



## 31st Annual Alaska Scottish Highland Games Vendor Application & Agreement Form

**Date: June 30, 2012**

**Location: Lions Park, Eagle River, Alaska**

Pre-registration for vendors is mandatory. The earlier you notify the Vendor Chair of your plan to vend the better. Applications with your vendor fee must be received no later than **June 1, 2012**. Avoid disappointment and get your application and fee in by the deadline. If you submit your application and fee by April 30<sup>th</sup> your name will be included in the Games Program.

**Please note that submission of an application does not guarantee acceptance.** Submissions are regarded as a request to vend. 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. Vendor spaces are limited, and will be assigned on a first come/first served basis with the aforementioned considerations applied. 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**.

Please complete the following application in full and return all pages of this application, including the signed Vendor Guidelines page, with your vending fee **no later than June 1, 2012**. Applications received after June 1, 2012 will not be accepted. Payments written against insufficient funds will incur a \$30 bank processing fee upon resubmission.

You will receive a map showing the location of your space, one parking pass and identification ribbons (limit 4) two to three weeks prior to the day of the Games.

**(PLEASE PRINT LEGIBLY)**

**NAME:**

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**COMPANY/BOOTH NAME:**

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**E-MAIL:** \_\_\_\_\_

**WEBSITE URL (if applicable):** \_\_\_\_\_

**MAILING ADDRESS:**

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**CITY/STATE/ZIP:**

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**CONTACT PHONE(S):**

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**SUBMIT COMPLETED FORM (all three pages), with check or money order made payable to ASHG TO:**

ASHG/Vendor Registration  
P.O. Box 244416  
Anchorage, AK 99524-4416

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

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Description of your space needs/equipment (tent, trailer, tables, etc.):

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Tent dimensions: \_\_\_\_\_

Trailer dimensions (tongue to bumper and side to side including awnings/extensions):

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If you have a large trailer or 'shop on wheels' please attach a photo so we can determine field set-up needs.

Do you need an end cap space to accommodate your equipment? Y \_\_\_\_ N \_\_\_\_  
(This is for larger trailers and shops on wheels, only. The number of end cap spaces is limited.)

Do you desire additional space outside minimum space (12'x12' or 12'x20') for placement of tables, decorations, inventory, etc.? Y \_\_\_\_ N \_\_\_\_

If yes, how much additional space is required (give dimensions)? 12' x \_\_\_\_\_

(PLEASE NOTE: This is on a space available basis only. All vendor spaces are limited to 12' in depth, with the possible exception of an end cap space, to accommodate pedestrian access/egress.)

	Amount
FEES: Food vendor: minimum 12'x20' space \$200.00: _____ space(s) x \$200 =	_____
Additional Space (\$10/additional foot in width): _____ ft. x \$15 =	_____
<small>(Example: 7' in additional width will be an additional \$70; 11' to 20' in additional width will cost the same as two spaces)</small>	
Craft vendor: minimum 12'x12' space \$75.00: _____ space(s) x \$75 =	_____
Additional Space (\$10/additional foot in width): _____ ft. x \$10 =	_____
<small>(Example: 4' in additional width will be an additional \$40; 8' to 12' in additional width will cost the same as two spaces.)</small>	
Electrical Hookup (use of ASHG generator): \$30.00	_____
<small>(If you need more than one (1) hookup, you must provide your own generator. All extension cords must be rated for outdoor use and must be rated to handle the required amperage for your equipment. It must be able to handle the total amperage of everything you are plugging in (blender, microwave, etc.).</small>	
End Cap Fee: \$50	_____
<b>TOTAL FEES:</b>	_____

Do you plan to stay open for the evening Ceilidh on the field? Y \_\_\_\_ N \_\_\_\_

IF YOU HAVE EQUIPMENT (TRAILER, VAN, ETC.) THAT NEEDS TO BE MANEUVERED INTO A SPACE PLEASE SHOW UP EARLY ON FRIDAY IN ORDER TO GET YOUR EQUIPMENT IN PLACE BEFORE OTHERS AROUND YOU SET UP THEIR TENTS. IT IS DIFFICULT TO REARRANGE LOCATIONS OF VENDORS ON THE DAY OF SET UP. IF THOSE AROUND YOU HAVE SET UP AND THERE IS NO OTHER SPACE TO PLACE YOUR EQUIPMENT, YOU WILL NOT BE ALLOWED TO VEND AND YOUR FEE WILL NOT BE REFUNDED, SO SHOW UP EARLY.



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### Vendor Guidelines

1. All vendors are responsible for providing their own insurance and health permits. The Alaskan Scottish Club and the Alaska Scottish Highland Games assumes no liability for the safety/quality of the products sold or offered to the public by the individual vendors.
2. Vendors are responsible for providing their own booths/tents and must be set up by no later than 8:00 a.m., Saturday, June 30<sup>th</sup>. You may arrive for set up any time after 1:00 p.m. on Friday, June 29<sup>th</sup> and you must remove your booth/tent and clean your site by no later than 12:00 p.m. on Sunday, July 1<sup>st</sup>. Security will be provided Friday and Saturday night. All vendors are required to keep their booths open until the closing ceremonies, around 5:30 p.m. Those not staying open for the Ceilidh may bring vehicles on the field at 6:30 p.m. and leave the field by 7:30 p.m. Those staying for the Ceilidh may begin leaving the field after 9:30 p.m. However, please use good sense and do not leave valuables within the tents unattended overnight.
3. **Vendors must bring their own trash bins and trash bags so the field bins stay on the field.** Dumpsters are available to empty your bins during the day. Please do not empty your bins into the field bins.
4. There are a limited number of electrical hookups available. Vendors requiring electricity will be taken on a first-come, first-served basis. It is recommended that you provide your own generator. If you do, please provide one that is on the quiet side and does not spew smoke. If you need more than one standard 110 hookup you will need to provide your own generator. All extension cords must be rated for outdoor use and must be rated to handle the required amperage for your equipment.
5. **All private vehicles used for setting up must be off the field by 8:00 a.m., Saturday, June 30<sup>th</sup>. In the event of rain, no vehicles will be allowed on the field on the morning of the day of the Games.** Vendors will park in designated parking areas only. Private vehicles are not allowed back on the field until the times listed in item 2, above. Please use caution as there are children of the participants and vendors on the field at that time. **DRIVE SLOWLY.**
6. A map showing the location for your booth, your identification ribbons (limit 4), and parking pass will be provided prior to the Games.
7. Any questions, concerns, complaints, or ideas, please feel free to contact us.  
Alaska Scottish Highland Games  
P.O. Box 244416  
Anchorage, Alaska 99524-4416  
[ascvendorchair@gmail.com](mailto:ascvendorchair@gmail.com)

**AGREEMENT:** I have read and understand the terms and conditions set forth in the Vendor Application 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, "Alaska Scottish Highland Games," 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/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: \_\_\_\_\_