\$1,650

**Fig. 3, Food Vendor Rates**

Pricing Tier	1 WEEK	2 WEEKS	3 WEEKS	4 WEEKS	5 WEEKS	6 WEEKS [HALF-SEASON]	7 WEEKS	8 WEEKS	9 WEEKS	10 WEEKS [FULL-SEASON]	11 WEEKS	12 WEEKS	13 WEEKS
<b>Tier 1</b> 10ft Tent	\$100	\$200	\$300	\$400	\$500	\$450	\$550	\$650	\$750	\$800	\$800	\$800	\$800
<b>Tier 2</b> 15'-25' Truck	\$175	\$350	\$525	\$700	\$875	\$750	\$925	\$1100	\$1275	\$1300	\$1300	\$1300	\$1300
<b>Tier 3</b> >25' Truck	\$250	\$500	\$750	\$1000	\$1250	\$1200	\$1450	\$1700	\$1950	\$2000	\$2000	\$2000	\$2000

**Fig. 4, Food Vendor Rates [with GPCC membership]**

Pricing Tier	1 WEEK	2 WEEKS	3 WEEKS	4 WEEKS	5 WEEKS	6 WEEKS [HALF-SEASON]	7 WEEKS	8 WEEKS	9 WEEKS	10 WEEKS [FULL-SEASON]	11 WEEKS	12 WEEKS	13 WEEKS
<b>Tier 1</b> 10ft Tent	\$90	\$180	\$270	\$360	\$450	\$405	\$495	\$585	\$675	\$720	\$720	\$720	\$720
<b>Tier 2</b> 15'-25' Truck	\$158	\$315	\$473	\$630	\$788	\$675	\$833	\$990	\$1148	\$1170	\$1170	\$1170	\$1170
<b>Tier 3</b> >25' Truck	\$225	\$450	\$675	\$900	\$1125	\$1080	\$1305	\$1530	\$1755	\$1800	\$1800	\$1800	\$1800

Farm Vendors pay a Fixed rate of \$25 per week for each 10ft x 10ft booth space.

Pricing is for a 10ft x 10ft booth space in the Pavilion Parking lot or on S Valley Way, or a 9ft x 9ft space under the pavilion. Vendors may purchase multiple booth spaces in order to accommodate a larger setup. Partial booth spaces are not available for purchase. Vendors may share a space; however each Vendor must have a business license and their own application submitted and deposit paid [in this case, the deposit serves as a processing and advertising fee]. There will be no subletting of spaces. All fees are non-refundable.

### 6. Payment & Invoicing

A \$50 non-refundable deposit is required for all Full-Season and Half-Season Vendors at the time of application. Deposits can be paid online via debit/credit card. If a Vendor needs to arrange another payment method for the deposit fee, please contact GPCC staff to schedule an appointment to apply in-person.

**Payment Due Dates:** Full-Season and Half-Season commitments also allow the Vendor to spread their total balance over multiple payments. 50% of the total balance must be paid by April 3rd, 2023. The remaining balance is due May 1st, 2023. Single-week Vendors will pay for one week at the time of application, and will be invoiced for additional dates, payment for which is due May 1st, 2023. Single-week Vendors are placed on a first-come, first-serve basis to those with completed and approved applications. Vendors may not set up unless applications are approved, business/food-handling licenses are provided, and fees are paid by above deadlines.

**Invoice Delivery & Payment:** When a Vendor's application is approved, they will receive a confirmation email from the Market Coordinator with the invoice for their total balance attached. The invoice has a clickable link that can be used to pay via credit/debit card through a secure online payment portal. A Vendor can pay in increments via this portal and can use the same link to later return and submit other payments. Payment via check and cash is also accepted. Make checks payable to Greater Palmer Chamber of Commerce [GPCC]. Cash payments must be delivered in person to GPCC staff, do not send cash through the mail. Should the bank for any reason return a Vendor's check, there will be a \$25.00 fee assessed. This fee and the face amount of the check must be paid in cash, money order or cashier's check to the Market Coordinator within five days and prior to the Vendor's entry to another market day.

**GPCC Member Discount:** Available for Vendors with an active GPCC Membership [\$100/year]. Vendors interested in joining the GPCC can sign up at [www.palmerchamber.org/joininfo](http://www.palmerchamber.org/joininfo). Members will receive a 10% discount off of their total registration fees. Questions about joining the GPCC can be directed to the GPCC office at 907-745-2880 or [info@palmerchamber.org](mailto:info@palmerchamber.org).

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## Operations

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### 7. Booth Assignment

Please review the Friday Fling Map available for reference on the Friday Fling website, [www.palmerchamber.org/fridayfling](http://www.palmerchamber.org/fridayfling). Vendors may lease a 9ft x 9ft booth under a covered pavilion or a 10ft x 10ft open air space.

- Full-Season and Half-Season Craft Vendors will be given space preference in Booths P1-P49 [except P18-19], V54-V61 and V69-V76.\*

- All Food Vendors will be placed in Booths V1-14 and V20-37, with use of V54-V61 and V69-76 used as overflow when space is available.
- Farm Vendors will be placed first in Booths V15-19 and V38-42, but can request a booth in the Craft Vendor area if so desired [with the exception of P18-P19].
- Non-Profit Organizations will be scheduled weekly in the reserved space P17
- Active GPCC members will be scheduled weekly in the reserved space P18

**\*P=Parking Lot/Pavilion, V=Valley Way**

It is the Vendor's responsibility to ensure that adequate space is leased for the size of canopy or tent and inventory to be used by the Vendor [see Section 4 "Vendor Categories", Section 6 "Booth Pricing"]. Grass areas behind Vendor spaces are not included in the rented space. The grass will not be a part of Vendor's space for preparation, sales or storage area [generators are permitted].

Placement requests will be prioritized as follows: Returning Vendors, followed by GPCC Members, and finally requests made in chronological order. Every attempt will be made to locate returning Vendors to their prior or requested location, however, since placement is made on a first-come first-serve basis, the GPCC does not guarantee that a Vendor will be placed in the same booth location as previous years or even previous weeks within the same season, and the Market Coordinator will not shift any confirmed Vendors without their verbal or digitally written consent. Questions regarding correct booth placement must be brought to the Market Coordinator' attention prior to the setup of the Vendor's booth. The Market Coordinator will order a Vendor to relocate if they are incorrectly set up, even if the Vendor has completed assembly of their booth space. The Market Coordinator reserves the right to deny placement requests based on the needs of the market as determined by the Market Coordinator, such as to reduce noise pollution or create a more effective pedestrian walkway.

**8. Vendor Setup**

Setup begins at 8 a.m. and is to be completed before 11 a.m. If a Vendor does not arrive by 9:30 a.m. or does not call/email to inform the Market Coordinator that they will be arriving late, they will be subject to the Cancellation Policy [see Section 22 "Cancellation Policy"].

Vehicles are not permitted on lawn areas during setup [or day-parking]. Vendors must not set equipment on sidewalks or other pathways so as to restrict pedestrian traffic. Please be courteous to other Vendors around you trying to set up. We strongly recommend that Vendors unload their entire vehicle before assembling the booth, parking the vehicle, and then returning to assemble their booth.

**9. Public Restrooms**

Available on East Elmwood Ave just beyond the Palmer Museum. For any concerns about the public restrooms, please contact the City of Palmer Public Works Department at

907-745-3400 for the most immediate assistance. The Market Coordinator and GPCC staff do not have access to the restroom's supply closet.

### **10. Vendor Booth Display & Recommended Equipment**

Each Vendor is responsible for their own method of display. Shelters should be sturdy and must be weighted against winds [100lbs minimum for Palmer wind conditions]. The Market Coordinator may request that questionable shelters be removed. No tables or chairs will be provided for Vendors. There are no electrical outlets for use by Vendors. Vendors must indicate on the application that a generator will be used. Generators must be rated to output fewer than 70 decibels. Vendors using a generator will be asked to submit the make and model of their generator with their application. If a generator is found to be in violation of the decibel restrictions, the Vendor will be asked to cease operations until measures are taken by the Vendor to dampen the sound, at the Vendor's expense.

**Food Vendors** are required to provide one [1] lined garbage can [32 gal minimum], to be regularly emptied by the Vendor.

**Pavilion Vendors:** For Vendors requesting a booth space under the pavilion, please be advised that because the spaces are slightly smaller at 9ft x 9ft, a covered canopy tent is not permitted for use in setup. The pavilion offers its own coverage from the elements, but if a Vendor is concerned and wishes to use a canopy, the Market Coordinator will not place that Vendor under the pavilion.

Displays of a professional appearance are highly encouraged, including table coverings and clear signage with the business name. Vendors should plan for inclement weather by having ready for use: a waterproof shelter, weights [100lbs minimum total for Palmer wind conditions], and other items necessary for operation during a variety of weather conditions [see Section 15 "Safety & Weather"]. Bring your sunscreen, bring your galoshes, and sometimes bring both on the same day, because it's Alaska!

### **11. Vendor Parking**

Parking areas closest to the market should remain available for customers; if they find the market inaccessible [and then spread the word], every Vendor loses out on sales. The City of Palmer has repeatedly asked that the Museum & Library parking lots not be used by Vendors for long-term parking during the day. Fortunately, Palmer has free street parking! Recommended street parking includes E Elmwood Ave, and E Fireweed Ave. S Alaska St and S Colony Way are also frequented by the shared customers of Friday Fling and businesses on



those streets, so the GPCC asks that Vendors avoid parking there to continue fostering harmonious relations with other businesses.

Again, Vendor parking is not permitted in the Palmer Public Library, or the Palmer Museum of History & Art parking lots. Handicap Access Parking is available in the Palmer Museum of History & Art parking lot, but a Vendor must have a current and prominently displayed Handicap Access tag.

All vehicles must be outside of the market area before 10:30am. Vehicles are not permitted to re-enter the market area [indicated by yellow barricades] until 6:15pm. **NO EXCEPTIONS.** It is understandable that you wish to leave after a long day, but to some Vendors, those last-minute shoppers are crucial. Have some common courtesy, and wait the extra 15 minutes so those last transactions can be completed and most of the customers have dissipated. It should go without saying, but this is also a safety concern for pedestrians.

### **12. Vendor Booth Disassembly**

Vendors are prohibited from breaking down their booth before the close of the Friday Fling at 6pm. Vendor booths should be completely removed by 8pm. Vendors are responsible for cleaning their space, including the removal of all furniture, equipment, trash, plant debris and all other property. All cans and debris are to be removed by the Vendor. One 8-yard dumpster will be contracted from the City of Palmer and located at the Palmer Museum of History & Art for Vendor use. If the dumpster is full by day's end, the Vendor is responsible for removing their trash from the premises. The dumpster will be emptied weekly.

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## **Required Documentation, Safety & Liability**

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### **13. Permits & Sales Tax**

Each Vendor is responsible for all aspects of sales and cash flow, including data connectivity. All Vendors must obtain a business license with the City of Palmer and collect the City sales tax. Vendors are responsible for payment of the tax to the City of Palmer. Before the start of the season, the Market Coordinator will partner with the City of Palmer Department of Finance to ensure that all Vendors are licensed to operate. Vendors are responsible for complying with all City, State, and Borough licensing requirements. All Vendors must clearly display a sign stating their business name. Signs must be legibly presentable and displayed in a safe manner. Vendors selling regulated products [D.E.C., U.S.D.A., ADF&G, etc.] must have permits and certificates clearly displayed on site.

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### **Permit & License Resources:**

#### **City of Palmer Business License:**

<https://www.palmerak.org/Finance/page/business-license-information>

#### **Mat-Su Borough Business License:**

<https://matsugov.us/business-licenses>

#### **State of Alaska Business License:**

<https://www.commerce.alaska.gov/web/cbpl/businesslicensing.aspx>

#### **[Food Vendors] Food Establishment Permit:**

<https://dec.alaska.gov/eh/fss/food/opening/>

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### **14. Safety & Weather**

Vendors agree to keep any open flame, or other combustible material[s] away from any canopy or covering, conform to all fire safety requirements, and to maintain an operable and appropriate fire extinguisher on Vendor's premises. Furthermore, Vendors will be responsible for ensuring their tents, tables, inventory, and other items located in their space are securely anchored. Vendors remain solely responsible for any damages caused by items within their leased space and are encouraged to obtain liability insurance in sufficient amounts to cover such potential damages. Food Vendors who are cooking on premises will need to purchase an additional booth space for their cooking apparatus to maintain space from surrounding structures, in accordance with the City of Palmer's Municipal Fire Code. Vendors are encouraged to review the code compliance Vendor handbook compiled by the City of Palmer, accessible online here: <https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/1565/2022/01/Friday-Fling-Fire-Code.pdf>

**Inclement Weather:** Friday Fling is an outdoor market in the frequently volatile weather conditions of Palmer, Alaska. Friday Fling goes on rain or shine, and will not be canceled unless weather conditions lead the National Weather Service to issue a warning.

### **15. Food Safety**

All Vendors providing food items [regardless of Vendor category], are required to have a current food establishment permit filed with the State of Alaska's Division of Environmental

Health [<https://dec.alaska.gov/eh/fss/food/opening/>]. Active permits must be submitted with Vendor application and prominently displayed during Vendor operations.

Produce must be displayed at least 6” off the ground. Produce should be in reasonably clean condition. Vendors who wish to advertise their produce as organic must be certified under the U.S.D.A. National Organic Program [<https://www.ams.usda.gov/services/organic-certification/becoming-certified>].

## **16. Minors**

All children must be supervised by a parent or guardian. Children younger than 16 selling a product should be supervised by a parent or guardian. Children who are disorderly or do not use their selling space properly will be asked not to return as Vendors.

## **17. Banned Substances/Smoke-free Policy**

Smoking is not allowed on the Friday Fling lot, including S Valley Way contained within City of Palmer barricades, and the green space near the gazebo and pavilion. 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 Friday Fling. 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. Violators of this clause will be subject to ejection from premises by the Market Coordinator or GPCC Staff.

## **18. Advertising**

The Market Coordinator will devise and implement an advertising and promotional program to encourage visitors and residents to regularly participate in the festivities and to shop at Vendor’s booths as well as established downtown facilities. Quantity of advertising will be dependent upon available revenues from grants, sponsorships, and booth rentals. The Market Coordinator will advertise through radio partners, and on digital platforms, and will devise a schedule as deemed appropriate by the GPCC. The Market Coordinator hosts a central Friday Fling website and Facebook account to streamline communication from individual event dates.

Vendor Advertising: Vendors must adhere to advertising guidelines to alleviate customer confusion and ensure that general Friday Fling queries are fielded by the appropriate GPCC staff member. Vendors publishing their own advertising must ensure their event is not mistaken for the official event homepage. “[Vendor] at Friday Fling” is an approved title for individual Vendor advertising. Additionally, while the Friday Fling logo may be used in tandem with the Vendor logo for promotional use, the Friday Fling logo must not be the most prominent. The Market Coordinator reserves the right to request a Vendor alter their advertising strategy/design to comply with the above clause.

### **19. Friday Fling Enforcement**

While the Market Coordinator will devote energy to enforcement of the provisions of the Vendor Agreement, Vendors shall not hold them responsible for any real or perceived lack of enforcement of such provisions. The Market Coordinator and GPCC Staff have the authority and discretion to grant exceptions to policies on an individual basis. Suggested improvements or changes to existing policy may be made in writing and given to the Market Coordinator.

### **20. Conflicts & Vendor Concerns**

Where verbal direction or policy may be interpreted to conflict with the Vendor Agreement, the written policies shall be the prevailing authority. If any Vendor has concerns about other Vendors or operations of Friday Fling, they may submit a written grievance to the GPCC Board of Directors. The board will acknowledge the grievance and recommend, in a timely manner, a possible solution to the situation.

### **21. Cancellation Policy**

Vendors are required to give no less than 24 hours notice for any cancellations. Acceptable methods of notice include: phone call, voicemail, email. Failure to notify the Market Coordinator or GPCC Staff will result in a forfeiture of that day’s vendor fees, and a \$50 cancellation fine. Fines must be paid before the Vendor is permitted to continue participation in Friday Fling. If a vendor has not paid fines by season’s end by 6pm on August 11th, 2023, the Vendor will not be permitted to apply for the following 2024 season.

### **22. Release and Agreement Not to Sue**

Vendor releases and forever discharges Friday Fling, the City of Palmer, the Greater Palmer Chamber of Commerce, their agents, employees, contractors, and their successors in interest [hereinafter collectively referred to as “Releases”] from all actions, suits, claims, demands, and damages of every kind and nature, whether special, incidental, consequential or otherwise, mature or to mature in the future, arising out of or in any way connected with the relationship created by the Vendor Agreement between the Vendor and Friday Fling.

### 23. Acceptance of Vendor Agreement

Vendors will upload a signed copy of the last page of the Vendor Agreement during the time of application. Additionally, Vendors will check “yes” on the Vendor Agreement question in the application. Vendor agrees to comply with all terms defined in the Vendor Agreement.

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#### Market Coordinator Contact Information

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The Market Coordinator is available Monday-Friday, 9am-5pm. The Market Coordinator will receive communication via phone call or email. Text messages and direct messages through social media platforms will not be acknowledged. The Market Coordinator will respond to general public inquiry messages on the official Friday Fling social media accounts but will not conduct official Vendor business through social media. A Vendor using unapproved channels to communicate will be redirected to the approved channels to send their request, and no action will be made on the message until it is received through approved channels.

#### Market Coordinator

**Ashlynn Eiman**

Phone: 907-745-2880

Mobile: 907-521-6415

Email: [info@palmerchamber.org](mailto:info@palmerchamber.org)

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#### Signature & Agreement of Terms

*By signing this agreement, Vendor agrees to adhere to the above-defined terms of agreement.*

Print Name:

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Signature:

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Date:

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