

Polynesian Association of Alaska



## Booth Application for Polynesian Flag Day 2012

Please print clearly and sign the application

**DUE DATE OF APPLICATION: MAY 31, 2012**

Owners Name: \_\_\_\_\_ Business License # \_\_\_\_\_

Address: \_\_\_\_\_ Business Phone # \_\_\_\_\_

Email: \_\_\_\_\_ Temporary Food Permit # \_\_\_\_\_

Food Worker Card# \_\_\_\_\_ Booth Name: \_\_\_\_\_

Type of merchandise, information, or food to be sold or distributed: \_\_\_\_\_

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| FEES         | SPACE   | ELECTRICITY            | AMOUNT    |
|--------------|---------|------------------------|-----------|
| FOOD BOOTH   | 20 X 30 | PAOA PROVIDE           | \$350.00  |
| ART & CRAFTS | 10 X 20 | PAOA PROVIDE           | \$ 200.00 |
| INFORMATION  | 10 X 10 | PAOA PROVIDE IF NEEDED | \$ 50.00  |
|              |         |                        |           |

All **FOOD** Vendors must have an approved application on file with MOA and have all the City health requirements and State Business license to operate. PAOA and the Event Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participant acts or omissions in the Polynesian Flag Day Event. Further, the participant shall defend and indemnify PAOA and the Polynesian Flag Day Event Committee for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or any legal actions. The participant agrees to abide by the Information, Rules and Regulations outlined by the PAOA in the Vendor Application for 2012. Violation of the Information, Rules and Regulations may result in expulsion from the event and exclusion from future events.

**Information, Rules and Regulations**  
**IMPORTANT INFORMATION! PLEASE READ BOTH PAGES CAREFULLY!**  
**Polynesian Flag Day Annual Event \*\* June 23, 2012 \*\* 9:00 am - 5:00 pm**

**Booth Space:**

- **FOOD** booth spaces are 20ft x 30ft, **ART & CRAFTS** spaces are 10ft x 20ft, **INFORMATION** booth: 10ft x 10ft.
- You must provide your own canopies, tents, tables, chairs, trash cans, extension cords and fire extinguisher.
- MOA Health Permit, Valid Food Workers Card, Business License, must be available for inspection prior to selling any merchandise or food, no sales without passing inspection.

**Event Hours/Set Up/Breakdown**

- The Event will run from **10:00am – 5:30pm** on Saturday, **June 23, 2012**. Vendors are required to be ready and open by 10:00am and remain open until 5:30pm.
- **FOOD** vendor will be allowed in the staging areas for unloading from 5:30pm-6:30pm. You **MAYNOT PARK** your vehicle on the park at your booth space. **ALL** vehicle(s) must be parked in the parking area on 10<sup>th</sup> avenue or 9<sup>th</sup> avenue. **DO NOT** park in private lot your vehicle may be towed.
- **NO** vehicles are allowed on the park during event hours. All vehicles must be **OFF** the grass no later than 9:30am.
- All vendors must have their space cleared and cleaned no later than 6:30pm.
- All vendors must have their garbage removed from the park, **NO** garbage from any booth should be deposited in the City Garbage Dumpster at the park.

**Sales Information**

- PAOA and the Event Committee reserve the right to refuse vendors and will determine those businesses and activities most suitable for the event. Vendors shall not set restrictions on PAOA regulations.
- All vendors must submit their application with a detailed description of **ALL** merchandise and/or printed matter to be sold or distributed by them. The reproduction of any artwork, past or present, of PAOA will not be permitted.
- The Vendor Coordinator may request additional information, pictures, or samples before the application is approved.
- Absolutely **NO** Tobacco or Alcohol can be sold at or on the premises that is assigned for the event during the event.
- Absolutely **NO** racist, sexist, pornographic, or otherwise offensive merchandise or literature will be allowed. Throughout the day, the Vendor Coordinator will conduct booth inspections. Any items in violation must be removed.

### Health Permits

- Food Vendors must provide a list of all foods to be sold, including whether foods are prepackaged or prepared onsite.
- All food vendors are responsible for the appropriate health permits and requirements from the Municipality of Anchorage. MOA will charge **\$10.00** late fee if application is submitted to their office 7 days prior to the event. For more information contact MOA @ (907)343-4200.

### Clean Up

- It is the responsibility of the vendor to clean the allotted booth space including removal of all their own trash from the park.
- The vendor must clean their allotted booth space immediately upon the conclusion of the event at by 6:30pm. FOOD VENDORS and ART & CRAFTS booth are required to include a **\$50.00** refundable cleaning deposit. The deposit will return to the vendor a week after the event, depending on the condition of the booth space when inspected by the Event committee after load-out is complete.

### Electricity

- Will provide by the PAOA if needed, please note on the application if you need electricity.

### Booth Décor/Amplified Music

- The Event Committee asks that all vendors use tables, sandwich board, easels, etc. to display all goods for sale. NO items shall be displayed on the ground or outside the allotted booth space.
- Signage and booth decorations are encouraged as long as they are in good taste and do not interfere with neighboring vendors.
- The Event Committee reserves the right to remove any décor deemed inappropriate for the event.
- Only vendors marketing music, tapes, or CD's are allowed to use amplified devices and must have prior consent from the Event Committee.

### Application Information/Booth Assignments: (UP to 7 Food Booth & 3 Arts & Crafts & up to 3 information booth will be accepted this year)

- Vendor acceptance and booth assignments are made on a first come, first served basis, according to when the application AND payment are received. Personal Checks are not accepted for payment.
- Applications receive on or before the due date of **May 31, 2012 will received a discount of \$50.00**. Any late application will be accepted up until **June 15, 2012**, with a late fee of **\$50.00** more. ALL late application or payments are **NON-refundable**.
- Payment must be in Money Order, Cashier Check or Cash, Personal or Business Checks are not accepted for payment.
- Cancellations must be received in written form no later than **May 31, 2012**. Cancellations received by this date will be granted a full refund. **NO** refunds will be honored if a written request is not received by **May 31, 2012**.
- Any over payment of fees is NON-refundable.

**FINAL VENDOR CHECKLIST**

|  |  |
|--|--|
| INCLUDE your email address to receive correspondence and information on future events. |  |
| Complete, sign, and enclose the vendor applications with payment                       |  |
| Include copy of Business License   |  |
| Copy Temp Food Permit  |  |
| Copy Food Card   |  |
| Application received AFTER <b><u>May 31, 2012</u></b> , INCLUDE a \$50.00 late fee     |  |

I \_\_\_\_\_ understand and agreed on all rules and regulations provided by this contract, I will be responsible on whom I will have to assist me at my booth. I agreed if I or any of my assistant failed to comply with the requirements the PAOA Event committee will have the right to close or stop us from continue selling any goods or food to the public at the event.

Booth Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PAOA Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_

**QUESTIONS & CONCERNS**

Polynesian Association of Alaska, 8060 Country Woods Dr, Anchorage, AK 99502  
 \* (907)250-4142 \*(907) 279-8455\*\* polynesianassocofalaska.com\*

