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**PHONE NUMBERS AND ADDRESS**

Fair Office . . . . . 452.3750  
 Fax . . . . . 456.7971  
 Executive Director (Randi Carnahan) ...451.5560  
 Concessions (Annette Gerlitz) .....451.5555  
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**Tanana Valley State Fair  
 MISSION STATEMENT**

The Tanana Valley State Fair Association seeks to highlight and enhance appreciation for Interior Alaska by showcasing competitive and commercial exhibits during an annual Fair with wide community appeal. The Fair educates and entertains all participants by providing opportunities to share a rich variety of individual and community endeavors. The Fair encourages and welcomes involvement by all. Interior Alaska's largest event. Established in 1924, a 501 (C)(3) non-profit corporation.

**The Tanana Valley State Fair reserves the final and absolute right to interpret rules and regulations and arbitrarily to settle and determine all matters, questions and differences in regard thereto or otherwise arising out of, connected with, or incident to the Tanana Valley State Fair. It further reserves the right to determine unforeseen matters not covered by these rules, and to amend or add to these rules as it may determine necessary.**

\*\*Look for this symbol. It will help you locate changes from last year and to identify critical information.

Theme:  
 "Barn In The U.S.A"

Official 2010 Fair Colors:  
 Red , White, and Blue

Official 2010 Fair Flower:  
 Geranium



# TVSFA LESSEE RULES AND REGULATIONS

**This booklet is a part of the Lease Agreement for space at the annual Fair.** The Lease Agreement that the Lessee (“Concessionaire”) signs states, "Lessee, in entering into this Lease Agreement, states that she/he has received, read, and fully understands the rules and regulations controlling the use of the leased space, all as identified in the booklet *Lessee Rules and Regulations*, which is made a part of this Lease Agreement."

## LEASE INFORMATION

1. All space rentals are by lease and all Lease Agreements are for specific dates. Lessee rights are **not** transferable. Concessionaires are limited to two Lease Agreements per year (since 1993).
2. Each application for space rental during the Fair is considered by management on the basis of: a) product balance on the Fairgrounds; b) uniqueness and appeal of product; c) for returning applicants, a satisfactory history of cooperation with rules and regulations.
3. The FAIR reserves the right to refuse any application for Booth space. Payment of Concessionaire fees does not necessarily constitute approval of Concessionaire participation in the Fair.
4. **RIGHT OF RETURN:** Concessionaires from the previous Fair do not have an automatic right of return; however, Lessee may be offered the opportunity to lease the same booth space she/he had the previous year.
5. The FAIR is not responsible for lost or misdirected mail/deliveries that may result in delays in receiving and/or processing Lease Agreement Applications.
6. Concessionaires assume all responsibility for doing business at the Fair. Employee relations, consumer complaints, and Concessionaire indemnity are the sole responsibility of the Concessionaire.

## OPERATING PERMITS AND INSURANCE

1. Lessees shall comply with applicable federal, state, and local laws. These include, but are not limited to, business licensing, child labor work permit laws, fire codes, safety codes, health codes, games of skill and chance permits, and raffle permits. Concessionaires are required to have a State of Alaska business license to operate at the Fair, and have it available for inspection during the Fair. Be sure to read the information from the Wage and Hour Administration of the Alaska Department of Labor that is included in the Ticket Packet. Food Concessionaires should check with the Alaska Department of Environmental Conservation concerning requirements.
2. Lessees are required to carry liability insurance as specified by the FAIR. Insurance is included in your space fee (**SEE THE HIGHLIGHTED BOX BELOW FOR EXCEPTIONS**). The FAIR no longer accepts “certificates of insurance” except when specifically required.
3. Other insurance, including Worker's Compensation, is the responsibility of the Lessee.

### LIABILITY INSURANCE FOR CONCESSIONAIRES

Most Concessionaires are covered by the liability insurance carried by the Tanana Valley State Fair. Certain exceptions may apply, however. Separate insurance could be required and proof of such insurance on file with the Fair Office for products and services including, but not limited to, piercing booths, haunted houses, stroller/wheelchair rentals, national companies/chain stores, organ grinders, tattoo parlors (permanent), moon walks, exotic animals, dunking booths, pony rides, petting zoos, and game booths. In addition to restrictions on insurance coverage, other FAIR regulations may affect Concessionaire products and services. Read the information on “Merchandise” in *Lessee Rules and Regulations*, page 4.

## SPACE

1. **All business of the Lessee must be conducted in, and all personnel and all items must be contained within, the confines of the leased space** unless the FAIR specifically designates Lessee as a Roving Concessionaire.
2. Lessee may not place any advertising matter or distribute advertising matter outside the space assigned to her/him. If entertainers are hired to distribute information regarding booth activities, then such entertainers must remain inside booth space.
3. Lessee may not display in her/his booth any advertising material not directly related to her/his booth products or services.
4. The FAIR reserves the right to make any changes in space assignment or grounds layout where it deems necessary and beneficial. Space relocation is allowed only with prior specific permission of the FAIR.
5. All space is leased on an "as is, where is" basis, and without warranty as to condition. Maps from which spaces are leased are approximate. Spaces are clearly marked by wooden stakes, paint, or chalk just prior to the Fair.
6. Lessees will provide and remove their own sawdust. Sawdust and shavings stored in the Livestock/Barn areas are NOT for Concessionaire use. Any concessionaire using shavings in their booth area will be required to provide proof of purchase. Any concessionaire caught taking the shavings/sawdust from the Barn/Livestock area will be immediately ejected from the Fairgrounds.
7. No subletting, assignment, or partial assignment of space is permitted. The exception to this is Craft Market and Non-Profit booth spaces, which may be shared with a single additional Lessee of the same type and with prior permission of the FAIR.
8. **For returning Lessees, the Space Change Request deadline is March 12, 2010.** Any Concessionaire requesting a space change must submit a completed Space Change Request Form and full payment for existing space(s) in order to be considered for a space change or addition.
9. **\*\* Lessees: Helium filled balloons are not allowed in booth displays or sold to the public.**

## RESPONSIBLE ACTIONS

1. The Lessee is responsible for her/his actions and actions of her/his agents, employees, volunteers, or suppliers that may result in damage or loss of property of the FAIR and are liable for repair or replacement costs.
2. **Concessionaires are responsible for keeping lines of customers at their booths from impeding the routine flow of traffic on walkways and roadways or to other booths.**
3. The FAIR has adopted a comprehensive Workplace Harassment policy. Lessees are bound by the conditions of this policy. For more information, call the Fair Office, 907.452.3750.
4. **\*\* Minimum Wage in Alaska** changed in 2010 to **\$7.75** for most jobs. Check with the Wage and Hour Administration of the Alaska Department of Labor for more information.
5. Lessees using two-way radios should monitor channels in order to avoid conflicting with FAIR operations.
6. The Lessee agrees to purchase admission tickets for all employees or volunteers as necessary for the Fair. **All Concessionaires, Volunteers, and Employees must have a ticket to enter the Fairgrounds beginning Friday, August 6.** Concessionaires are issued 27 daily admission tickets per space, or two daily admission tickets for each day in the Pat Ross Craft Market Tent per space for daily PRCMT Concessionaires, as part of the Lease Agreement. There is no "will call" for Concessionaire tickets.
7. Lessees who are **selling** raffle tickets are responsible for obtaining raffle permits from the State of Alaska and must have their raffle permits posted in their booths.
8. Lessees who use **lit candles** in their booths must have a 10 lb. ABC fire extinguisher in their booths, including those Concessionaires in Borealis Pavilion.

9. Quiet Hours in Concessionaire camping and parking areas are between 11:00 PM and 7:00 AM. Anyone not adhering to this rule will be removed from the camping/parking area.

## **MERCHANDISE**

1. No Concessionaire may sell or distribute any merchandise bearing the name "Tanana Valley State Fair," "Alaska State Fair," or bearing the official Fair logo without first obtaining written permission from the FAIR.
2. Concessionaires are required to identify, in writing, as part of their Lease Agreement, items to be sold, exhibited or distributed from the leased space. Substitution and/or additions of products are allowed only with prior specific permission of the FAIR.
3. Craft and Pat Ross Craft Market Tent Concessionaires are required to submit photographs and descriptions of all items sold in their Craft and PRCMT booths. Photos and descriptions must be included with the Lease Agreement Application.
4. Items that are sold in booths at the Fair may not be given away without prior permission of the FAIR.
5. Any merchandise sales found offensive, obnoxious, or unsafe by the FAIR will be immediately terminated upon written notice by the FAIR. This includes, but is not limited to, the regulation of the sale of toys, martial arts stars and stars sold as necklaces, potato guns, fake cigarettes, drug paraphernalia, loud popping devices (e.g., "snappers" or "poppers"), cap guns and caps, bomb bags or explosives of any kind. Obnoxious, foul odor producing aerosols and similar materials (e.g., "fart spray") are prohibited. "Silly String" is prohibited.
6. The sale of cigarette lighters, butane lighters, and similar products at the Fair is prohibited. The filling or refilling of any lighter at the Fair is prohibited.
7. The sale or giveaway of knives at the Fair is prohibited, unless you have prior written permission.
8. NO food or drink vending machines of any kind and no sales of candy or gum are allowed at non-food booths.
9. No body piercing is allowed.
10. Concessionaires may not place ATM/cash machines in their booths without prior permission of the FAIR.
11. No Concessionaire may sell or distribute any merchandise bearing the name of "Alaska Grown" without first obtaining written permission from **Alaska Grown**.

## **GROSS SALES REPORT**

Concessionaires must maintain a daily record of all Gross Sales received at the Fair. The Gross Sales Report must be returned to the Fair Office by Thursday, September 30, 2010, 4:00 PM. If no sales are made, write "NO SALES" on the sheet and turn it in. There is a locked box on the patio of the Summer Fair Office for returning your form. Be sure to use the pre-addressed envelope. Information is confidential and used for statistical purposes only. Your anonymous Gross Sales Report is very important to the FAIR, as well as to the community at large. The statistical information that is provided by the reports is crucial in demonstrating the positive economic impact that the Tanana Valley State Fair has on our community. Your co-operation and participation is greatly appreciated.

## **CANCELLATION**

**Cancellation of this Lease Agreement by Lessee 30 days or less prior to the Fair's opening shall entitle the FAIR to retain any monies paid, or collect any monies due, pursuant to this Lease Agreement.** Lessees who cancel their Lease Agreement more than 30 days before opening day of the Fair will receive a refund minus a \$100.00 non-refundable deposit.

## **PAYMENT**

### **RETURNING LESSEES:**

1. **\$200.00 payment (\$100.00 of which is non-refundable) must accompany each returnees' Lease Agreement Application for leased space.** The first payment is due by **March 12, 2010**. Upon receipt of the Lease Agreement Application and deposit, the FAIR shall notify the potential Lessee if the Lease Agreement Application has been accepted. Upon acceptance, the returning Lessee has until **May 01, 2010**, to pay all lease fees and assessments. If, within two weeks, you have not received confirmation of your Lease Agreement Application reaching the Fair, contact the Concessions Office at **907.451.5555**.
2. Lease applications will be considered rejected by the Lessee and the space relinquished if Lease Agreement Applications are: a) not postmarked by **March 12, 2010** and b) do not contain the minimum \$200.00 payment
3. Spaces relinquished will be available beginning **March 19, 2010**, 9:00 AM. Return the **Payment Distribution Receipt** and **Rules and Regulations Checklist** with the completed Lease Agreement Application. Concessionaires may request Parking Permits and extra admission tickets using the Payment Distribution Receipt. Full payment for Parking Permits and/or extra tickets must be included with the request. Parking Permits and tickets also may be obtained in the Fair Office when Ticket Packets are picked up, beginning **July 30, 2010**.
4. **Lessees who do not pay their balances by May 01, 2010, will be subject to late fees of \$25.00 per week, or cancellation of booth space.**

### **NEW AND/OR RETURNING LESSEES:**

1. Any Lease Agreement Application submitted after **March 12, 2010**, must be paid **in full** when the Lease Agreement Application is submitted to the Fair Office.
2. Any Lease Agreement Application submitted after **July 2, 2010**, must be paid in cash/credit card when the Lease Agreement Application is submitted to the Fair Office.
3. For Pat Ross Daily Craft Tent Lessees, payment must be made in full when the Lease Agreement Applications are submitted to the Fair Office.
4. If fees are not paid in a timely manner, the assigned space shall revert to the FAIR and the Lessee shall forfeit any and all fees paid to that point.
5. Lessees whose checks are returned as "NSF" or for any other reason will be charged \$30.00. Returned checks must be paid through Cornerstone Credit. Contact Cornerstone Credit in Fairbanks at 907.451.7180. Payment on returned checks will not be accepted at the Fair Office.
6. **Any Lessee not in operation by Noon, Friday, August 6, 2010, will forfeit any fees paid and the FAIR may lease the space to another. Exception: Daily Pat Ross Craft Market Tent Concessionaires must be in operation by Noon on their leased days.**

## **SOUND**

Noise level is a determining factor of space location. The FAIR reserves the exclusive right to regulate all sound in the best interest of Fair patrons. **The Lessee shall inform the FAIR at the time of leasing of the intent to use microphones or other noise producing equipment.**

## **TRASH**

1. **Each Lessee is responsible for the neatness and cleanliness of leased space.** All trash must be collected in good quality, strong plastic garbage bags and bags deposited in containers provided by the FAIR; or, the bags may be removed from the Fairgrounds by the Lessee. **DO NOT OVERSTUFF TRASH BAGS.**
2. Break down **cardboard** and separate out and from other trash.
3. **Any grease used by Concessionaires MUST BE REMOVED from the Fairgrounds in a sealed container BY THE LESSEE. DO NOT DUMP GREASE DOWN GRAY WATER DRAINS. Contact the AKDEC or FNSB Solid Waste Division for approved dump sites.**

4. Lessees must remove all trash, building supplies, gravel, sawdust, pallets, appliances, and other debris during booth tear down by the deadlines listed for each area.

### TICKET INFORMATION

**BEGINNING FRIDAY, AUGUST 6, 2010, ALL CONCESSIONAIRES, VOLUNTEERS, AND EMPLOYEES MUST HAVE A TICKET TO ENTER THE FAIRGROUNDS. A Concessionaire button does not substitute for an admission ticket.** Tickets provided in the Lease Agreement are included in the Ticket Packet, available beginning July 30, 2010. Twenty-seven (27) daily tickets per space are provided for: Commercial, Non-Profit, Food, Game and Craft Weekly. Daily Pat Ross Craft Market Tent Lease Agreements provide for two (2) daily admission tickets per space per day leased.

**2010 Ticket Prices:**

Concessionaire Strip of Nine \$45.00

Commercial, Non-Profit, Game, Food, and Craft Market Weekly Concessionaires may purchase additional strips of tickets. These tickets are not sold individually. This reduced ticket price is not available to Daily Pat Ross Craft Market Tent Leases. Concession tickets can be requested on the Payment Distribution Receipt and will be sold in the Summer Fair Office. **Concessionaire tickets are for use by Concessionaires and booth workers only. Resale of Concessionaire Tickets is strictly prohibited. Resale of Concessionaire tickets will result in immediate dismissal from the Fair.**

Season Adult	Ages 18 - 59	\$35.00
Season Senior	Age 60 and above	\$20.00
Season Youth	Ages 6 - 17	\$20.00
Children	Ages 5 and Under	Free
Daily:	Adult \$10.00	Senior \$5.00      Youth \$5.00

### FAIR TIME HOURS OF OPERATION

**BOOTHS MUST BE STAFFED DURING ALL FAIR HOURS OF OPERATION.**

**All Concessionaires must be open for regular business from NOON to 10:00 PM. Sunday thru Thursday and noon to 11:00pm Fridays and Saturdays. Failure to do this will result in not being asked back to the fair. VEHICLE GATES WILL BE CLOSED AT 11:30 AM. All Concessionaires, Volunteers, and Employees must have a ticket to enter the Fairgrounds beginning Friday, August 6, 2010.**

Midway and Outside booths may stay open later than 10:00 PM. Borealis Pavilion is open from 11:00 AM to Noon for Concessionaires ONLY. Security is instructed that to enter at this time, Concessionaires must be wearing a current Concessionaire button. Buttons are FREE with the Ticket Packet and at the Summer Fair Office. The Concessionaire button DOES NOT substitute for an admission ticket. After 10:00 PM, no one will be allowed admission into Borealis Pavilion, including Concessionaires and customers. Plan accordingly for customers to pick up items from you.

#### BOREALIS PAVILION

#### Closing Procedures for August 14, 2010

Borealis Pavilion closes to the public at 10:00 PM on Saturday, August 14, and reopens to Concessionaires for property removal as soon as the public has been cleared from the building. **The exit doors to Lot #1 will not be opened for concessionaires' use at any time during the fair.** Everyone, including Concessionaires, is required to leave Borealis Pavilion at 11:00 PM. All Concessionaires and their assistants are required to wear a current Concessionaire button in order to enter Borealis Pavilion after 10:00 PM on August 14. **Note: the hour between 10:00 PM and 11:00 PM, during which Concessionaires can do property removal, is not intended for large scale booth tear down. Plan your booth tear down in accordance with the time available. NO PARKING IN THE FIRE LANE ADJACENT TO THE BUILDING.**

## CENSURE

1. Lessees, their employees, agents, volunteers, and representatives **shall conduct themselves and the operations of their spaces in a courteous, honest, and friendly manner.**
2. In the event of a breach of the terms of the *Lessee Rules and Regulations* and upon notice of breach of this Lease Agreement, Lessee shall immediately vacate the leased space. Should the Lessee not vacate the space as required, the FAIR, without first obtaining court process, shall have the immediate right, without waiving any other rights or claims, to enter the leased space, remove all persons and all property of the Lessee, clean and otherwise repair the premises, and prohibit the Lessee from reentering the Fair. Any costs of such action by the FAIR including actual court costs and attorney fees shall be paid by the Lessee. Upon such breach, the Lessee forfeits any and all fees paid to the FAIR as liquidated damages for those costs and damages not specifically identified above. FAIR's waiver of any breach of this Lease Agreement shall not constitute a continuing waiver or any subsequent breach(es).
3. Other options for Censure may include, but are not limited to, suspension for a period of time or permanent suspension from the Fairgrounds.
4. The options for re-admission to the Fair as a Lessee for future years may include but are not limited to special appeal to the FAIR by written request. This request must contain a solution to the problem that caused the initial cancellation of the Lease Agreement.

## COMPLAINTS/PROBLEMS AT THE FAIR

1. Contact the Concessions Manager, who is here to help you at the Fair. Most problems are handled at this level. **Annette can be reached at the summer office or by calling 451-5555.**
2. The Concessions Manager may request additional help from the Executive Director. The Executive Director may suggest a change to procedures.
3. If the problem concerns FAIR policy, then the Concessionaire or Management may go to the Board of Directors with suggestions for changes to policies. The Board reviews the issues and may change policies.

## TICKET PACKETS

Available Friday, July 30, 2010, in the Summer Fair Office. No packets will be issued until all paperwork is turned in and all applicable fees are paid in full. Concessionaires are urged to pick up Ticket Packets by Thursday, August 5, 2010. The Packets may include:

1. Copy of signed Lease Agreement.
2. Concession tickets included with your space Lease Agreement fee.
3. Parking Permits and additional Concession tickets, if requested and pre-paid with your Lease Agreement Application was submitted.
4. Gross Sales Report & returning vendor forms, due in the Fair Office by Friday, September 30, 2010.
5. Fire Safety Booklet
6. Concessionaire Suggestion and Evaluation forms.
7. *Concession Connection* update.
8. Wage and Hour Information
9. Booth building guidelines.
10. Important phone numbers and contact information.
11. Concessionaire buttons (available FREE in the Fair Office). Buttons show you are a Concessionaire, are necessary to enter the Fairgrounds and the Borealis Pavilion early, and are used as ID when removing products from the Borealis Pavilion on the last Saturday night. Make sure you have enough buttons for your staff and volunteers. The button does not replace an admission ticket.

## CONCESSION SERVICES

**Concession Message Board**—use it to post your job openings, special sales, greetings, etc. The Message Board is located on the interior north wall of the Summer Fair Office.

**Messages**—will be accepted and posted on the Concessionaire Message Board in the Fair Office. **Only emergency messages will be delivered.**

**Packages**—cannot be accepted by the Fair Office. Concessionaires are responsible for making arrangements for deliveries.

**Telephones**—pay phones are accessible throughout the Fairgrounds. Contact Alaska Communication System (ACS) at least two (2) months prior to the Fair for phones at individual booths, 800.808.8083 or 907.459.6200.

**Showers**—facilities are located in the block bathroom behind the Tanana Energy Center. There is no charge for the showers in the block bathroom.

**ATM**—The FAIR operates several Automatic Teller Machines on the Fairgrounds. One ATM is located inside Borealis Pavilion, one outside Borealis Pavilion, and one on the east side of Badger Hall. Outside ATMs are open until the Midway closes, approximately 12:00 AM. **Concessionaires may not place ATM/cash machines in their booths without prior permission of the FAIR.**

## SAFETY AND SECURITY

1. **The Security Office is located at Upper Badger Hall.**
2. **Security service is provided by the FAIR starting 8:00 AM, the first Friday of the Fair and continuously 24 hours a day through the last day of the Fair. Security will be Patrolling the concessionaire parking areas.**
3. Borealis Pavilion is locked from 10:00 PM to 11:00 AM. Borealis Pavilion Concessionaires are encouraged to stay in their booths until Fair Staff and Security secure the building for the evening.
4. When the Midway closes, Security will clear the Fairgrounds of Fair patrons.
5. Animals are not permitted on the Fairgrounds, with the exception of assistance dogs, animals entered as exhibits, or animals entered in the Pet Show. **Dogs are not allowed outside in the Concession areas, including the parking and camping areas of Fireweed Plaza, Ferguson Field, and Lot #3. Concessionaires who violate the “no dog outside” policy risk being dismissed from the Fair.\*\*You are responsible for cleaning up after your pets.**
6. The Fairgrounds are private property and the FAIR has banned weapons.No weapons are allowed on the Fairgrounds. No weapons are allowed through the fair gates. Beer and wine may be consumed only in areas designated by the Fair, the beer tent and designated liquor vendor area. No package liquor, drugs,or drug paraphernalia are allowed on the Fairgrounds or in the vendor parking or camping areas.
7. Bicycles are not allowed on the Fairgrounds, but specific exceptions may be made for Concessionaires or their employees. Concessionaires or employees must be identified by wearing a current Concessionaire button and have prior permission of the FAIR to exercise this privilege.

## FIRST AID

Chena Goldstream Fire and Rescue generously provides trained volunteers to staff the First Aid trailer during Fair hours of operation. **The First Aid trailer is located on the lawn northeast of Totem Center.**

## LOST PEOPLE

If you are looking for a lost person, go to the Security Office, located in Upper Badger Hall.

## **FAIRTIME GATE HOURS (See Map for Gate locations)**

All Concessionaires, Volunteers, and Employees must have a ticket to enter the Fairgrounds beginning Friday, August 6, 2010. NOTE: There is no "will call" service for Concessionaire tickets.

<b>Blue Gate</b>	<b>8:00 AM - 10:00 PM</b>	<b>Located in front Main Lot #1; FREE parking.</b>
<b>Blue Vehicle Gate</b>	<b>8:00 AM - 11:30 AM</b>	<b>Located in front Main Lot #1.</b>
<b>The speed limit on the Fairgrounds is 5 miles per hour. Violators will lose their privilege to drive onto the Fairgrounds.</b>		
<b>Green Gate</b>	<b>7:00 AM - Midnight</b>	
Green Gate is located at the back of the Fairgrounds, off College Road and down Red Gate Road, and provides access to Reserve Parking Lot #3. Concession vehicle access to the Fairgrounds beyond Lot #3 is not available after 11:30 AM during the Fair.		
<b>Red Gate</b>	<b>8:00 AM - 10:00 PM</b>	<b>Located in General Lot #2; .</b>
<b>Yellow Gate</b>	<b>Noon - 10:00 PM</b>	<b>Located in front Main Lot #1;</b>

**No overnight parking will be allowed. All vehicles will be towed.**

**There will be no parking on the FAIRGROUNDS after closing.  
All vehicles will need to be off the grounds by midnight.**

## **VEHICLE INFORMATION**

- 1. ALL VEHICLES MUST BE OUTSIDE THE FAIRGROUND GATES AND IN THE PARKING LOTS BY 11:30 AM all days of the Fair. Vehicles not in compliance with this rule will be towed at the owner's expense.**
- Vehicles are allowed on the Fairgrounds **after Midnight**, *when crowd conditions permit*. This decision is made by Security, the Executive Director, or designee.
- The speed limit on the Fairgrounds is 5 miles per hour. Violators privileges will be rescinded.
- Vehicles parked in Fireweed Plaza and Ferguson Field are allowed to enter the areas once to park prior to the Fair and to exit the area once to leave at the end of the Fair.
- Concessionaires are encouraged to enter the Fairgrounds at night to protect their booth contents. Camping in areas **other** than Fireweed Plaza and Ferguson Field is allowed only after the Grounds have been cleared of the public. All campsites and vehicles outside Fireweed Plaza and Ferguson Field must be removed by 11:30 AM on Fair days.
- Storage trailers must be within the leased space or inside Fireweed Plaza or Ferguson Field and must be kept neat and clean at all times (no hanging laundry, boxes, boards, etc.).
- Motorhomes or other vehicles may be used as part of a Booth set up when entrance is granted to the general public, but must be contained within the leased space.

## **PARKING AND CAMPING OPTIONS**

**Each Object parked on the Fairgrounds must have a permit (i.e., a vehicle and trailer are considered two Objects). Object Permit must be attached to stationary object in a manner that is visible at all times. Campers age 18 or under must be accompanied by a parent or guardian. Dogs outside vehicles or objects are NOT allowed in the Concessionaire areas.**

- 1. Reserve Lot #3. COST: \$50.00 per space.**  
Spaces are marked and sold by number. Overnight or daily use. Each space (approximate width 10-12 feet; depth varies) will be sold individually. **ONE VEHICLE OR OBJECT PER SPACE.**  
Vehicles found parked in the wrong space or area will be towed at the owners' expense.

## PARKING AND CAMPING OPTIONS (CONTINUED)

2. **Fireweed Plaza.** COST: \$75.00 per vehicle, storage trailer, tent, etc.  
Limited to Fireweed Plaza Concessionaires. **Up to two (2) Parking Permits per Lease.** The second Object **cannot** use electrical access at any time. Available for motorhomes, storage trailers or tents. There are no “assigned” or “reserved” spaces. Stationary objects only: there is no way to move a vehicle out of this area during the Fair; it must remain inside the Plaza until booth teardown. Electricity limited to assigned outlets and only during non-Fair Hours of Operation. **Any plug-in must be compatible with a Ground Fault receptacle.** No dump station available.
3. **Ferguson Field.** COST: \$75.00 per vehicle, storage trailer, tent, etc.  
Limited to those having a booth located in Ferguson Field and the Craft Market Tent. Available for small motorhomes, storage trailers, or tents. One Vehicle or Object per Lease. There are no “assigned” or “reserved” spaces. Stationary objects only: there is no way to move a vehicle out of this area during the Fair; it must remain inside the area until booth teardown. Electricity limited to assigned outlets and only during non-Fair Hours of Operation. **Any plug-in must be compatible with a Ground Fault receptacle.** No dump station available.
4. **Main (General) Parking Lots.**  
Lot #1 with access to Yellow and Blue Gates (front) and Lot #2 with access to the Red and Green Gates (back). No camping is allowed in Parking Lot #1 or Lot #2.
5. **Tanana Valley Campground.** Located just west of the Fairgrounds. Contact Maintenance at 907.451.5557 early in the year to request a reserved spot. Confirm your reservations at 907.456.7956 about a week before you arrive. The Campground has very limited electrical hook-ups and a dump station. Paid showers also are available at the Campground.

### FAIR BOOTH CONSTRUCTION GUIDELINES

\*\*Your booth name and number must appear on the front of the booth structure in a manner clearly readable from the aisle. (This helps delivery people find your booth.) This will be inspected this year.

**NOTE: SOME PACKAGES INDICATE THAT TENTS, “EZ-UPS,” AND SIMILAR STRUCTURES ARE 10 FEET IN WIDTH WHEN THEY ACTUALLY ARE MORE THAN 10 FEET IN WIDTH. CHECK THE SIZE OF YOUR STRUCTURES *BEFORE* YOU SET UP AT THE FAIR.**

1. Permanent structures are not allowed on the Fairgrounds.
  - A. Tents and mobile concession units are encouraged. Wooden structures must be sturdy, attractive, and able to be moved by Lessee.
  - B. Blue tarps are not allowed to be part of the booth structure.** Visqueen may **not** be a part of the structure. All wood must be painted or finished in some manner.
  - C. All excess boxes, cartons, or merchandise must be in storage and out of public view. Such materials cannot be stored outside of Booth space without prior permission of the FAIR.
2. **No digging or driving rebar or stakes more than three (3) inches deep in any booth space.**
3. All tents and similar structures must be anchored securely using at least 60 lbs of weight at each tent post. **Anchors must be contained in leased space.**
4. Outside structures are permitted to be a maximum of **14 feet** in height and all parts of the structure must remain inside the boundaries of the leased space, including guy-wires, tent tie downs, anchor weights, and roof overhangs.
5. **Borealis Pavilion:** All parts of booths, including walls and signage, are permitted to be a maximum of **8 feet** in height and must remain inside the boundaries of the leased space.

Concessionaires may not hang or suspend anything from the ceiling of Borealis Pavilion. Access to the roof of Borealis Pavilion is NOT permitted without permission of the FAIR.

6. **Pat Ross Craft Market Tent:** All parts of booths, including walls and signage, are permitted to be a maximum of **8 feet** in height and must remain inside the boundaries of the leased space. Ceiling height decreases as it approaches the Tent walls.
7. Concessionaires who want to extend their booth set-up beyond their leased boundaries will be charged for the additional space AND must have prior permission of the FAIR.
8. Food Booths are held to a higher standard of construction due to health and safety regulations by the State of Alaska. Contact State of Alaska DEC for more information.

### **FAIR BOOTH CONSTRUCTION TIME FRAMES**

1. Lessees may begin outdoor booth construction Friday, July 30, 2010. Indoor booth construction may begin on Monday, August 2, 2010. **ALL LESSEES MUST CHECK IN WITH THE FAIR OFFICE BEFORE STARTING CONSTRUCTION to verify space location and pick up your Ticket Packet.**
2. Beginning Friday, July 30, 2010, Red Gate Road (off College Road) and Green Gate are open for booth construction and set up from 9:00 AM to 10:00 PM daily. The gates will close at 10pm.
3. After the opening day of the Fair, anyone leasing space may set up only before and after Fair Operating Hours.

### **FAIR BOOTH TEAR DOWN TIME FRAMES**

1. **Borealis Pavilion:** At 10:00 PM on August 14 (the last Saturday night), All property of the Lessee must be removed no later than 4:00 PM, Friday, August 20, 2010. Tear down hours will be Sunday, August 15, 11:00 AM to 5:00 PM, and Monday, August 16, thru Friday August 20, 2010 from, 9:00 AM to 4:00 PM.
2. **Outside Removal Date:** All structures, improvements, property, and belongings of Lessee must be removed from the Fairgrounds by no later than 4:00 PM, **Wednesday, August 25 , 2010.**
3. Electrical power on the Fairgrounds will be turned off on August 15, 2010, the first Friday after the Fair.
4. Booths owned by the Fair must be completely cleaned out and vacated by 4:00 PM, Friday, August 20, 2010.
5. Any structure remaining on the Fairgrounds after removal date will be considered abandoned and become the property of the FAIR. The FAIR will dispose of any abandoned structure.
6. No camping on the Fairgrounds after 4:00 PM on Wednesday, August 18, 2010.
7. Blue Gate or Caretakers' Gate is open from 8:00 AM to 10:00 PM, from August 16 to August 27, 2010.

### **WATER**

1. Water service and sewer service are **not** available to all areas of the Fairgrounds. See the Map for locations of water faucets and gray water sites on the Fairgrounds.
2. Running a water hose from any existing faucet is strictly prohibited during Fair Hours of Operation, Noon to 10:00 PM. **Hoses must be coiled and returned to booth spaces during Fairtime Hours of Operation.**
3. Running hoses to the gray water deposits is strictly prohibited during Fair Hours of Operation.

## ELECTRICAL SERVICE REGULATIONS

(Required by the State Electrical Inspector)

The FAIR has replaced all electrical outlets with Ground Fault Receptacles, meaning Concessionaires need not attach GFIs to outlets. ALL electrical plugs must be compatible with Ground Fault Receptacles, however. Contact the Maintenance Supervisor at 907.451.5557 for further information.

*Electrical power on the grounds is very limited. The FAIR will provide one (1) 120 volt electric receptacle per space in most areas. This means that a single booth is assigned one socket in a double socket outlet. All utility hook-ups or extension of electrical service must be approved by the FAIR and the work must be done by an electrician approved or designated by the FAIR. The Lessee is charged the full cost of such service. The following guidelines must be observed:*

## ELECTRICAL SERVICE REGULATIONS

1. Lessees shall provide their own heavy duty **outdoor** extension cord that must be listed by a nationally recognized laboratory such as U.L. Each extension cord shall be plugged directly into an approved receptacle to service one appliance only. Extension cords must be in good (prong) cords. Do not use adapters that fit three-wire plugs to two-wire sockets. **All extension cords must be at least 12 gauge wire.** Use the following guide for cords: 2400 watts=20 amps; cords up to 100 feet, use #12 wire; cords over 100 feet, use #10 wire. (Example: Booth is 75 feet from electrical receptacle. It draws 2300 watts. The cord size should be #12 wire.) **Be sure your name is on your cord at the end where it attaches to the electrical pole.**
2. Use waterproof wiring such as rubber or plastic covered heavy-duty cable listed by U.L. or another label that identifies it as approved for outdoor use. Romax may **NOT** be used for extension cords. Q-taps are not allowed.
3. All electrical appliances, including coolers and coin-operated drink dispensers, must be listed on Page 3 of the Food Booth Lease Agreement Application.
4. After Fair Hours of Operation, Concessionaires may draw on electrical service for non-booth use **ONLY** from those outlets assigned to their booth space.
5. **Generators are encouraged by the fair** for use by Concessionaires in booth areas provided: a) the sound level created by the generator does not exceed 70 dB; b) Concessionaire follows manufactures' safety recommendations and the Fire Department's safety recommendations; c) the generator does not cause air pollution problems. Concessionaires using generators in booth or camping areas must list the manufacturer and model and year on Lease Agreement Application.
6. Use of propane appliances rather than electrical is encouraged. Electric stoves are particularly discouraged. All electrical equipment must be maintained in working condition and free of any damage or deterioration.
7. **Heaters are NOT allowed in Concession areas, including booth areas and camping areas.**
8. All temporary hook-ups must be removed after the Fair. Use the receptacles provided and do not touch the panel boxes. Contact the Fair Office for Maintenance assistance.
9. All electrical connections must be buried, but cords and wiring should be buried as close to the surface of the ground as possible and still cover the connection. This protects your wiring and fixtures from damage by people and vehicles. Due to underground utilities, **all digging of deep holes or driving of stakes more than three (3) inches into the ground must be cleared with the Maintenance Supervisor.**
10. **Noncompliance with these specifications may lead to closure of your booth until you demonstrate compliance.**

## FIRE SAFETY REGULATIONS

**Contact the Maintenance Supervisor, at 907.451.5557. A copy of the TVSFA Fire Safety Instructions, courtesy of the University Fire Department, is included in your Ticket Packet. Fire inspections are made on the Grounds. Do not be caught unaware!**

1. Each booth must have a 5-lb. fire extinguisher or an extinguisher of equal rating approved by the Fire Marshal (unless you fall into the specifics of #2 listed below).
2. Heating and cooking equipment and any device capable of creating a flame, spark or glow must be installed, operated, and maintained according to the manufacturers' recommendations and standards. Extreme care must be taken to maintain the proper clearance from combustibles. **A 10-lb. ABC extinguisher is required in all such areas.**
3. Smoking is prohibited in certain areas. "No Smoking" signs are posted.(i.e.. Exhibit Halls).
4. Compressed gas cylinders must be properly supported and secured in the upright position at all times.
5. Combustible refuse must be stored in metal containers. Containers inside buildings must have lids.
6. **All walkways, aisles and exits must be kept clear and open at all times. No signs, displays, or other materials may be placed in aisles or walkways.**
7. Decorations and Displays:
  - A. All cloth and paper decorative material used in booth set-ups shall be of flame-proof material or rendered flame retardant. The following recipe can be used to fire proof cotton materials (not rayon or nylon): 10 oz. borax, 5 oz. boric acid, 1 gallon water; combine all ingredients; dip material in liquid and let drip dry; do not iron.
  - B. All wood must be painted or coated with a flame retardant spray. All painted surfaces must be painted with water base latex paint, not oil base paint.
8. Tents shall be of flame retardant material or shall be made flame retardant with an approved product. Proof of fire retardancy shall be submitted to the Fire authorities prior to occupancy or on request.
9. Flame retardant spray, extinguishers, first aid equipment, and information are available at: Arctic Fire and Safety, 702 30th Ave., 907.452.7806; or, Northern Fire and Safety, 3527 Industrial Ave., 907.452.5353.

### 2010 FAIR OFFICE HOURS

(subject to change)

Spring:		9:00 AM to 4:00 PM	Monday through Thursday	Closed Friday
Summer:	May 1 to July 30	9:00 AM to 5:00 PM	Monday through Friday	
	Saturday, July 31	Non-Perishable Entry Day, 10:00 AM to 6:00 PM		
	Closed August 1			
	August 2 to 5	9:00 AM to 5:00 PM		
	<b>August 6</b>	<b>8:00 AM to 7:00 PM</b>		
	<b>August 7 to 14</b>	<b>11:00 AM to 7:00 PM</b>		
Post Fair:	Sunday, August 15	11:00 AM to 5:00 PM		
		Borealis Pavilion Open for booth tear down		
	August 17-21	9:00 AM to 5:00 PM		
		Borealis Pavilion Open for booth tear down		

# 2010 COMMERCIAL BOOTH INFORMATION AND SPACE RATE CARD

Be sure to read *Lessee Rules and Regulations*, which are considered part of your Lease Agreement. Space sizes, shapes and prices may vary with location. See the maps at the Fair Office for available spaces.

## OUTSIDE COMMERCIAL SPACE



**\$625.00** - 10' frontage x 20' depth.

Spaces on Jusilla Road between the Lions Building and Totem Bridge measure 10' frontage by up to 30' (varies with location) depth and cost **\$675.00**. Commercial only; no food or beverage sales. Most spaces have one 20 amp electrical outlet available.

**\$310.00** - Differential is charged for all "prime" spaces. Prime space is designated by the FAIR.

**\$525.00** - Additional spaces on same Lease Agreement.

## INSIDE COMMERCIAL SPACE

Available only in Borealis Pavilion. Most spaces have one 20 amp electrical outlet available. Some spaces vary in depth and width due to the building support structure.

**\$625.00** - 9 1/2' frontage x 7 1/2' depth.

Commercial only; no food or beverage sales.

**\$310.00** - Differential is charged for all "prime" spaces.

Prime space is designated by the FAIR.

**\$525.00** - Additional spaces on same Lease Agreement.



All prices include: space, 27 daily passes, and liability insurance (see Page 2 for exceptions).

Any booth using substantial amounts of electricity will be assessed \$100.00.

# 2010 CRAFT MARKET INFORMATION AND SPACE RATE CARD

Be sure to read *Lessee Rules and Regulations*, which are a part of your Lease Agreement. Craft Market booth spaces are available on the Fairgrounds for the entire run of the Fair; in the Pat Ross Craft Market Tent on a daily basis or for the entire run of the Fair. Craft applicants must submit photos and descriptions of your products when you submit your Lease Agreement Application.

## OUTSIDE CRAFT MARKET SPACE

**\$375.00** - 10' frontage x 20' depth.

Craft sales only; no Commercial products.

**\$190.00** - Differential is charged for all "prime" spaces. Prime space is designated by the FAIR.

**\$325.00** - Additional spaces on same Lease Agreement.

Prices Include: space in *designated craft area*, **no tables or building provided**; 27 daily admission tickets. Most spaces have one 20 amp electrical outlet available

## PAT ROSS CRAFT MARKET TENT—*WEEKLY SPACE*

**\$375.00** - Inside Tent , 9 1/2' frontage x 6 1/2' depth

**\$325.00** - Additional spaces on same Lease Agreement

Prices include: space, **no tables provided**; 27 daily admission tickets. **All**

**Concessionaires, Volunteers, and Employees must have a ticket to enter the Fairgrounds beginning Friday, August 7, 2009.**

Tent is lit and weather-resistant. Electricity is not readily available for Tent Lessees. The Tent ceiling decreases in height as it approaches the walls.

## PAT ROSS CRAFT MARKET TENT—*DAILY SPACE*

**\$45.00** per day - Monday through Friday

**\$65.00** per day - Saturday or Sunday

Prices include: space in Craft Tent, **no tables provided**; 2 adult admission tickets per day. .

Tent is lit and weather-resistant. Electricity is not readily available for Tent Lessees. The Tent ceiling decreases in height as it approaches the walls.

Pat Ross Craft Market Tent spaces are offered on an approved application basis, usually beginning in early spring.

**Craft Market items must be made by the individuals selling the crafts.** Just one non-craft item in your booth will revoke your privilege in the Craft area. You will be charged the full Commercial fee and may be moved to a different area of the Fairgrounds. In the event of a question, the FAIR reserves the right to make the decision.

# 2010 FOOD BOOTH INFORMATION AND SPACE RATE CARD

Interested individuals must submit a Proposed Menu Form (available at the Fair Office) to be considered for a food booth and to register for the Food Booth Wait List. The FAIR annually reviews the Food Booth Wait List. Booths are chosen based on originality of menu items, length of time on the waiting list, and electrical needs. The Fair Board of Directors has set a limit of no more than 45 Food Booths on the Fairgrounds.

**Be sure to read *Lessee Rules and Regulations*, which are considered a part of your Lease Agreement. No food or beverage items are allowed unless they are listed on the approved menu form.**

**\$1400.00** - usually 20' frontage x 20' depth. Spaces on Jusilla Road between the Lions Building and Totem Bridge measure up to 30' in depth and cost **\$1500.00**.

**\$600.00** - Each additional space (10' frontage x 20' depth), or a portion, as part of the same booth

**\$1450.00** - Attached Fair Building space (Badger Hall or Lions Building spaces)

**\$1500.00** - Freestanding Fair building space (4 available)

**\$310.00** - Differential is charged for all "prime" space. Prime space is designated by the FAIR.

Booths that use 220 power or have substantial use of electricity will be assessed a \$100.00 charge. Any electrical costs incurred for hookups or electrical repair that may be directly attributed to a Fair booth may be charged directly to the Concessionaire.

Prices include: space, 27 daily passes, and liability insurance (see Page 2 for exceptions).

## SPECIAL CONCERNS FOR FOOD CONCESSIONAIRES

Lessees are responsible for obtaining a health permit from the State of Alaska Dept. of Environmental Conservation, 610 University Avenue, Fairbanks, AK 99709-3643, 907.451.2360.

Each Lessee is responsible for the neatness and cleanliness of leased space. All trash must be collected in plastic garbage bags and the bags deposited in containers provided by the FAIR or removed from the Fairgrounds by the Lessee.

The Fair will regard the decisions of the DEC requiring food vendors' compliance of regulations as the final word

**Any grease used by Concessionaires must be removed from the Fairgrounds by Lessee. Grease cannot be emptied into drains and must be removed from the Fairgrounds in a sealed container.**

Do not feed the clean up crews.

The FAIR discourages the use of glass beverage containers on the Fairgrounds.

The Fair has a limited water supply. Refer to *Lessee Rules and Regulations* regarding the use of water on the grounds.

# 2010 GAME & ATTRACTION INFORMATION AND SPACE RATE CARD

Interested individuals or non-profit groups are required to submit a preliminary proposal that details the layout, ticket costs, and other details as necessary. Inquire in the Fair Office.

**Be sure to read *Lessee Rules and Regulations*, which are considered part of your Lease Agreement. Space sizes, shapes, and prices may vary with location.**



**\$650.00** - 10' frontage x 20' depth. Spaces on Jusilla Road between the Lions Building and Totem Bridge measure 10' frontage by up to 30' depth and cost **\$850.00**.

**\$325.00** - Differential is charged for all "prime" spaces. Prime space is designated by the FAIR.

**\$530.00** - Additional spaces on same Lease Agreement.

**Percentage:** For large booths, percentage Lease Agreements may be negotiated on an individual basis. Payment on percentage contracts must be made daily, by 12:00 PM, beginning the second day of the Fair, Saturday, August 7, 2010.

All prices include: space, 27 daily passes, and liability insurance (see Page 2 for exceptions).

Any booth using substantial amounts of electricity will be assessed \$100.00.

# 2010 NONPROFIT BOOTH INFORMATION AND SPACE RATES

Be sure to read *Lessee Rules and Regulations*, which are considered part of your Lease Agreement. Space sizes, shapes, and prices may vary with location.

**Non-profit organizations are required to supply a non-profit tax identification number from the IRS on the Lease Agreement Application to qualify for Non-Profit booth prices.**

## OUTSIDE NON-PROFIT SPACE

**\$490.00** - 10' frontage x 20' depth. Spaces on Jusilla Road between the Lions Building and Totem Bridge measure 10' frontage by up to 30' depth and cost **\$525.00**.

No selling except raffle tickets and memberships.

**\$245.00** - Differential is charged for all "prime" spaces.

Prime space is designated by the FAIR.

**\$420.00** - Additional spaces on same Lease Agreement



## INSIDE NON-PROFIT SPACE



Available only in Borealis Pavilion. Some spaces vary in depth and width due to the building support structure.

**\$490.00** - 9 1/2' frontage x 7 1/2' depth.

No selling except for raffle tickets and memberships.

**\$245.00** - Differential is charged for all "prime" spaces.

**\$420.00** - Additional spaces on same Lease Agreement.

All prices include: space, 27 daily passes, and liability insurance (see Page 2 for exceptions). Most spaces have one 20 amp electrical outlet available.

**All Concessionaires, Volunteers, and Employees must have a ticket to enter the Fairgrounds beginning Friday, August 6, 2010.**

Any booth using substantial amounts of electricity will be assessed \$100.00.