



# Sitka Seafood Festival

August 11th 2012 (rain or shine)

## SSF Market Place and Highland Games Vendor Form

Downtown Sitka- Centennial Hall & Crescent Harbor Area 11am-4pm

Sheldon Jackson Campus Lawn & Allen Auditorium 4pm-11pm

Thank you for participating in the third annual Sitka Seafood Festival!

Please return your vendor application early, as space is available on a **first paid, first served** basis.

Please **SUBMIT BY July 15, 2012** (late forms may still be accepted)

This form must be submitted for all spaces regardless of vendor, exhibit or non-profit status.

### Terms & Conditions

\*Keep this information regarding your submitted registration.\*

#### GENERAL INFORMATION:

- ∞ Exhibits and vendors should be related to seafood, the environment, maritime, or local culture.
- ∞ To reserve a space, the vendor must prepay the required space fee. See page 2. The space will be reserved upon receipt of payment and a completed registration form. Space preference will be given to past vendors.
- ∞ The following booth sizes are available: ½ table, 1 table or a 10'x10' indoor or outdoor space, other upon request. Tables and chairs will be provided for inside spaces only.  
11am-4pm: MarketPlace- Booths may be in the Centennial Building, Crescent Harbor Shelter or outdoors.  
4pm-11pm: Highland Games @ SJ- Booths may be in Allen Auditorium or outdoor tents/ structures.  
Please inform us of any special requests or accommodations. These must be specified on your contract.
- ∞ The vendor will provide all materials required to make the vendor space suitable for vendor purposes.
- ∞ Electricity and running water are not included in outdoor spaces, but may be available for an extra fee (if available in the area) on a first come, first serve basis. Electricity is available inside for no additional charge.  
**Please do not use the CH Shelter power unless prior arrangements have been made. Vendors are encouraged to bring their own generators** (please specify this on the registration form.)
- ∞ Displays are to be family friendly. Participation of any and all exhibits, companies, or persons is at the discretion of the Festival organizers. The Festival is a family event for all ages and open to the public. Do not bring items that may cause harm to children, live animals, the environment, or weapons of any kind.
- ∞ Cancellations need to be made in writing via e-mail or post. Refunds will be available before July 1, 2012.
- ∞ Late registrations (after July 15th, 2012) may be accepted, depending on availability and at the discretion of the Festival Organizers. The Festival may add a \$20 late fee on late registrations.

#### DAY OF EVENT:

- ∞ Check-in begins @ 8am on Saturday August 11th. Check in will be located at the Centennial Building entrance. Vendors requesting early set-up should note that on their contract.
- ∞ Reserved spaces that are unoccupied 1 hour before each event may be reassigned to another vendor.
- ∞ **There is to be no vehicle traffic (except for boat launch traffic) to the back of Centennial Hall after 11am due to safety concerns. Please follow all posted signs.**
- ∞ The day festival will be open to the public starting at 11am. Vendors are encouraged to stay open until 4pm. Entertainment, exhibits, beer and fun will continue at the SJ Lawn until 11pm. (Times subject to change)
- ∞ Booths must be closed and spaces vacant by 11:30pm. Vendors are expected to leave spaces in the condition in which they were found. Please dispose of all trash. Do not leave unwanted items in your booth space.

**Complete Terms & Conditions also available at [www.sitkaseafoodfestival.org](http://www.sitkaseafoodfestival.org)**

Contact: Christi Henthorn, Vendor/Exhibit Coordinator [christinawuerker@uwalumni.com](mailto:christinawuerker@uwalumni.com)

709 Sawmill Creek Road, Sitka, AK 99835 Cell: 907.738.9047

Make checks payable to Sitka Seafood Festival. Please denote Vendor in the memo section.

# Sitka Seafood Festival Vendor Registration

Please mail/e-mail this form and payment before July 15, 2012 to reserve your space. We will contact you with any questions and to confirm registration. Include:

1. This form: Completed and signed
2. Payment in full via check (Payable to Sitka Seafood Festival. Note Vendor in the memo section.)

Business/Organization:

Contact Name: \_\_\_\_\_ I am a Sitka Seafood Festival Sponsor: Y/N  
 E-mail: \_\_\_\_\_ \*Sponsors may receive spaces discounted or free of charge  
 Mailing address: \_\_\_\_\_ Phone: \_\_\_\_\_ website: \_\_\_\_\_

Check all that apply and include a description of products/services/info offered: (use reverse for more space)

- Educational  Workshop/Demonstration (Please see separate form)  
 Vessel tour  Retail Sales  
 Food (Please see separate form)  Parade  Other

Select one or both:  SSF Market Place (Sat 11am-4pm)  Highland Games @ SJ (Sat 4-11pm)

Please select as applicable: Vendor must provide cord/hose:  Electricity  Water  Kitchen

Indoor spaces will be inside Centennial Hall or Allen Auditorium:

- Indoor- 1/2 table  Indoor- 1 table  Indoor- 10x10 space (availability varies)

Outdoor spaces:  Electricity  Water

Under the Crescent Harbor Shelter:  Shelter- 1/2 table  Shelter- 1 table  Shelter- 10x10 space

Along the Harbor or Centennial Building: Note- Vendor is responsible for tables/tent/shelter, etc...

- 10x10 space  10x20 space  10x30 space  Other: \_\_\_\_\_

Special requests or accommodations: (use reverse for more space)

VENDOR TYPE – 1 Event	1/2 TABLE	1 TABLE	10x10	10x20	10x30
Educational/Non-Profit*	FREE	\$10	\$10	\$20	\$20
Non-profit with Sales*	\$10	\$20	\$30	\$40	\$50
For Profit*	\$20	\$30	\$60	\$80	\$100

Per Event	Inside	Outside (limited)
Electricity	FREE	\$30
Water	REQUEST	\$20

VENDOR TYPE – Both Events	1/2 TABLE	1 TABLE	10x10	10x20	10x30
Educational/Non-Profit*	FREE	\$20	\$20	\$30	\$30
Non-profit with Sales*	\$15	\$30	\$50	\$60	\$70
For Profit*	\$30	\$50	\$90	\$120	\$150

The Festival may add a \$20 late fee on booths added after July 15<sup>th</sup> 2012.

\*\*Sponsors may receive spaces discounted or free of charge\*\*

Total paid: \$ \_\_\_\_\_

By signing this, you agree to the Sitka Seafood Festival Terms & Conditions listed on page 1 and below:

- I understand the risks involved and so hereby release any and all rights and claims for damages I may have now or hereafter against the Sitka Seafood Festival, its sponsors, and committee members. In addition, I release these organizers from loss, damage, injury, or liability for any nature which may be sustained by me or my staff.
- I will assume responsibility for any property which we damage in connection with The Festival.
- I acknowledge that I am responsible for the safety and cleanliness of our contracted spaces.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Please Sign and make a copy of this contract for your records.**

Contact: Christi Henthorn, Vendor/Exhibit Coordinator 709 SMC or [christinawuerker@uwalumni.com](mailto:christinawuerker@uwalumni.com) Cell: 907.738.9047

For Office use only: Date received: \_\_\_\_\_  All necessary info submitted  Date contacted/confirmed \_\_\_\_\_  FOOD  
 Assigned location:  Shelter  CH  Own \_\_\_\_\_ Vendor #: \_\_\_\_\_ Sponsored \$ \_\_\_\_\_