



# 2023 Vendor Terms & Conditions



1. Vendor fees are \$150 per food truck space, \$125 per 10'x10' space, and \$200 for two adjacent 10'x10' spaces. No single vendor may occupy more than two spaces. Vendors may not sell, rent, or sublet vendor spaces. Non-profit/informational booths are \$25 per space. Vendors in this category may not sell any wares, products, or otherwise. All vendor fees are nonrefundable and are to be paid on the Vendor Registration page of the ICA website or by emailed invoice.
2. Vendors ink sign the signature page of this Terms and Conditions document and upload a copy through the Vendor Registration link supplied after submitting the initial online application.
3. Vendors must be licensed in the State of Alaska and must upload a copy of their business license on the Vendor Registration page of the Irish Club of Alaska website. *(legal muni requirement)*
4. Vendor insurance coverage is not provided by the Irish Club of Alaska. Each vendor must carry their own liability insurance. Vendors must contact their insurance provider to ensure proper coverage for Festival participation and obtain a certificate listing Municipality of Anchorage as a certificate holder. Vendors must upload this insurance certificate on the Vendor Registration page of the Irish Club of Alaska website. *(legal muni requirement)*
5. Because of our Special Event license, vendors may not prepare or sell cooked or heated food or food requiring refrigeration except those occupying the two dedicated food truck spaces. In the vendor stalls, the only food that may be sold is "cottage food" as defined according to [Alaska Food Code regulations](#) from the Division of Environmental Health Food Safety & Sanitation Program. Also, we kindly ask that vendors not hold a bake sale but are welcomed and encouraged to donate baked goods to our fundraising ICA Bake Sale tent.
6. Vendors may not sell alcohol, cannabis, firearms or other weapons, or anything causing a nuisance to the Festival atmosphere, such as loud noises, offensive sights, or noxious odors.
7. Vendors are encouraged to exhibit a connection to the mission of the ICA - to celebrate Irish culture and traditions and share with the world all that is uniquely Irish-Alaskan. Nonprofit, educational, government, and other organizations are also encouraged to apply for vendor spaces but are requested not to disseminate religious or political information.
8. Set-up time is from 9:00am to 11:00am. Vendors may not drive vehicles in the park for set-up.
9. Vendors must check in at the ICA tent by 10:15am. Those not checked in by 10:15am may be relocated or their participation in the event may be cancelled.
10. Vendors are responsible for all set-up items such as tables, chairs, and canopies. Please note: There is no electricity and no water available on site. Except for the food truck and beer garden, no generators are allowed on site.
11. Vendors' canopies must be secured with 10 lb. weight on all four (4) sides to sustain wind gusts as required by the Municipality of Anchorage.

12. Vendors must follow all rules in the attached Anchorage Fire Regulations for Vendor Tent and Membrane Structures document, including keeping a fire extinguisher on site.
13. Vendor booths must be set-up and ready by 11:00am and vendors must maintain their booths for the entirety of the event until 6:00pm, regardless of weather conditions, unless cleared with the ICA Vendor Coordinator. The Irish Club of Alaska will not assist vendors with their set-up or provide canopies, tables, or chairs. (Sorry!)
14. Vendors bringing children with them to the Festival must keep them within their designated booth area and be under their direct supervision at all times.
15. Vendors are responsible for collecting and removing all of their own trash. They may not use the trash receptacles provided by the Irish Club of Alaska or Municipality of Anchorage.
16. Vendors are responsible for maintaining the condition of their space and may be fined by the Irish Club of Alaska or the Municipality of Anchorage for any damaged caused.
17. Vendors must vacate and clean their spaces by 7:00pm.
18. To increase awareness and foot traffic, vendors are encouraged to post their participation in the event on their social media outlets to let their followers know they are at the Galway Days Irish Festival in Town Square Park that week.
19. **LIABILITY:** Vendors assume all responsibility for the operation of their booth and any damages or injuries that may occur in that area during normal hours of Festival operation or from consumption of products or goods. All merchandise will be handled and displayed at the vendor's risk and the Irish Club of Alaska assumes no responsibility for theft, accident, or natural disaster.
20. **HOLD HARMLESS CLAUSE:** All authorized vendors participating in the Irish Club of Alaska Galway Days Irish Festival are independent operators and not partners or joint ventures and shall be individually and severally liable for any loss, personal injury, deaths, and/or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents, and associates. In consideration of being allowed to participate, all vendors agree to indemnify the Irish Club of Alaska, the Municipality of Anchorage, affiliates, and volunteers harmless from any loss, costs, damages, or other expenses including attorney's fees, suffered or incurred by the Galway Days Irish Festival by reason of vendor's negligence or intentional misconduct or that of its employees, agents, and associates; provided that the vendor shall not be liable for nor required to indemnify the Irish Club of Alaska, the Municipality of Anchorage, affiliates, and volunteers for any negligence of any of them or that of their servants, agents, employees or associates. I further give approval for the Irish Club of Alaska to use photographs and/or video images taken at this event, which might include images of personnel, affiliates, and products for publicity purposes.

**PRINT  
NAME:**

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**SIGN:**

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**DATE:**

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# **Anchorage Fire Regulations for Vendor Tent and Membrane Structures**

## **Definitions:**

- **Tent:** A structure, canopy, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or contents within.
  - **Membrane Structure:** An air-inflated, air supported, cable or frame covered structure.
1. All Vendors must follow Anchorage Fire Department Regulations. Vendors not in compliance will be shut down until Vendor is in compliance and verified by the Irish Club of Alaska.
  2. All tents and temporary membrane structures shall be made of flame-resistive material in a manor approved by NFPA 701 with proper tag attached to tent fabric stating NFPA 701 compliance. Membrane structures or tents, including canopies, shall have a legible permanently affixed label meeting the flame propagation performance.
  3. Open flame or other devices emitting flame, fire or heat, use of flammable liquids, gas, charcoal or cooking devices shall not be inside or located within 20 feet of a tent or membrane structure.
  4. Every individual vendor will have a minimum of (1) current and tagged, type 2A10BC rated fire extinguisher.
  5. Smoking shall not be permitted in tents, canopies, or membrane structures or within the festival area. "No Smoking" signs shall be conspicuously posted in each Vendor structure. No smoking including use of marijuana and electronic cigarettes is allowed inside the festival area at any time.
  6. Portable heaters are not permitted inside tents.
  7. Tents or structures may not block access to hydrants, Fire Department Connections on any nearby buildings, nor required fire lanes.

For more information and to ensure you are in compliance with all Anchorage Fire Department regulations, please contact Anchorage Fire Department at:

Address: 4700 Elmore Rd, Anchorage, AK 99507 Phone: (907) 267-4900