



2018 Galway Days Irish Festival

Denise Martin, Vendor Coordinator

907-345-8787

dulcimer.diva@gmail.com

www.irishalaska.org

2018 GALWAY DAYS IRISH FESTIVAL VENDOR APPLICATION

Event Date: August 11, 2018, 11:00A-6:00P; Setup is 9:30A-11:00A August 11, 2018.

Location: Alaska Pacific University, Carr-Gottstein Building and Lawn

Pre-registration for vendors is mandatory. Applications with your vendor fee and applicable documents must be **post marked** no later than **July 30, 2018**. Avoid disappointment and get your application and fee in by the deadline. Timely submission will allow the ICA to include your business name in advertising.

As this is an Irish festival, Irish-themed products/merchandise are highly encouraged. To be accepted for consideration, the completed, signed application must be submitted with all applicable documents, fees, and deposits. All submissions will be considered by the organizers of the event for the appropriateness of wares and/or services with regard to the theme of the event, as well as the number of like vendors participating. Booth space is allocated on a first-come basis, so submit your application early. Check in no later than 11 AM or your space may be forfeited. After unloading your wares, PLEASE move your vehicle to the far end of the east parking lot, or anywhere in the south parking lot across the street.

Please complete the following application in full and return all pages of the application, with payment of the fee and one (1) copy of your certificate of insurance, as applicable for food vendors. Applications post marked after July 30, 2018 will be considered on a space available basis. Payments written against insufficient funds will incur a \$30 bank processing fee upon resubmission. Any payments written against insufficient funds and not resolved will be cause for the application to be denied for the current event and possibly future events. If an application is not accepted for any reason, the vendor fee will be promptly returned. Once an application to vend has been accepted, the fee is non-refundable.

PRINT INFORMATION LEGIBLY

NAME: _____

BUSINESS/BOOTH NAME: _____

CONTACT PHONE: _____

EMAIL: _____

WEBSITE (If applicable): _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

SUBMIT COMPLETED FORM (all pages), with check(s) or money order(s) made payable to the Irish Club of Alaska:

Irish Club of Alaska/Vendor Registration

P.O. Box 241854

Anchorage, AK 99524-1854

Description of your products and/or services (please be as thorough and accurate as possible):

Description of your space equipment (tent, trailer, tables: area behind or to the side for prep/cooking, etc.);

Tent dimensions (must not exceed allowed space):

Trailer/Food Truck dimensions (tongue to bumper and side to side including awning/extensions);

If trailer/food truck, where is the serving window located? End ___ Side ___

Please include an image/photo to help us determine event setup needs.

PREFERRED LOCATION (refer to map): _____ No preference _____

Note: We will notify you of your assigned space, and provide information approximately 1 week prior to the event.

FEES:

Food vendor – 10x10 Outdoor Space **\$50** _____

Food Truck/Trailer - 10' Limited availability **\$50** _____

Food Truck/Trailer - Over 10' Limited availability **\$80** _____

Craft vendor – 10x10 Outdoor Space **\$50** _____

Craft vendor - 10x10 Sheltered Space **\$55 (includes 8' table, limited availability)** _____

(There will be no generators except for food trailers/trucks in designated area, see map)

Total Fees: _____

Please read these Guidelines carefully as they will be strictly enforced. The Irish Club of Alaska, and Alaska Pacific University assume no liability for the safety/quality of the products sold or offered to the public by the individual vendors.

- 1) Each vendor must be licensed by the State of Alaska to do business within the State of Alaska.
- 2) All food vendors are required to obtain a Municipality of Anchorage Temporary Food Service Permit. All food workers are required to have a Food Workers Card. Information and application form(s) are available at: <http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>.
- 3) The applicable authorities will be performing inspections to confirm that you have obtained the proper licenses and permits. Please ensure that they are posted or available upon request.

- 4) Food vendors are required to provide insurance. Insurance requirements are as follows:
 - a. Food (prepared on site): \$1,000,000 in Combined Single Limit Commercial General Liability insurance and \$1,000,000 in Products Liability insurance. You must list the Irish Club of Alaska, and Alaska Pacific University as additional insured for all forms of insurance and submit a copy with your application.
- 5) Vendors are responsible for providing their own booths/tents. **You may arrive for set up any time between 9:30 a.m. and 11:00 a.m. on Saturday, August 11th.** Vendor space must be vacated and clean by no later than 8:00 p.m., Saturday, August 11th. There is no security provided by Galway Days. Please use good judgment and do not leave valuables within the tents/booths unattended. All vendors are required to keep their booths open until the closing of the event, around 6:00 p.m., on Saturday, August 11th. Please be prepared for all weather types as it will not be an excuse to break down your space and close up shop except in the case of an emergency and/or the Galway Days committee notifies you.
- 6) Vehicles are not allowed on the lawn area of Alaska Pacific University. Between 9:30 a.m. and 11:00 a.m. merchandise may be brought into the vending area using hand-carts or other non-motorized methods. Vendors must provide their own hand-carts or other non-motorized methods to transport equipment and goods to their space. Vendors will park in designated parking areas only.
- 7) **Vendors are responsible for bringing their own trash cans and trash bags and disposing of their trash.** Dumpsters are available to empty your trash into during the day. Please do not empty your trash into the field trash cans. This includes emptying trash into field trash cans at the end of the day. If you are found to be using a field bin at your space or emptying your trash into a field bin you will be fined \$50 per incident, payable immediately. If it is found that you have used the field trash cans at the end of the day, any request to vend next year will be denied.
- 8) **Generators will not be allowed except by food trucks/trailers and only in designated areas.**
- 9) **All vendors** will be required to have the applicable fire extinguishers as listed in Vendor Requirements. The fire department will be checking to ensure all appropriate fire extinguishers are on site. If a booth is inspected and the appropriate fire extinguisher(s) is not on site, the fire department will close down the vendor.
- 10) Tents and tarps must be made of fire retardant material and have the UL seal to prove it. Vendors must take measures to properly secure their tents.
- 11) All vendors and their employees must abide by the requirements set forth in Vendor Requirements (see attached).
- 12) A map showing the location for your booth and parking areas will be available one (1) week prior to the event.
- 13) Any damage to lawn area addressed by APU will be billed to vendor.
- 14) The ICA does not supply tents, tarps, tables, etc. (some tables may be available for indoor vendors)
- 15) Any questions, concerns, or ideas, please feel free to contact Denise Martin, Committee Chair.

In addition to the ICA guidelines mentioned above, APU has provided the following requirements for vendors:

No alcoholic beverages on Alaska Pacific University property, except in designated areas.

Park in designated areas only, no parking on the street. No parking or set-up in handicap parking areas.

No firearms, weapons, drones or hover boards allowed.

Animals: Dog owners are responsible for the behavior and care of their animals at APU. No animals are allowed inside the buildings.

Grounds: Please respect gardens and landscaped areas. Damages incurred shall be at the expense of the vendor and may be assessed after the dates of the event.

Each vendor must accept full responsibility and liability for the actions of its employees while on duty.

Each vendor must abide by all Federal, OSHA, DEC, State, Municipal laws, ordinances and codes.

Use designated smoking areas only and smokers must use smoking receptacles.

No Smoking in tents, canopies, or exhibit booths. Smoking is only allowed in designated areas.

Each booth is required to have, at a minimum, one (1) 2A-10BC rated fire extinguisher that has been tagged for annual service within the last 12 months.

Deposit all garbage in the indicated dumpsters.
Advertise venue as Alaska Pacific University Carr-Gottstein Building Front Lawn.

No exhibit, display, or vehicle shall be placed or operated in locations that will interfere in any way with clear access to any exit, or visibility of an exit or any exit sign, either inside or outside of a tent, building or other structure.

Electrical Electricity from the Carr-Gottstein building is not to be used by vendors. Vendors must supply their own generator(s) if needed and must set up and operate in the east parking lot in a space assigned at check-in.

All electrical equipment, appliances, power strips, and extension cords shall be labeled by a nationally recognized testing laboratory, i.e., UL, FM or NTRL. (IFC 605.4 & 605.5.3)

Extension cords and re-locatable power taps shall be maintained in good condition without splices, or damage. No electrical appliance, power tap, or extension cord shall be used if it is damaged or altered in any way. (IFC 605.5.3) Extension cords and re-locatable power taps shall be rated for heavy-duty use, a minimum of 14-gauge, polarized, grounded type, three (3)-prong plug for use inside the tent/booth. The use of non-grounded, multiple plugs, or any extension cord 16-gauge or less ("zip cord") is prohibited. (13AAC 50.070)

Re-locatable power taps shall not be plugged into another re-locatable power tap. All re-locatable power taps must have a functioning (not blinking) internal circuit breaker. (IFC 605.4.4) Electrical

Heaters Only listed and labeled portable, electric space heaters shall be used. Portable, electric space heaters shall be plugged directly into an approved receptacle. Portable, electric space heaters shall not be plugged into extension cords. Portable, electric space heaters shall not be operated within three (3) feet of any combustible material(s). portable, electric space heaters shall be operated only in location(s) for which they are listed.

Fire Extinguishers

1. a) Every booth, tent, canopy or membrane structure shall have a minimum of one type 2A–10BC fire extinguisher.
2. b) All fire extinguishers shall be tagged for annual service within the last 12 months by an approved fire extinguisher permit holder. (IFC 906)
3. c) Tags shall be attached to fire extinguishers. (IFC 906)
4. d) All fire extinguishers shall be in a visible and conspicuous location, not obstructed, and shall be easily accessible. (IFC 906)
5. e) Food-Cooking Vendors
 1. i) All cooking vendors shall have a minimum of one (1) 3A–40BC rated fire extinguisher.
 2. ii) Cooking vendors using deep fat fryers are required to have at least one (1) type "K" fire extinguisher in addition to the 3A- 40BC extinguisher.
 3. iii) Cooking vendors who have more than three (3) cooking appliances (grills, griddles, deep fat fryers, char-broilers, etc.) shall have one (1) additional 3A– 40BC or type "K" fire extinguisher for every two (2) additional appliances.

AGREEMENT: I have read and understand the terms and conditions set forth in the Vendor Guidelines and Agreement Form. I fully understand that my submission of this form with payment does not constitute a

contract, nor does it imply acceptance of my application. I understand that submission of my application is intended solely for purposes of review. If accepted, I understand and agree that my application fee is non-refundable. Furthermore, I agree to hold any and all persons and/or entities associated with the event, "Irish Club of Alaska," including, but not exclusive of, those parties hosting, sponsoring, and participating in the event to be free and clear of any claims of discrimination, injury, loss, or damages incurred as a result of the application process and/or my participation in the event. I certify that I am in possession of any and all licenses and/or insurance applicable to my participation at the event.

By signing and submitting this application, I hereby represent myself as the legal agent of the company/vendor listed below, and agree to abide by, and accept all terms of the Agreement.

Vendor Signature: _____ DATE: _____

Vendor Printed Name: _____

Vendor (Company) Name _____