



Booth Application for Polynesian Culture Flag Day 2014

Please print clearly and sign the application

DUE DATE OF APPLICATION: April 30, 2014

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: _____

FEES	SPACE	ELECTRICITY	AMOUNT
FOOD BOOTH	20 X 30	PAOA PROVIDE	\$300.00
ART & CRAFTS	10 X 20	PAOA PROVIDE	\$100.00
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 requirement 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 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 2014. Violation of the Information, Rules and Regulations may result in expulsion from the event and exclusion from future events.

Attention: Please do not leave any trash from your booth at the park. All garbage must be removed, left over cooking oil, charcoals, and any garbage bags that belong to your booth must be remove from the park. There will be a charge of **\$100.00** fine to the booth for any leftover garbage at the park after the event.

Information, Rules and Regulations
IMPORTANT INFORMATION! PLEASE READ BOTH PAGES CAREFULLY!
Polynesian Flag Day Annual Event ** June 28, 2014 ** 11:00 am - 5:00 pm

Booth Space:

- **FOOD** booth space are available for registered vendors only, Food registered vendor can have 2 canopies or tent not more than 10 X 20ft long. Any extra tent will charge unless otherwise is authorize by the Event committee.
- **ART & CRAFTS & INFORMATION** booth: 10ft x 10ft. and only allow one booth per vendor unless authorize by the Event committee to have a extra tent or canopy.
- 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 – 5:00pm** or when the program ends on Saturday, **June 28, 2014**. Vendors are required to be ready and open after Inspection is completed and remain open until 5:30pm.
- **FOOD** vendor will be allowed in the staging areas for setting up on Friday evening June 27, from 9:00 pm til 11:00pm. Unloading from 5:30pm-6:30pm. You may NOT park your vehicle on the park at your booth space. **ALL** vehicle(s) must be parked in the parking area on 10th avenue or 9th avenue. do **NOT** park in private lot your vehicle may be towed. We allow 1 vendor booth vehicle to park on 10th avenue.
- **NO** vehicles are allowed on the park during event hours. All vehicles must be **OFF** the grass no later than 10:30am.
- 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 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.
- Absolutely **NO** Sales of Raw Fish at the event without health permit approval from the city.

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. 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. (**\$100.00 fine will impose for any leftover garbage/cooking oil/charcoal, etc.**)
- The vendor must clean their allotted booth space immediately upon the conclusion of the event at by 6:30pm.

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:

- 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.**
- All applications should receive on or before **April 30, 2014**, **NO** application will be accepted after due date. ALL 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 **June 15, 2014**. Cancellations received by this date will be granted a full refund. **NO** refunds will be honored if a written request is not received by **June 15, 2014**.
- Any over payment of fees is NON-refundable.

PLEASE COMPLETE YOUR FINAL VENDOR CHECKLIST FORM AND SIGN/DATED.**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 before <u>April 30, 2014</u>	

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) 726-7733 polynesianassocofalaska.com***

