



August 19, 2018

Dear Potential Vendor,

The Kenai Crewsers Rowing Club (KCRC) is organizing the 2018 Seward Holiday Arts and Crafts Fair. KCRC is a 501(c)(3) non-profit organization based in Seward that provides rowing opportunities for adults and youth in the Seward, Moose Pass and Cooper Landing area. Our club has organized the fair since 2012 and has held a silent auction at the event even longer.

The 2018 event will be very similar to the 2017 event. The location is the same (the Alaska Railroad cruise ship terminal, aka the Seward Intermodal Facility). The dates and times are the same (Friday November 30 from 5pm to 9pm and Saturday December 1 from 10am to 6pm). We continue to offer early set up on Thursday from 3-6pm for an additional \$10 per booth.

Most booths are 10 foot square, and all prices include both Friday and Saturday. Non-electric booths cost \$70, and booths with electricity cost \$80. In addition, we have a few 10 foot x 12 foot non-electric booths for \$80, and a few "table" sized non-electric booths right up front by the entrance for \$50. A \$20 refundable cleaning deposit is required for all booths and **is included** in the booth prices on the registration form. **No booth prices include tables and/or chairs,** however, we have some tables and chairs available to rent.

To reserve your space, please complete and return the following items: (1) vendor application, (2) vendor agreement, and (3) payment. Returning vendors must apply by October 1 to ensure the same location. Want to change locations? Prior year vendors will have priority for locations on a first paid, first served basis if you apply by October 1. Refunds will be given if you notify us by email by November 5. We tend to sell out in early November, so apply early.

We will only approve one consultant from any direct sales company to participate in the fair. Seward, Moose Pass, and Cooper Landing-based consultants will have priority when applying by October 1. This local priority supersedes the priority of returning vendors.

We plan to have Santa and photos again, live entertainment and holiday music. We will be advertising in the Anchorage Daily News holiday craft fair guide and online event listing, Seward City News, Seward Journal, Seward Phoenix Log, Alaska Crafters Association newsletter, social media and other avenues you suggest.

You will hear from us right away if there is a problem with your application. Otherwise we will wait to contact you after October 1 when we can assign your booth. New on the registration this year is an opportunity to volunteer to contribute to the Kenai Crewsers silent auction. This is completely voluntary and won't impact your application. If you have any questions, please feel free to call Tara at 907-491-0051 or email [SewardCraftFair@gmail.com](mailto:SewardCraftFair@gmail.com).

We look forward to seeing you this year and wish you great success!

Tara Riemer

Co-chair of the 2018 Seward Holiday Arts and Craft Fair

**2018 Seward Holiday Arts and Crafts Fair**  
**Vendor Agreement**

1. By my signature below, I agree to abide by the rules and policies set forth in this application and to advise those people working with me during the event of the same.
2. I agree to accept the location assigned. Returning vendors have preference to your past location and priority on changing locations if the application, agreement and payment are submitted by October 1. Otherwise locations will be assigned on a first paid first served basis, by postmark. Event organizers have final say on booth assignments.
3. I understand that only one consultant from any direct sales company will be approved for a booth. Seward, Moose Pass, and Cooper Landing-based consultants have priority if a complete application is submitted by October 1. This local priority supersedes the priority of returning vendors.
4. I agree to set up at the time, place and manner as instructed and to not tear down until closing time.
5. I agree to not use nails, screws, tacks or pins on walls of the facility. Only masking tape is permitted.
6. I agree to park at the back of the parking lot during business hours of the fair.
7. I agree to sell only items listed on my application.
8. I grant permission to Kenai Crewsers Rowing Club to use photos, slides, tapes or other visual representations of my booth and my products without compensation.
9. I am responsible for my booth and property including the method of display, method of set up, security of my property, sale of merchandise, takedown of the booth, and disposal of trash. I am responsible for providing all tables and chairs unless I reserve and pay for table and chair rental.
10. I will completely clean and vacate my booth space by 8pm on December 1, including removing taped booth boundaries and sweeping. The \$20 per booth cleaning deposit will be returned in cash at the end of the event when my booth area is vacant and clean by the 8pm deadline. ***Cleaning deposits not collected at the end of the event will be forfeited.***
11. I will have a professional appearing booth, including table coverings and keeping empty storage containers out of sight.
12. If I have an electric booth, I agree to provide a 20' heavy-duty indoor extension cord.
13. If I sell food items, I agree to follow all temporary food service regulations of the Alaska Department of Environmental Conservation, Division of Environmental Health, Food Safety and Sanitation Program, obtaining a food permit if required. [http://dec.alaska.gov/eh/fss/Food/TFS\\_Home.html](http://dec.alaska.gov/eh/fss/Food/TFS_Home.html)
14. I agree not to display or sell any inappropriate merchandise at the event. Determination of what is inappropriate will be at the sole discretion of the event organizers.
15. Any proceeds derived from the sales of my product are entirely mine and I am entirely responsible for collecting and remitting any applicable sales tax.
16. I understand a full refund will only be made if a cancellation is received by October 1. A refund less \$20 per space will be made for cancellations between October 1 and November 5. After November 5, only the cleaning deposit is refundable unless we can fill your space.
17. I understand that this event in no way guarantees any return or benefit.
18. I agree to indemnify and hold harmless Alaska Railroad Corporation and Kenai Crewsers Rowing Club from any claims for damage to persons or property in any manner related to my use or occupancy of the event site. I release Alaska Railroad Corporation and Kenai Crewsers Rowing Club from any liability for loss, damage or theft of my property including damage or destruction to my booth.

**I have read, understand and accept the terms and conditions stated in this application and agreement and agree to abide by them.**

Date: \_\_\_\_\_ Signature of vendor: \_\_\_\_\_

Mail the vendor agreement, vendor application, and your check or money order to:  
Kenai Crewsers Rowing Club, Holiday Craft Fair, PO Box 2863, Seward, AK 99664-2863

## 2018 Seward Holiday Arts and Crafts Fair Vendor Application

**Dates and Times:**

Early registration deadline: October 1 (priority to returning vendors)  
 Final registration deadline: November 5  
 Event set up: Friday, November 30, 10am-4pm (early set up Thursday 3-6pm, see below)  
 Open to public: Friday, November 30, 5-9pm and Saturday, December 1, 10am-6pm  
 Event breakdown: Saturday, December 1, 6-8pm

**Booth Costs, per booth for both days:**

10' x 10' non-electric \$90 # _____ x \$90 = \$ _____	}	Total amount remitted	
10' x 12' non-electric \$100 # _____ x \$100 = \$ _____			}
10' x 10' with electric \$100 # _____ x \$100 = \$ _____		\$ _____	
Single-table non-electric \$70 # _____ x \$70 = \$ _____		} Checks payable to KCRC	
Early setup Thursday 3-6pm \$10 per booth = \$ _____			
6' or 8' Table w/chair \$10 # _____ x \$10 = \$ _____ Limited availability, extra chairs \$2			<i>Prices include a refundable \$20/booth cleaning deposit</i>

Your cancelled check is your receipt. If you need a formal receipt, please check here:

Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

If you are a returning vendor, check years you participated: \_\_\_\_2017 \_\_\_\_2016 \_\_\_\_2015

If you would like a specific booth, please list your preferred booth number(s), describe your general preferences for location, or request the same booth assignment as 2017.

Please describe all items to be sold at this event, specifying whether items are hand crafted, Alaskan made, resold manufactured items, cake walk, etc.

Check if you are interested in donating to the Kenai Crewsers Silent Auction booth at the event

You will be notified of the acceptance of your application and your booth space assignment after October 1 as we receive and process applications.

Questions: call Tara at 907-491-0051 or email [SewardCraftFair@gmail.com](mailto:SewardCraftFair@gmail.com)

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 Kenai Crewsers Rowing Club, Holiday Craft Fair, PO Box 2863, Seward, AK 99664-2863

# 2018 Seward Holiday Arts and Crafts Fair Site Map

Including 2017 booth assignments for reference

