

NORTH POLE COMMUNITY CHAMBER OF COMMERCE

2011 Winter Festival Holiday Bazaar

Dec. 3, 10 am – 5 pm, North Pole Plaza Mall

PH (907) 590-3334 PO Box 55071 North Pole, AK 99705 FAX (907) 488-3002

This is a one-day bazaar, sponsored by the North Pole Chamber of Commerce in conjunction with the NP Winter Festival. We have spaces for approximately 35 vendors at the bazaar, and will be advertising the Winter Festival activities in the media prior to the event. The annual fireworks display is scheduled for 5 pm, just after the bazaar, in the Plaza parking area, and the Candle Lighting ceremony will be held Sunday, Dec. 4th at NP High School. We hope to see you there!

Vendor applications will be accepted by mail until November 29th. After November 29, reservations for any unfilled spaces may be hand-delivered to North Pole City Hall. Spaces will be assigned on a first come basis, according to postmark date of received application. To reserve your space mail your application to Holiday Bazaar, NP Chamber of Commerce, P O Box 55071, North Pole, AK 99705.

Once your application is received, an email or postcard will be sent confirming your reservation.

Cancellations: You must cancel by November 29th to receive a refund.

Vendor spaces are all 8' wide by 4' deep. You must provide your own table, chairs, displays, a booth trash container, and any other items needed for your booth operation. All display items must be safe, fit within your space, and may not block visibility of nearby vendors.

Access & Electricity: Fire extinguishers and exits must have free access. All mall shops must have free access to their doors, and some stores require window visibility as well. No cords or other obstructions may be placed in the walkways. Electricity is limited to 500 watts per booth and is assigned in advance. Vendors are responsible for supplying their own extension cords. Outlets are limited and are distributed on a first come first serve basis.

Booth set up: Booth setup will be from 8 a.m. to 10 a.m., Saturday morning, Dec. 4th. The NP Chamber booth will be located near a main mall entrance, and will be your check-in point when arriving. Please check in by 9:30 a.m., or your space may be reassigned to another vendor. Spaces are pre-assigned, so you will need to set up in your designated space only. If you have questions, please see Sharon at the Chamber booth.

Take down: Take down is from 5 – 6:30 pm. Please respect fellow vendors by remaining open until the end of the bazaar at 5 pm. You must clean your area thoroughly, placing all trash in provided bins, removing tape, and wiping any spills up. We cannot be responsible for lost or left items.

Baked Goods and D.E.C. Regulations: All food vendors, home and commercial, must comply with D.E.C. regulations. The bazaar is subject to inspection by the Department of Environmental Conservation per Regulation 18AAC30. Please ensure your foods comply with regulations by calling Sandy at DEC, phone 451-2120.

Only one vendor with a particular trademark product will be accepted. Your check will be refunded if your trademark product has already been assigned to another vendor. Assignment of trademarks will be made on a first come basis.

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<i>Name:</i> _____	<i>Company/Org.</i> _____
<i>Mailing Address:</i> _____	
<i>Phone:</i> _____	<i>Email:</i> _____
<i>Type of booth:</i> _____ <i>Craft</i> _____ <i>Trademark product*</i> _____ <i>Food**</i> _____ <i>Other</i> _____ <i>*Note: Only one vendor with a particular trademark product will be accepted.</i> <i>Your check will be returned if your trademark has already been assigned.</i> <i>**Food Vendors: You are responsible for any necessary DEC permits and fees.</i> <i>Please contact Sandy at DEC, 451-2120, for information regarding food vendor requirements.</i>	
<i>Detailed description of your product, etc.:</i> _____	
<i>Special requests: While we attempt to accommodate all requests, we do not guarantee anything. Special requests will be honored on a first come, first served basis. Check if you would like:</i> _____ <i>Wall space</i> _____ <i>Electricity</i> _____ <i>Other</i> _____ <i>Map Spot Preference:</i> <i>1st</i> _____ <i>2nd</i> _____ <i>3rd</i> _____	
<i>Display height: We try to respect wishes of mall businesses by arranging vendors so they do not block their store windows. Please check one: Is your display/rack height _____ low (4 feet or less) or _____ high (4 – 8 feet)</i>	
<p style="text-align: center;">Waiver – Hold Harmless Clause</p> <p><i>The undersigned, as representative of self or business/organization, agrees to indemnify, defend, and hold harmless, the North Pole Chamber of Commerce, sponsors of the Holiday Bazaar, their directors and officers; the City of North Pole; the North Pole Plaza Mall (Gavora Inc.); and all respective liability insurance carriers against any and all claims/damages incurred by an act of themselves or third parties from any cost that may accrue from such loss. When insurance, licenses, or DEC permits/fees/guidelines are required, it is the sole responsibility of the vendor. If vendor is a minor, a parent or guardian must also sign.</i></p> <p><i>Signature:</i> _____ <i>Date:</i> _____</p> <p><i>Title/position:</i> _____</p>	

Fee Payment: _____ # of booth(s) @ \$40 each	Total Fees: \$ _____
Paid by: _____ Check _____ VISA _____ MC _____	CVC code: _____
Credit card info: (Name on Card) _____	
Card# _____ - _____ - _____ - _____	Expiration date: _____
Cardholder Signature: _____	(Billing) zip code: _____
<p>Please include check or credit information with completed signed form and mail to: Holiday Bazaar, North Pole Chamber of Commerce, PO Box 55071, North Pole, AK 99705 Additional Forms available at North Pole City Hall</p>	