



Colony Christmas Arts & Crafts Fair 2023 Vendor Handbook

Event Dates: December 8th, 2023 to December 10th, 2023

Hosted By: Greater Palmer Chamber of Commerce (GPCC)

Event Overview: A time-honored tradition, Colony Christmas offers a weekend-long community holiday event. The Arts & Crafts Fair is one component of the festivities. The Fair takes place across two venues including the Palmer Train Depot and the Mat-Su Borough Gym. This document outlines the application process for Vendors, important dates, venue information, advertising information and policies. Vendors are required to read and sign the Handbook as part of the Vendor application process. Please contact Greater Palmer Chamber of Commerce (GPCC) staff with any questions.

Venue and Booth Information

	Palmer Train Depot 610 S. Alaska St. Fee: \$300 The GPCC board has voted to reduce this fee to <u>\$200</u> to help with insurance costs- 10/20/23. (For all 3 days)	Mat-Su Borough Gym 350 E. Dahlia Ave. Fee: \$200 per booth The GPCC board has voted to reduce this fee to <u>\$175</u> to help with insurance costs- 10/20/23. (For both days)
Friday, Dec. 8	Set up: 8am-11:30am Event: Noon-6pm	N/A
Saturday, Dec. 9	Set up: 8am-9:30am Event: 10am-7pm	Set up: 8am-9:30am Event: 10am-5pm
Sunday, Dec. 10	Set up: 9am-10:30am All items must be removed by 6pm Event: 11am-4pm	Set up: 9am-10:30am All items must be removed by 6pm Event: 11am-4pm
Booth dimensions	9'W X 6'D Limit one booth per Vendor at the Depot.	10'W X 8'D Vendors may purchase no more than 2 booth spaces at this venue.

Vendors with an active GPCC membership are eligible for a 10% discount on the total cost of booth registration fees. Deduction applied after booth assignments have been confirmed.

Important Dates

October 2

- Notification of application availability is distributed to returning Vendors via email.



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October 20

- Applications are available to the public online at www.palmerchamber.org/colonychristmas. Hard copy applications are available for pick up at the Greater Palmer Chamber of Commerce Office.

October 27

- Returning vendors will need to upload their Certificate of Insurance to Market Spread if approved into the market.

November 1

- Deadline for Vendors to register for booth space and complete application form.
- If the vendor is engaged in food manufacturing or sales, the vendor shall provide the GPCC with copies of any required state of Alaska food certifications and permits no later than November 1st.

November 17

- All Vendor registration fees are due by 5pm. Vendors who have not completed payment by this time will be removed from the event and their booth space(s) will be delegated to the next Vendor on the waitlist.
- Last call for marketing adjustments. Website URL and/or social media handles provided during the application process will be listed on Colony Christmas promotional materials unless otherwise specified.
- No refunds regarding vendor fees will be issued after this date.

Application Process and Requirements

1. **Business license 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, please 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.
2. **Application submission** – Application and forms are fillable online with secure online payment options available. Please contact GPCC staff to coordinate a check or cash payment. GPCC staff are available by appointment to assist those in need of technical assistance with the application.
3. **Liability and insurance**- The vendor shall be liable for any damage or injury caused by its products, services, or actions during the event. The vendor shall maintain general liability insurance with coverage of at least \$1 million of general liability insurance and at least \$2 million dollars of aggregate insurance during the event and provide a Certificate of Insurance to the GPCC as proof. The GPCC shall also be added as “additionally insured” to the plan. The Certificate of Insurance must be uploaded to Market Spread within one week of being approved into the market. The deadline for returning vendors to upload insurance proof will be October 23rd.
4. **Registration deposit** – A \$15 non-refundable application fee *per booth* space must be provided with the Vendor application. The \$15 fee will be deducted from the Vendor’s final invoice, provided once booth space has been assigned.



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5. **Vendor confirmation process** – After both the Vendor application *and* non-refundable deposit have been submitted, the application will be reviewed by GPCC staff. The GPCC reserves the right to deny a Vendor application in the interest of curating a variety of Alaska handmade products for attendees. In the event Vendor applications exceed event capacity, GPCC staff will develop a waitlist and place additional applications on the waitlist in order of receipt. Vendors who have secured booth space or been added to the waitlist will receive communication from GPCC staff confirming application receipt. Please note the confirmation email is not a confirmation of booth assignment. A confirmation of booth placement will be sent later via email with an attached invoice.
6. **Booth assignment and invoicing** – GPCC staff begin assigning booth space as applications are reviewed and received. Once booth space has been assigned, Vendors will be provided with an invoice for the remaining balance. At this time, eligible discounts will be applied to the total registration fees, including the \$15 application fee. Priority of booth assignment will be given to returning Vendors from the 2022 Colony Christmas Arts & Crafts Fair, then to Greater Palmer Chamber of Commerce members and thereafter in order by date received. Payment for booth space is due by November 17, 2023, at 5pm.
7. **Sharing booth space** – Vendors are permitted to share booth space with another Vendor with prior approval from GPCC staff. Both Vendors must have CoP business licenses and approved Vendor applications. Subletting booth spaces is not permitted. If a Vendor is present without an approved application or license, both the original applicant and the Vendor sharing the booth space will be asked to remove all personal belongings and vacate the premises immediately. Both Vendors will not be permitted to participate in future GPCC markets.
8. **Payment to GPCC** – Payment forms accepted include debit/credit card, cash, and check. Refunds will be issued to the original form of payment or via check if systemically unable to do so.
9. **City of Palmer sales tax** – 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, 2024.
10. **Cancellation policy** – No refunds will be issued for cancellations made after Friday, November 17, 2023.

Event Operations

1. **Set up** - Set up begins no earlier than 8am on all days during the event. Vendors must be ready for customer traffic 30 minutes prior to opening time each day. 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 to the center of the floor of the booth space.
2. **Loading and unloading** – Vendors will have access to a 15-minute loading/unloading zone near the entrance of all venues. Vendors are required to fully load/unload the vehicle into/out of the booth space and park the vehicle before returning to the booth space. If a Vendor is blocking traffic, and not actively loading or unloading, GPCC staff may issue a 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 and Policy violation, item 5].



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- a. **Depot** will have loading/unloading available at the main entrance.
- b. **Borough Gym** will have two loading/unloading zones. One at the North entrance and one at the West entrance of the building.
3. **Parking** - Parking is permitted on any public street in accordance with the City of Palmer Municipal Code. Parking is *not* permitted in the following lots: The Borough Gym East and West Lots, the Palmer Depot North, and West lots.
4. **Operating hours** - Vendors must participate in all three days of the Arts & Crafts Fair at the Train Depot and both Saturday and Sunday at the Borough Gym. No single-day booth spaces are available for vendors. Vendors must remain open during operating hours at their corresponding venue(s) which are:
 - a. **Depot**
 - Friday, December 8, Noon-6pm
 - Saturday, December 9, 10am-7pm
 - Sunday, December 10, 11am-4pm
 - b. **Borough Gym**
 - Saturday, December 9, 10am-5pm
 - Sunday, December 10, 11am-4pm
5. **Identification** - Vendors will be provided with a badge to identify them as a Vendor. Up to two (2) Vendor badges will be issued per business.
6. **Table, chairs, and supplies** - Vendors are required to provide their own table and chairs as well as any additional equipment needed for product display.
7. **Electricity, connectivity, and Wi-Fi** - Electricity and network connectivity are not guaranteed at any venue. Outlets are available on a limited basis in the Depot and Mat-Su Borough Gym. In both the Depot and the Gym, outlets are limited to one connection per box to prevent overloading a circuit. Outlets are not guaranteed to work. Venues do not have Wi-Fi and the GPCC recommends Vendors test mobile hotspots near these venues prior to event set up.
8. **Booth space construction** - Nails and staples are prohibited in all venues. No exceptions. Tape and other trash must be removed by the Vendor.
9. **Restrooms** - Vendors are permitted to use the restroom in the manager's office of the Depot. A sign will indicate staff and Vendor accessible restrooms in this area. This area is not to be used for additional storage and customers are not permitted in this space. In the Mat-Su Borough Gym, Vendors may use their badge to cut to the front of the restroom line. Signs will be posted to ask event attendees to respect this.
10. **Tear down** - Vendors must have all items removed no later than Sunday, December 10 at 6pm. Vendors shall not begin tear-down until the event's official closing time. (See schedule for closing times).
11. **Smoking** - Smoking, e-cigarettes, vaping, etc. is not allowed inside the buildings. Please use designated smoking areas.

Advertising Agreement



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Print, Radio, and Web

The GPCC will place advertisements for Colony Christmas with local radio stations and print media. The Arts & Crafts Fair 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 their listing can be linked to the Vendor's own website. If no website or social media handle is provided, a static listing will be posted. The deadline for marketing information adjustment is November 17 at 5pm.

Facebook Event

An official Colony Christmas Facebook Event will be created by the GPCC no later than November 22, 2023. Vendors are permitted to create their own Facebook 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 and 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, and the Mat-Su Borough 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 GPCC 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 and values 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. The Vendor will forfeit any fees paid without refund.*
4. *Concerns about another Vendor and/or customer must be reported to GPCC staff for mediation and resolution. Under no circumstances are Vendors permitted to touch the property or persons associated with another Vendor with 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 GPCC staff 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 identify or expression or any other characteristic protected by federal, state, or local laws.*
7. *The vendor shall comply with all applicable federal, state, and local laws and regulations, including health and safety requirements, permits, and licenses.*



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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 issue no refunds after November 17, 2023. The GPCC reserves the right to remove or reject any Vendor in noncompliance with the above terms and conditions, at the discretion of the GPCC.

Vendor Signature: _____ Date: _____
Business Name: _____