

[WWW.KODIAKCRABFEST.COM](http://WWW.KODIAKCRABFEST.COM)

# 2024 KODIAK CRAB FESTIVAL

MAY 23 - MAY 27, 2024 | KODIAK, AK



## VENDOR HANDBOOK



V1 02142024

Please provide a detailed drawing of the booth, including the hitch, along with the location of the door(s), propane tanks, and grills. [1 square = 1 foot]

A large grid of 30 columns and 30 rows of squares, used for drawing a booth layout. Each square represents 1 foot by 1 foot.

## 2024 Kodiak Crab Festival®

**May 23 – May 27, 2024**  
**Memorial Day Weekend**

### HOURS OF OPERATION

<b>Thursday, May 23</b>	<b>Noon – 8 PM*</b>
<b>Friday, May 24</b>	<b>11 AM – 8 PM*</b>
<b>Saturday, May 25</b>	<b>10 AM – 8 PM*</b>
<b>Sunday, May 26</b>	<b>10 AM – 8 PM*</b>
<b>Monday, May 27</b>	<b>10 AM – 5 PM**</b>

**Vendors must be fully operational by 12 PM on Thursday, May 23rd.**  
**Each space shall be manned and operated during the Festival hours of operation.**

**\*Festival midway may stay open as late as 10 PM, depending on attendance and weather.**

Following Kodiak City Ordinance, no person ages 15 to 17 may be upon a public street or area after 11 PM Sunday through Thursday unless accompanied by a parent, guardian, or another adult.

This time is extended to midnight on Friday and Saturday. No person under the age of 15 may be upon a public street or area after 9:30 PM Sunday through Thursday unless accompanied by a parent, guardian, or another adult. This time is extended to 10 PM on Friday and Saturday.

### ADDRESS

**Mailing Address:** Kodiak Chamber of Commerce  
100 East Marine Way, Suite 300  
Kodiak, AK 99615

### PHONE NUMBERS

**Office:** (907) 486-5557  
**Crab Fest Manager:** (907) 539-2776

**WEBSITE:** [www.kodiakcrabfest.com](http://www.kodiakcrabfest.com)

**EMAIL:** [ellen@kodiakchamber.org](mailto:ellen@kodiakchamber.org)

- All vendors requiring electricity will need to provide a power cord 50 feet or longer to connect your booth to the power box. Special twist lock plugs are the only way to hook into our power source.
- It is required that ALL Crab Festival booths have a fire extinguisher.
- All cooking vendors must take a fire extinguisher/fire safety class which can be scheduled with the Kodiak Fire Department (907) 486-8040. If you took the course in 2023, your certificate is still good. You will not be required to take the class if you have a current fire extinguisher training certificate from the Kodiak Fire Department. The course is open to all Crab Festival vendors, but only cooking vendors are required to take it.
- All concessions selling food to the public must be operated under Alaska State Statutes for itinerant restaurants. All food booth representatives must speak with a State of Alaska Environmental Health Officer Representative to explain techniques used in preparing and transporting food for public consumption. Call DEC at (907) 269-7501. A copy of the regulations is included on **page 9** of the Vendor Handbook. The State will shut down booths that do not comply with their regulations. Food preparation vehicles must display tags of approval by the fire marshal.\*
- All food/cooking vendors are required to have a Fire Certification from the fire marshal that must be presented to the Chamber prior to the festival start.
- All vendors are required to carry Comprehensive General Liability Insurance for the duration of the Kodiak Crab Festival® at limits of \$2,000,000.00 Aggregate/ \$1,000,000.00 Occurrence. The policy must name the Kodiak Area Chamber of Commerce as an additional insured, and a Certificate of Insurance must be provided to the Kodiak Chamber of Commerce prior to the start of the Festival.
- The Kodiak Fire Department will conduct a fire code inspection of all booths, structures, trailers, and rides, as well as the general midway area, prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer, or ride opening. The International Fire Code and Alaska Fire and Life Safety Regulations, as adopted by Kodiak City Code 14.24.010, shall be the code referenced. If you would like more information or clarification, you can contact the Kodiak Fire Department at (907) 486-8040.
- Make sure you have turned in your **Vendor Booth Diagram** with your registration. You can download it **here**.
- **Submit vendor registration no later than May 7, 2024.**
- All permits, certifications, and documents can be emailed to ellen@kodiakchamber.org or dropped off/mailed no later than **May 10, 2024:**

**Kodiak Chamber of Commerce**

100 East Marine Way, Suite 300

Kodiak, AK 99615

Phone (907) 486-5557

Email: ellen@kodiakchamber.org

This Handbook is part of the Lease Agreement. The lease agreement you sign states, "Vendor, entering into this lease agreement, agrees that he/she has received, read, understands and agrees to abide by the rules and regulations governing the use of the leased space, all identified in the Vendor Handbook which is made part of this lease agreement."

The Kodiak Chamber of Commerce, Kodiak Crab Festival® "Festival" is a private non-profit corporation with principal offices in Kodiak, Alaska. The Festival leases space for the exhibition, sale, and distribution of products, services, information, and other items. Lease agreements define the use and occupancy of certain small spaces located in downtown Kodiak and referred to as "spaces". Any company, partnership, institution, or individual over 18 years of age may apply for a space.

It is the position of the Kodiak Crab Festival® management that all patrons be treated equally and courteously so that they can participate in the fun and enjoyment the Festival offers while ensuring a safe and enjoyable experience.

This handbook defines the conduct of the vendor and how the leased spaces are used. The Festival reserves the right to interpret, amend, revise and delete these rules and regulations as it deems fit and at its sole discretion in order to achieve the maximum benefit for the Festival, its patrons, and vendors.

Should the actions of any vendor require the cancellation of the lease agreement during the time of the Festival, the vendor will be required to move everything immediately upon notification to vacate the premises and shall forfeit any lease fees already paid.

Non-conforming situations, which exist at the time of a new rule, may be allowed at the Festivals' option but may be called into conformity in the future.

## INDEMNITY

The Festival shall not be held liable for any debt, tax, or assessments incurred by the vendor, in the operation of his concession nor for any salary or expense due to any of his employees. The Festival shall not be liable for the result of any accident or damage to any person or article employed by or in possession of the vendor while on the Kodiak Crab Festival® grounds, whether such accident, loss, or damage occurs during the time of preparation, the period of occupancy, or at the time of removal. In consideration of the privileges granted by this contract, the vendor agrees to protect and indemnify and hold harmless the Festival from any and all claims for damages, demands, or suits, arising from injuries or damages sustained that may result either directly or indirectly from the activities and business of the vendor in connection with this contract.

## CONDUCT OF BUSINESS

Vendors shall ensure that all their employees and representatives conduct themselves and their operations in a courteous, friendly, safe, and non-offensive or obnoxious manner; and that the booth space is kept clean, with no accumulation of trash, unsightly or combustible material. Any vendor actions found by the Festival to be contrary to the above-described conduct shall be immediately terminated and remedied upon notice by the Festival to the vendor. Vendors shall refrain from communicating negative comments concerning other festival exhibitors' or exhibitors' products, services, or information. Any vendor who persistently interferes with the operation of any other vendor after being notified of the interference is subject to removal from the grounds.

## BOOTH SET-UP DATES & TIMES

All vendors must check in with Festival management before starting set-up to verify space location and pick up Vendor Packet. Set-up must be completed by 11:30 AM Thursday, May 23. The Festival starts at 12 PM.

## GENERAL SET-UP BEGINS TUESDAY, MAY 21st

The Festival area is along Marine Way and in the Harbormaster parking lot. Booths are located on parking lot pavement; therefore, stakes or nails cannot be driven into the pavement. The parking lot will be cleared for set-up by 12 PM on Sunday, May 19, for those arriving by ferry. A load-in schedule will be sent out one week prior to the start of the festival. Each vendor will have a specific time slot for move-in.

All vendor vehicles must be removed from the festival grounds prior to the opening of the festival each day. Vendors WILL NOT be allowed to drive vehicles in the festival area during operating hours.

## BOOTH TEAR DOWN DATES & TIMES

**Do not tear down booths prior to 5 PM on Memorial Day, May 27!** No load-out or traffic on the walkways until after 5 PM or until Festival Management gives the OK. All booths must be removed Monday, May 27, after 5 PM through Wednesday, May 29 at 5 PM.

## FESTIVAL HEADQUARTERS

Kodiak Chamber of Commerce hosts an information booth throughout the Festival. This booth sells various items such as pins, sweatshirts, and posters. The Chamber booth has a locator map of various booths, a schedule of events, and a message board. There is also a telephone and PA system at the Chamber booth.

## SECURITY

While the Kodiak Police Department does make routine visits to the Festival grounds area, vendors are responsible for their booths and inventory. The Kodiak Chamber of Commerce does not provide additional security. Please plan to secure your booths during the closed hours of the festival.

## CANCELLATIONS

**All registrations must be received by May 7, 2024.** Any cancellations or changes must be in writing and received by our office by **May 10, 2024**. If a written cancellation request is received on or before this date, a refund will be made minus a \$75 service fee. **After May 10, 2024, no refunds will be made.**

## RESTRICTIONS

Packaged alcoholic beverages, controlled substances, unauthorized hunting knives, bicycles, roller skates, skateboards and scooters, firearms (or any weapons), or pets are not permitted on the Festival grounds.

Dogs and other animals are not permitted on the Festival grounds unless they are part of an authorized show or exhibit or are service animals.

The Kodiak Crab Festival® is smoke-free within the fenced common areas of the festival grounds property.

## VENDOR / EMPLOYEE RELATIONSHIP

It is agreed that the Festival shall have no control of management over the vendor, his agents, or employees, and the relationship is that of independent contractors. The parties agree that any agent or employee of the vendor is employed in the business of and subject to the exclusive direction, guidance, and control of the vendor as to the details of the specific act for which the employee or agent was employed. Any consumer complaints received will be communicated to the vendor, and the Festival has the right to arbitrate conditions for a satisfactory conclusion to all parties concerned. The vendor shall appoint a "contact person" who, for all purposes, shall be the person to whom the Festival may look for commitments of and by the vendor. The contact person shall be responsible for the actions or inactions of all employees or representatives at the Festival.

## VENDOR COMPLAINTS / PROBLEM SOLVING / GRIEVANCE

Vendor complaints must be taken up with the Kodiak Crab Fest Manager. If not satisfied, a written statement must be presented to the Kodiak Chamber Board of Directors if necessary.

## SPACE ASSIGNMENT

The Festival reserves the right to allocate, limit and designate all exhibit spaces and locations. Festival spaces are designated with painted markers and numbers. In no instance shall anything (signs, ramps, eaves, chairs, posts, merchandise, etc.) extend forward of the markers or go into the walkway. Some variations may apply with pre-approval from Festival management.

The lease agreement lists the maximum width and depth available for booth space which contains: tents, trailers, food trucks, ramps, etc., which are used specifically for vendor operation, and storage.

Vehicles, Trailers, and Units of any kind that are separate from the vendor's booth may not draw electrical power from the Festival's outlets during Festival operation hours. Anything placed on the extra footage must permit Festival personnel easy access without blocking electrical boxes, pedestals, and hydrants or infringing on the 3' allowance between booths.

## BOOTH STAFFING

Vendors must be fully operational by 12 PM, Thursday, May 23rd. All booths must be open to the public and staffed by a competent attendant during Festival published hours. Opening late and closing early are reasons for the cancellation of your booth.

## SOUND & VOICE CONTROL

All sound and/or music-producing devices must maintain a reasonable volume, as determined by the Festival, and in the best interest of festivalgoers and other vendors. This includes, but is not limited to, headsets, microphones, stereos, vacuums, and motors. All items must be contained within the leased space. The Lessee shall inform the Kodiak Chamber of Commerce of the intent to use microphones, sound systems, or other noise-making equipment at the time of contracting. Noise level is a determining factor of space location. Festival shall not permit soliciting above the ordinary speaking tone of voice. If a complaint is justified, the vendor will be issued a "fix it notice" or asked to leave.

## INSURANCE

The Kodiak Chamber of Commerce insurance carrier requires all vendors to carry Comprehensive General Liability insurance for the duration of the Kodiak Crab Festival® at a limit of \$2,000,000.00 Aggregate/\$1,000,000.00 Occurrence.

The policy must name the Kodiak Area Chamber of Commerce as an additional insured, and a Certificate of Insurance must be provided to the Kodiak Chamber of Commerce by May 10, 2024. Contact your insurance carrier for more information.

## MERCHANDISE

As part of its responsibility in maintaining product balance on the festival grounds and as a means of encouraging new products, it may become necessary for the Festival to deny space requests or specific merchandise because too many vendors wish to exhibit or sell the same or related products. No vendor shall have the exclusive right to sell a product.

Vendors may not use the name **"Kodiak Crab Festival®"** or its logo without the express written permission of the Chamber Executive Director.

**Vendors are required to identify to the Festival on their application all items to be sold, exhibited, or distributed from the leased space.** The Kodiak Crab Festival® promotes itself as a family event. Keep this in mind when choosing products and services for the Festival.

**Knives and guns must be pre-approved in advance of the Festival by Festival management. All knives and guns must be displayed in a secure case, out of reach of festivalgoers. All purchased knives and guns must be packaged and sealed with tape. The buyer must be advised not to open the package until they are off the festival grounds, or it may be confiscated by festival personnel.**

Our goal is to produce a Festival that is safe and free from danger, disturbance, and conflict. Festival management maintains the right to prohibit the sale, distribution, or display of any item, including, but not limited to, products, services, materials, goods, advertising, and signs the Festival, in its sole discretion, deems to be actually or potentially objectionable, a nuisance, offensive, obnoxious, creating a public disturbance, or harmful to the safe operation of the Festival or the public in attendance at the festival. Prohibited items include, but are not limited to, fireworks of any kind (any fireworks that are fused or ignitable by match), toy cigarettes, drug paraphernalia, silly string, martial art items and weapons, swords, racist items, or sexually explicit items. Any item marketed as an illegal and or synthetic drug is prohibited.

## REFUNDS FOR MERCHANDISE

The Alaska Consumer Protection laws state you must give refunds on goods returned intact within five (5) days. Do not advertise, mark receipts, or allow signage that states: "NO REFUNDS". The 5-day "cooling off period" avoids buyers being pressured into buying something from a seller in a non-permanent sales environment without recourse. **The Alaska Consumer Protection Unit of the Attorney General's Office will be enforcing this provision, found in AS 45.02.350.**

**RECEIPTS (with Company Name) MUST BE GIVEN AT THE TIME OF SALE.**

## GAMES OF SKILL AND CHANCE

All such games are governed by and must be operated in accordance with Alaska State Statutes. You must have an Alaska State permit for Games of Skill and Chance. This applies to all profit and non-profit enterprises. If you would like more information, you can contact the State of Alaska Dept. of Revenue, Charitable Gaming Division, P.O. Box 110440, Juneau, Alaska 99811-0440 or call (907) 465-2581.



## FOOD BOOTHS

Vendors selling or distributing food products must have a State of Alaska temporary food service permit. The Vendor or a representative must have a current Alaska Food Worker card.

All Vendor representatives must speak with a State of Alaska Environmental Health Officer Representative to explain techniques used in preparing and transporting food for public consumption. Call DEC at (907) 269-7501. The State will shut down booths that do not comply with its regulations.

\*Food booth vehicles must display tags of approval by the fire marshal.

### **State of Alaska Dept. of Environmental Conservation, Food Safety**

555 Cordova Street

Anchorage, AK 99507

Phone: (907) 376-2849

Fax: (907) 376-2382

**Applications must be turned into DEC by April 23, 2024**

Information and important documents listed below may be found at:

[www.dec.alaska.gov](http://www.dec.alaska.gov)

Application for Temporary Food Service Permit

Direct Link To myAlaska Login for Food Worker Card

Food Safety & Sanitation Training Page

Permit applications must be submitted 30 days prior to the Festival opening (by April 23). If permit applications are not submitted seven (7) days prior to the Festival or the standard fee (\$90) will be charged double.

At the time of application for a Temporary Food Service Establishment Permit, the applicant shall pay the department a permit fee of \$90. A check or money order should be made payable to the State of Alaska and must be included when the application is returned to the department for review and consideration. The above fee requirement does not apply to a charitable organization that is exempt from taxation under U.S.C. 501(c)(3). If an organization meets the exempt status, a copy of the 501(c)(3) must be included with the application. Any application received which does not comply with one of the above conditions will be returned to the applicant or will be disapproved.

### **All Cooking vendors must attend a 1 hour Fire Extinguisher training class - good for two (2) years.**

Please read "Fire Safety Requirements" (page 11) for details and fire extinguisher regulations.

No cooking will be allowed in a tent or under a tarp. Propane tanks will not be allowed in a tent or within 3' of a tent. All deep-fat frying appliances, grills, and open-pit barbeques must be equipped with a State Fair Marshal code-compliant, efficiently working exhaust hood. All open flame grill designs must be approved by the Festival in advance; if complaints arise, the operation will be investigated and re-evaluated.

Storage areas must be kept neat and clean and concealed as much as possible. The Festival encourages using sustainable serving options to reduce the environmental impact of food service disposables.

## COOKING VENDORS USING CHARCOAL/GAS BARBEQUE GRILLS

No grills will be allowed in the space in front of the booths. This rule will be strictly enforced. If you use charcoal, you must have a metal container to dispose of your used charcoal. If grease or charcoal is dumped on the ground or in storm drains, the vendor will be charged for the actual cost of the clean-up. All incurred additional charges must be paid in full before the vendor will be allowed to participate in any future Kodiak Crab Festivals. All grills must be covered by an awning to protect them from contamination.

## FIRE SAFETY REQUIREMENTS

The Kodiak Fire Department will conduct a fire code inspection of all booths, structures, trailers, and rides, as well as the general midway area, prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer, or ride opening. The International Fire Code and AK Fire and Life Safety Regulations as adopted by Kodiak City Code 14.24.010 shall be the code referenced. If you want more information or clarification, contact the Kodiak Fire Department at (907) 486-8040.

The Kodiak Crab Festival® and the local Fire Department are working together to ensure fire safety in all areas of the festival grounds.

Non-Cooking Vendors shall have **a minimum of ONE 2:A-10:BC rated fire extinguisher.**

Fire extinguishers shall be tagged for annual service within the last 12 months by an approved fire extinguisher permit holder. The current tag shall be attached to the fire extinguisher(s). All fire extinguishers shall be in a conspicuous location, not obstructed, and shall be easily accessible.

**Cooking Vendors** shall be required to have additional fire extinguishers:

- Cooking vendors shall have a **minimum of TWO 3:A-40:BC** rated extinguishers or TWO type "K" fire extinguishers.
- Cooking vendors using deep fat fryers are required to have at least ONE type "K" fire extinguisher making up the two fire extinguisher minimum, NO exceptions.
- Cooking vendors who have more than three cooking appliances (grills, griddles, deep fat fryers, char-broilers, etc.) shall have ONE additional 3:A-40:BC or type "K" fire extinguisher for every additional appliance. See below:

<u># of Appliances</u>	<u>Extinguishers</u>
1-3	2
4-5	3
6-7	4
8-9	5
10+	6

**COOKING VENDORS ARE REQUIRED TO ATTEND THE FIRE SAFETY CLASS EVERY TWO YEARS.** All other vendors are welcome and encouraged to attend the Fire Safety class. Classes will be held daily one week prior to the festival start date (location and times TBD). For further information, contact the Kodiak Fire Department at (907) 486-8040

Each Cooking Vendor is required to have at least one person in the booth at all times who holds a Kodiak Fire Department fire extinguisher training certificate. Their certificate must be posted in the booth and in plain view for inspection purposes. The USCG Fire Department in Kodiak is also approved to sponsor the required fire safety/ fire extinguisher training.

## BOOTH SIZE AND COST

All vendors will be required to pay for all the space they use. This includes displays that extend beyond the actual physical booth or trailer. Vendor displays that extend out in front of booths by more than 2 feet will be required to buy additional space. It also includes the use of corner spaces. The contract specifically states that booth cost is based on booth size and that there is an extra fee for the use of corner spaces. Corner spaces allow you to operate out of the front and on one side.

All booths and booth spaces are limited to 10 feet in depth. The fee structure is explained on the application form. The roof overhang on the front of all booths and vehicles used as booths will be limited to two feet. This is a fire lane requirement. Trailers, motor homes, and buses that are used as booths will be limited to ten feet wide and a maximum of 35 feet long. Overhangs in the front and rear of vehicles (including trailer hitches and bumpers) and booths will be included in measurements to determine the size of booth space required and the fee assessed. Walking vendors will be allowed on festival grounds but must pay the minimum vendor 10' x 10' booth fee.

## BOOTH CONSTRUCTION

The Festival requires three (3) feet between all booths. Stay within your marked area, please! Do not store or place anything in the 3-foot space.

For the safety of our festival grounds and ease of access, all utilities (electrical pedestals, propane tanks, and water sources) are required to have a 3' clearance on all sides. There must also be a 6' clearance above the utility, which means no enclosing of any utilities. We ask that you do everything possible to work within these guidelines so that maintenance and support crews can have access to the utilities at any time.

The booth structure (including eaves, overhangs, porches, ramps, holding tanks etc.) must fit within the confines of your leased booth space (check the lease agreement for dimensions). No part of the operation can be on the walkway or in the marked 3 feet between booths. Structures may not be over 16' in height, including signs. Variations from this rule must be pre-approved by Fair management.

Visqueen, clear plastic, or blue tarps may not be used in booth construction or during hours of public use. Factory-made tarps with finished edges, which fit securely and professionally, may be used. All tent, canopies, and membrane structures shall be treated with an approved flame retardant and have a permanently affixed tag or label. **The certification indicates that the canvas has been treated with a flame retardant or listed as flame-retardant CPAI-84 / NFPA 701. (see required tag/certification example)**



Booths should be designed to be free-standing, in good structural condition, and securely built to withstand strong winds and heavy rains. Booths, trailers, and structures may be constructed of any material provided that the following requirements are met.

Prepare for all weather conditions when planning your booth. The Festival recommends that all structures and tents be constructed with floors. Tents must be secured to a floor for security in case of wind and rain. Simple floors can be made using portable decking or constructed by attaching plywood to pallets.

Construction work on booths during the Festival operating hours is not permitted. Minor alterations or additions to your booth after the start of the Festival must be made before or after festival hours each day.

## UTILITIES

The City of Kodiak Building Official's Office will conduct an onsite inspection of booths, structures, trailers, and rides and the general midway area before the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer, or ride opening. The International Building Code, International Mechanical Code, National Electrical Code, and Alaska Fire and Life Safety Regulations, as adopted by the Kodiak City Code 14.04.010 shall be the codes referenced. If you would like more information or clarification, please contact the C.O.K. Building Officials Department, (907) 486-8070.

Vendors may use one 110 volt, 20 amp electrical outlet from a pedestal nearest the leased space. Only food vendors have access to one 220 volt, 50 amp receptacle. Vendors using 220-volt power will need special connectors to hook up to the system. Plugs will need to be trailer service/mobile home type, rated for 120/208V 50 amp, four-wire single-phase power. All cords running from 220-volt must be number 8 four-conductor wire. Notify the Chamber if you are a first-time vendor requiring 220V power. Non-food vendors needing 220 services must contact the Crab Festival Manager.

All vendors should come prepared with enough power cords to reach at least fifty feet (50') from the power panels to your booth. (# 10 SO cord)

**Vendors are required to supply a temporary power tap with 15 or 20-amp built-in breaker to protect wiring in the booth area. (please see the example below)**

It is the vendor's responsibility to provide heavy-duty extension cords to transmit electricity to their booth. All cords must be waterproof and rated for outdoor usage and gauge appropriate for amps. The mechanical section of the State Department of Labor has mandated the use of ground fault interrupter (GFI) breakers in the Festival's electrical system. All vendor equipment must be compatible with this system. Electrical work must be completed to State Code. Electrical appliances which are used for the personal convenience of vendors (coffee pots, space heaters, hot plates, etc.) should be used conservatively. A costly power failure can result from overloading circuits.

All Festival electrical panels will only accept **NEMA-L530-P 125 Volt 30Amp twist lock plugs**. These plugs are readily available at Kodiak Marine Supply, online, or from other electrical supply vendors. All cords going to booths must be of number 10-gauge wire or heavier. Common household extension cords that use number 12-gauge wire or smaller will not be allowed.

## ELECTRIC HEATERS

Only listed and labeled portable electric space heaters shall be used in booths allowed by other sections of this manual. Portable, electric space heaters shall not be operated within 3 feet of any combustible materials. Portable, electric space heaters shall be plugged directly into an approved receptacle. Portable, electric space heaters shall not be plugged into extension cords.



## GARBAGE

Each food booth and any trash-producing booth must have at least one 35-gallon trash can for every 10 feet of booth space. This trash can is to be placed outside the booth for customers. Booth personnel are responsible for emptying cans and keeping the area around their booth clean. Failure to comply will result in additional clean-up charges. Vendors are requested not to throw booth garbage into garbage cans designated for attendees: these garbage cans are the large green rolling cans and are intended for public use only; dumpsters are provided for booth garbage. The placement of these dumpsters are designated on the vendor maps, which will be provided to each vendor on the opening day of the Kodiak Crab Festival®.

## PARKING AND TRAFFIC CONTROL

Parking around the Festival grounds is very limited, and all available parking is required for attendees (your customers). More parking is good for Festival attendance, and attendance at the Festival is good for your business. The Chamber of Commerce, in cooperation with the Kodiak Police Department, provides one Vendor Parking Permit to each vendor. The Vendor Parking Permit allows the holder to park for a maximum of 15 minutes to load and unload supplies and equipment in the designated vendor parking area on Marine Way. The Vendor Parking Permit must be clearly displayed on the front dashboard of the vehicle parked in the vendor parking area. Kodiak Police Department patrols the vendor parking area and will cite and impound violators.

All vendor vehicles must be removed from the festival grounds prior to the opening of the festival each day. Vendors WILL NOT be allowed to drive vehicles in the festival area during operating hours.

## BIKES, SKATEBOARDS, ETC.

Bicycles, skateboards, scooters, and inline and roller skates are prohibited in the festival and midway areas.

## PETS AND OTHER ANIMALS

At no time are animals allowed in the festival or midway areas. The only exception are service animals.

## THE CITY OF KODIAK REQUIRES THAT MIDWAY GROUNDS AND/OR CARNIVALS AND FAIRS, INCLUDING CONCESSION BOOTHS, SHALL ADHERE TO THE FOLLOWING REGULATIONS:

### REGULATIONS FOR CARNIVALS AND FAIRS

These regulations are intended to govern the construction and use of temporary structures or the use of existing structures used for or involved in Carnivals and Fairs. These regulations will be enforced whether the Carnival or Fair is located within an existing structure or on open land. The excerpts contained within these regulations are consistent with the International Fire Code, International Building Code, International Mechanical Code, National Electrical Code, and Alaska Fire and Life Safety Regulations as adopted by the Kodiak City Code 14.04.010. If you would like more information or clarification, you can contact the City of Kodiak Building Officials Department at (907) 486-8070 or the Kodiak Fire Department at (907) 486-8040.

### GENERAL

- A plan indicating the location of all concession stands and/or rides will be submitted to the Kodiak City Fire Chief prior to the construction or set-up of stands or rides. The plan must indicate the required fire lanes and paths of exit from the midway area. Fire Lanes shall be wide enough to accommodate the largest piece of apparatus, as designated by the Kodiak City Fire Chief. The submission of the plan is the responsibility of the sponsoring agency of the Carnival or Fair.
- Every booth, trailer, or structure shall be so constructed, arranged, equipped, maintained, and operated so as to avoid undue danger to the lives and safety of the occupants, and others, from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the booth or structure in case of fire or emergency.
- All booths, structures, trailers, and rides, as well as the general midway area, shall be inspected by the Kodiak Fire Department prior to the festival opening. Any deficiencies noted should be corrected before the booth, structure, trailer, or ride opening. Deficiencies noted in the General Midway Area shall be corrected prior to the Midway opening.
- Each booth is required to have a minimum of one 2A:10B:C rated fire extinguisher that has been tagged for annual service within the last 12 months. PLEASE NOTE: COOKING VENDORS ARE REQUIRED TO HAVE SPECIAL FIRE EXTINGUISHERS. PLEASE SEE THE SUBSECTION HERE TITLED "CONCESSION STANDS" FOR MORE INFORMATION.

### MIDWAY

- Rides and concessions shall not be set in natural drainage areas.
- Concessions shall be kept away from overhead electrical lines with a minimum clearance of 10 feet.
- Roadways (20' minimum) and walks shall be of sufficient width to allow access for public safety emergency vehicles.
- Roadways and walks shall be free of debris, holes, and other hazards. All cables in these areas shall be protected with metal sheath cables, conduits, or planks.
- No vehicle traffic shall be permitted from the time the midway opens until closing (including owner, operators, vendors, and service vehicles). This will be strictly enforced.
- No persons shall have to travel more than 75 feet to reach a portable fire extinguishing device.

## AVIS RENT-A-CAR

1647 Airport Way  
Kodiak AK 99615  
(907) 487-2264

## DO NORTH CAR RENTAL

1404 Mountain View Drive  
Kodiak AK 99615  
(907) 942-5309  
www.donorthcarrental.com

## KODIAK CAR RENTALS

1427 Airport Way  
Kodiak AK 99615  
(907) 206-2295  
www.kodiakcarrentals.com

## ALASKA MARINE HIGHWAY

100 East Marine Way Suite 100  
Kodiak, AK 99615  
(907)-486-3800

## SUNDOG CHARTERS

158 Alimaq Drive Upper Unit  
Kodiak, AK 99615  
907-312-9022  
info@sundogcharters.com

## ALASKA AIRLINES

1647 Airport Way  
Kodiak, AK 99615  
(907) 266 7320  
www.AlaskaAir.com

If you're flying Alaskan Airlines, enter **ECMK387**  
**Discount Code to Come** or call (800) 445-4435  
for assistance with your reservation  
(see page 24 for details)

## DECKLOAD AVIATION

KODIAK, AK 99615  
(309) 530-7754  
DECKLOADAVIATION.COM

## ISLAND AIR SERVICE

1420 Airport Way  
Kodiak, AK 99615  
(907) 487 4596  
www.FlyADQ.com

## RYAN AIR, INC.

6400 Carl Brady Drive  
Anchorage, AK 99502  
(907) 562-2227  
www.RyanAlaska.com

## SEA HAWK AIR

506 Trident Way  
Kodiak, AK 99615  
(907) 486 8282  
www.SeaHawkAir.com

## VERTIGO AIR

1623 Mill Bay Road  
Kodiak, AK 99615  
(907) 512-2030  
www.vertigoflyer.com

**BEST WESTERN KODIAK INN**

236 West Rezanof Drive  
Kodiak, AK 99615  
(907) 486 5712  
[www.KodiakInn.com](http://www.KodiakInn.com)

**KODIAK COMPASS SUITES**

203 Alder Lane  
Kodiak, AK 99615  
(907) 486 1086  
[www.KodiakCompassSuites.com](http://www.KodiakCompassSuites.com)

**CRANKY CROW B&B**

1713 E Rezanof Drive  
Kodiak, AK 99615  
(907) 654-7356  
[www.CrankyKodiak.com](http://www.CrankyKodiak.com)

**PUFFIN VACATION RENTAL**

3641 Puffin Drive  
Kodiak, AK 99615  
(907) 654-7356  
[www.PuffinPlaceKodiak.com](http://www.PuffinPlaceKodiak.com)

**LARGE VACATION RENTALS**

1723 Mission Road  
Kodiak, AK 99615  
(907) 486 4224  
[www.LargeVacationsRentals.com](http://www.LargeVacationsRentals.com)

**SHELIKOF LODGE**

211 Thorsheim Avenue  
Kodiak, AK 99615  
(907) 486 4141  
[www.ShelikofLodgeAlaska.com](http://www.ShelikofLodgeAlaska.com)

**LARSEN RENTAL PROPERTIES**

PO Box 29  
Kodiak, AK 99615  
(907) 942 7260  
[LarsenProperties@hotmail.com](mailto:LarsenProperties@hotmail.com)

**QUALITY INN KODIAK**

1395 Airport Way  
Kodiak, AK 99615  
(907) 487 2700  
[comfortinnkodiak@gci.net](mailto:comfortinnkodiak@gci.net)



## AQUAMARINE CAFÉ

508 West Marine Way  
Kodiak, AK 99615  
(907) 486-2999  
www.aquamarinekodiak.com

## CHART ROOM RESTAURANT

236 West Rezanof Drive  
Kodiak, AK 99615  
(907) 486-5712  
www.kodiakinn.com/restaurants

## DOUBLE SHOVEL CIDER CO.

101 Center Street  
Kodiak AK 99615  
(907) 947-0264  
www.doubleshovelsider.co

## HARBORSIDE FLY-BY COFFEE

1715 Mill Bay Road  
Kodiak, AK 99615  
(907) 486-5864  
www.harborsidecoffeekodiak.com

## HARBORSIDE COFFEE &amp; GOODS

210 Shelikof Street #B  
Kodiak, AK 99615  
(907) 486-5862  
www.harborsidecoffeekodiak.com

## HARBORSIDE WHEEL WATCH

101 Center St.  
Kodiak, AK 99615  
(907) 486-5863  
www.harborsidecoffeekodiak.com

## HENRY'S GREAT ALASKAN RESTAURANT

512 Marine Way  
Kodiak, AK 99615  
(907) 486-8844  
www.henrysgreatalaskan.com

## KODIAK HANA

516 East Marine Way  
Kodiak, AK 99615  
(907) 481-1088  
www.kodiakhana.com

## KODIAK ISLAND BREWING COMPANY &amp; STILL

117 Lower Mill Bay Road  
Kodiak, AK 99615  
(907) 486-2537  
www.kodiakbrewery.com

## SUBWAY OF KODIAK

326 Center Street, Suite 208  
Kodiak AK 99615  
(907) 486-7676

## THREE SISTERS COFFEE COMPANY

2465 Mill Bay Road  
Kodiak AK 99615  
(907) 512-5442  
www.threesisterscoffeeco.com

## BEAN &amp; BLOOM COFFEEHOUSE

450 East Marine Way  
Kodiak AK 99615

## ISLAND ESPRESSO

1213 Mill Bay Road  
Kodiak AK 99615  
(907)-539-2600

## NEAR ISLAND COFFEE

110 Alimaq Drive  
Kodiak AK 99615  
(907)-539-2326  
nearislandak@gmail.com

## BEARFOOT BAKERY

Kodiak Marketplace  
100 Center St.  
Kodiak, AK 99615  
(907)-942-8055

### ALUTIIQ MUSEUM STORE

Kodiak Marketplace  
100 Center St.  
Kodiak, AK 99615  
(907) 425-8844  
[www.alutiiqmuseum.org](http://www.alutiiqmuseum.org)

### KODIAK MARITIME MUSEUM

500 Alimaq Drive, Trident Way  
Kodiak, AK 99615  
(907) 486-0384  
[www.kodiakmaritimemuseum.org](http://www.kodiakmaritimemuseum.org)

### KODIAK HISTORY MUSEUM

101 West Marine Way  
Kodiak, AK 99615  
(907) 486-5920  
[www.kodiakhistorymuseum.org](http://www.kodiakhistorymuseum.org)

### KODIAK MILITARY HISTORY MUSEUM

5744 Miller Point Road, Abercrombie State Park  
Kodiak, AK 99615  
(907) 486-7015  
[www.kodiak.org/museum/museum.html](http://www.kodiak.org/museum/museum.html)

### KODIAK SEAFOOD & MARINE SCIENCE CENTER

118 Trident Way  
Kodiak, AK 99615  
(907) 486-1500  
[www.alaskaseagrant.org/about/kodiak-seafood-and-marine-science-center](http://www.alaskaseagrant.org/about/kodiak-seafood-and-marine-science-center)

### ORPHEUM THEATRE

102 Center Avenue  
Kodiak Alaska 99615  
(907) 486-5449