



2022 Alaska Scottish Highland Games
Saturday June 25th and Sunday June 26th 2022
Alaska State Fairgrounds

2022 Vendor Information

Dear Vendors,

We are welcoming applications for vendor booth space at the 2022 Alaska Scottish Highland Games. We are happy to receive applications, but please understand that we cannot guarantee booth space to all who apply. Applications will be considered by the organizers of the event for the appropriateness of wares and/or services regarding the theme of the event, as well as the number of similar vendors participating. Vendors will be notified within 7 business days of receipt of application and any applicable fees if their application was accepted. Placement on the grounds is on a first-come, first-served basis. We cannot guarantee inclusion in the program after that date.

Please read the information included in this document and the vendor application carefully. The Alaskan Scottish Club, Alaska Scottish Highland Games, and the Alaska State Fair, Inc. assume no liability for the safety/quality of the products sold or offered to the public by the individual vendors. If you have any questions please contact us, we are happy to help!

Application DEADLINE: **June 1, 2022**

Application Available at: <https://alaskanscottish.regfox.com/2022ashgvendor>

Booth Information and Fees

Your booth must be open and staffed during the entire Festival, both Saturday and Sunday.

Saturday, June 25th: 8:00 am to 8:00 pm

Sunday, June 26th: 8:00am to 6:00pm

Your tent should have a good roof that can withstand wind, rain, hail and other inclement Alaskan weather. Please take the necessary measures to secure tents for the potential high winds of Palmer, Alaska.

Booth Fees

Food Vendors: 10' Wide x 20' Deep	\$250.00/Per Space
Merchandise/Craft or Entertainment Vendors: 10' Wide x 20' Deep	\$125.00/Per Space
*Electrical Hookup	\$35.00/Per outlet/day
Additional 2-Day Wristbands for Employees: (Each booth space includes 4 Entry wristbands)	\$10.00/each

*Generators are not allowed. Plug-ins are available at every vendor location; There are two types of 220v plug-ins: 30 amp and 50 amp. Adapters may be required for 220v plug-ins. Use the appropriate plug-in to avoid tripping breakers. All extension cords must be in compliance with Attachment "A" and supplied by Vendor.

If you require a booth size different than any listed above, you must contact the Vendor Lead. All spots are 10' WIDE. If a custom width is required (ie: Food Trucks that need to sit in a direction that may make them wider than 10'), please contact us at vendors@alaskanscottish.org. Vendor placement is based on this dimension and if prior arrangements are not made we can not guarantee placement day of the event.

We accept check, money orders, and Credit Card payments for Booth fees. Please note payments via credit card will include a convenience/processing charge of 3.5%.

Scottish Flare

When planning for the merchandise, entertainment, or food that may be offered at your booth, please remember that the Alaskan Scottish Club considers the appropriateness of wares and or services regarding the theme of the event. The games are not just any festival or fair, we are a Scottish Festival celebrating all things Scottish. While we absolutely understand that not every vendor can offer only Scottish themed items, it is our hope that every vendor brings some type of "Scottish Flare" to their booth. Rather it be Tartan/Scottish décor, Scottish inspired crafts or arts, employees wearing kilts, giving a normal menu item a Scottish name, or even creating a Scottish inspired food, we would love to see our vendors become even more a part of our Scottish event and we know our attendees appreciate this also!

Because vendors play a major role in the experience at the Games and to help encourage the addition of Scottish Flare at your booth, the Alaskan Scottish Clans and Families Group, with the help of attendees (People's Choice Award), votes and awards our vendors special awards for their Scottish Flare. The Best-In-Show Scottish Flare Vendor for 2022 will have their 2023 ASHG Vendor Booth Fee Waived. Congrats to our 2021 ASHG winners:

- 2021 Best-In-Show Scottish Flare: Molly's Collectibles & Design
- 2021 Best Scottish Food Vendor: Zion Luthern Church
- 2021 Best Scottish Merchandise Vendor: Caribou Vixens Vinyl
- 2021 Most Creative Scottish Flare: Joyful Raven Creations
- 2021 Most Creative Scottish Food Offering: King of the Mountain
- 2021 People's Choice: Palmer Folk School

COVID-19 Event-Specific Prevention Plan

The Alaskan Scottish Club has taken steps to safeguard each business, vendor, volunteer, or staff member during the pandemic while providing an outdoor, 2-day festival at the Alaska State Fairgrounds. The purpose of this document is to provide each business, vendor, volunteer, or staff member with clear guidance for operating in a manner that provides a safe, clean environment for the Alaskan Scottish Highland Games. This Event-Specific Prevention Plan follows combined state-level guidance published by the State of Alaska and all CDC recommendations.

To be a vendor at the Alaska Scottish Highland Games you will be required to abide by the "COVID-19 Event-Specific Prevention Plan Guidance" provided by the Alaskan Scottish Club. Failure

to comply with the Guidance Plan may result in closure of a booth during the event and possible exclusion of participation from future events hosted by the Alaskan Scottish Club.

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued both at the State and local levels, amendments to this Event-Specific Prevention Plan may be needed to incorporate new requirements. The Alaskan Scottish Club will send revisions to all approved vendors as these revisions are made and the final version of the plan will be sent out No Later than June 15, 2022.

Insurance, Licenses, Permits, and Additional Requirements

ALL VENDORS need to obtain a Special Event Business License from the City of Palmer unless you have already obtained an annual/bi-annual license. This license is \$10.

FOOD VENDORS need to obtain an Alaska Department of Environmental Conservation (DEC) Temporary Food Permit, unless you already have an annual permit.

ALL VENDORS are required to provide their own insurance. Insurance requirements are as follow: 1,000,000 in Combined Single Limit Commercial General Liability insurance coverage and \$1,000,000 Personal Injury Limit of Liability per Occurrence insurance coverage

FOOD (prepared on site) includes \$1,000,000 in Combined Single Limit Commercial General Liability insurance and \$1,000,000 in Products Liability insurance

If you are unable to obtain insurance for this event on your own, you may purchase coverage for the day through the Alaskan Scottish Club, Inc. insurance policy. This insurance will cover you for the event only.

There is an additional cost of \$75.00 for Non-Food (Merch and craft vendors) and \$100.00 for Food Vendors. These fees are paid directly to the ASC Insurance carrier. If this option is selected, you will be contacted regarding payment.

The Alaskan Scottish Club, Inc./Alaska Scottish Highland Games and the Alaska State Fair, Inc. must be listed as additional insured for all forms of insurance. A copy of the vendor's insurance certificate will need to be submitted no later than June 15, 2022. You will not be permitted to enter the Festival grounds without a copy of the Insurance Certificate, business or special event license, and food permit (for food vendors), there are no exceptions.

Please ensure that all licenses and permits are posted or available upon request, as the applicable authorities may perform inspections to confirm that you have obtained the proper licenses and permits.

All vendors are required to have appropriate fire extinguishers available at their booth(s). The fire department may 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 can close the vendor.

For your convenience, links to all License and Permit applications are available on the Alaskan Scottish Club Website (www.alaskanscottish.org).

Taxes

Vendors are required to pay a City of Palmer sales tax of 3% on all sales. This form can be found through The City of Palmer website. For your convenience, a link to the Special Event Sales Tax Remittance Form is also available on the Alaskan Scottish Club Website (www.alaskanscottish.org).

Alaska State Fairgrounds Requirements

All vendors and their employees must abide by the requirements set forth in Attachment “B,” Alaska State Fair, Inc., Requirements for Use of the Alaska State Fairgrounds.

For your convenience, links to the Attachment is available on the Alaskan Scottish Club Website (www.alaskanscottish.org).

Trash and Booth Clean-Up

Please help us keep the grounds clean and leave your spot clean after the festival. Vendors are responsible for removing cooking oil, gray water, and cleaning up trash in and around booth location. Vendors are also responsible for bringing their own trash cans and trash bags and disposing of their trash. Dumpsters are available to empty trash throughout the weekend. Please do not empty trash into the field trash cans at any point, including at the end of the event.

If your space is not cleaned after your departure or you are found to be using a field bin at your space or emptying your trash into a field bin, you will be billed a cleaning fee. You will be unable to register for future events until the cleaning fee is paid in full.

In 2021, we had a number of vendors who left piles of trash in their booth spot once they left. If there are piles of trash left at booth spaces after you have left, the vendor who occupied that booth space will not be welcome at future Alaskans Scottish Club events.

Vehicles and Parking

Vendors are responsible for providing their own booths/tents. You may arrive for set up any time between 9:00 am and 9:00 pm on Friday, June 24th. Check-in will be at only at the Purple Gate and will start at 9:00 am on Friday, June 24th. We will not be able to check vendors in after 10:00 pm without prior authorization, you must let the Vendor Lead know as soon as possible if this is the case.

Most spaces can be accessed from the front and from the service “road” behind the spaces. If you have equipment that needs to be maneuvered into the space, please show up early on Friday in order to get your equipment in place before your neighbors set up. If you cannot maneuver into your space, you will be relocated to the next open space that will accommodate your equipment.

Vendors may begin arriving at 6:00 am on Saturday, June 25th to complete setup. Vendors must be open for business by 8:00 am on Saturday.

We ask that you do not pack up and leave until after the Ceilidh Concert following the closing ceremonies on Sunday evening Approx. 6:00 pm, except in the case of an emergency. Please contact the vendor coordinator with any emergency. We ask this for the safety of other Vendors, Participants and Attendees. Vendor space must be vacated and clean by no later than noon on Monday, June 27th.

Security for the festival grounds will be provided Friday, Saturday, and Sunday nights. However, please use good judgment and do not leave valuables within the tents unattended overnight.

Vendors accept responsibility for all lost or stolen merchandise or equipment.

Vehicles used for setting up or restocking must be off the field by 7:00 am on both Saturday, June 25th and Sunday June 26th. Between 7:00 am and 8:00 am merchandise may be brought into the vending area using vendor supplied handcarts or other non-motorized methods.

Vendors will park in the parking area, behind Raven Hall. Each vendor will receive two (2) parking passes for vendor vehicles valid for both Saturday and Sunday. You are welcome to park a vehicle behind your tent as long as it fits within the rented space.

No motorized vehicles will be allowed to enter or exit the grounds before the Ceilidh Concert (following the closing ceremonies) is completed on Sunday and no exceptions will be made. We ask this for the safety of other Vendors, Participants and Attendees.

Vendor Coupon Book

Four years ago, we introduced a discounted Family Pack of Tickets to the games. Due to the popularity of this ticket package, we will be continuing this option. The package includes 2 Adult and 2 Children general admission tickets and a coupon book filled with discounts that attendees can use either at the games or at vendor shops and locations after the games. These books will be given to attendees who purchased the Family Pack of Tickets at the gates. There is no additional cost to be a part of the book. If you are interested in having a coupon in this book please contact the Vendor Lead, at vendors@alaskanscottish.org. The deadline for this inclusion is June 1, 2022.

Plastic Bag Ban

On January 1, 2019, a plastic bag ban took effect for Palmer, Alaska. This ban applies to any plastic bags handed out by vendors at the Games.

Pets/Animals

Per Alaska State Fair requirements, dogs and other animals are not permitted on the Fairgrounds unless they are part of an exhibit or are a service animal*. This includes leaving your furry friends in vehicles or RV's. Please note if animals are found in vehicles, the proper authorities will be notified. Please make arrangements for your pets elsewhere. You will be required to leave the grounds if you bring your pets. There are no exceptions to this rule. If you are asked to leave it will be noted, if the following year you are asked to leave again you will no longer be allowed to Vend at the games.

*A service animal is defined as a dog that is individually trained to do work or perform tasks for an individual with a disability. The tasks(s) performed by the dog must be directly related to the person's disability. "Comfort," "therapy,"

or “emotional support animals” do not meet the definition of a service animal.

Photo Release

Vendors give consent to the Alaskan Scottish Club and assignees to take photographs, make audio recordings, and/or video graphs while at the games and to use such media for publicity as the Alaskan Scottish Club deems appropriate.

Cancellations

Cancellations must be sent to the Vendor Lead in writing, either via E-Mail or US Mail, and must be received by June 15th, 2022, for a refund of money already paid. A refund of money for notification received, after June 15th, 2022, will be determined on a case-by-case basis and is not guaranteed to be refunded. *No Refunds will be given for no-shows on the day of the Games.*

The performance of this Agreement is subject to termination without liability by either party upon the occurrence, or upon the prediction by the National Oceanic and Atmospheric Administration, any agency of the United States Government, or any agency of the Government of the State of Alaska of the occurrence of any circumstance beyond the control of either party—including, without limitation, acts of God, war, acts of terrorism within a fifty (50) mile radius of the Alaska State Fairgrounds facility, government regulations, disaster, pandemic/epidemic illness, civil disorder, or curtailment of transportation facilities to the extent that such circumstance makes it illegal, impossible, or economically impracticable for the Alaskan Scottish Club to provide, or for the Vendor in general to use, the Fairground facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice from one party to the other within 10 days of such occurrence or upon delivery of written notice from one party to the other within 24 hours of the receipt of notice of the prediction of any of the above occurrences.

Questions

Please direct all inquiries to: Vendor Lead at vendor@alaskanscottish.org

We encourage you to read through this Information and complete the online registration form as soon as possible to reserve space for the 2022 Alaska Scottish Highland Games. **Remember, the deadline for registration is June 1, 2022.** Registrations and additions/changes received after that time will be subject to a 20% late fee and cannot be guaranteed.

We look forward to your participation in the success of the
2022 Alaska Scottish Highland Games!

PLEASE KEEP THIS INFORMATION FOR YOUR FILES