

# Vendor Application



*Application Deadline*  
***April 29th, 2019***

Kodiak Crab Festival 2019  
May 23rd - May 27th



# 2019 Booth Site Application & Agreement

## ***Application Deadline April 29th, 2019***

Name of Organization \_\_\_\_\_

Type of Organization      ☐ For-Profit Business      ☐ Non-Profit Group      ☐ Individual

Main Booth Contact \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Electrical Requirements:      ☐ 125 Volt 30 Amp      ☐ 208 Volt 30 Amp      ☐ 208 Volt 50 Amp

☐ **Food Booth**

Briefly describe what you will be selling \_\_\_\_\_

Using an outside charcoal/propane grill ☐ Yes      ☐ No      If yes , how many? \_\_\_\_\_

*Note: All vendors who will be using a charcoal or gas barbecue grill must place the grill adjacent to their booth. No grills will be allowed in the space in front of the booths*

Food Booth Vendor Paperwork completed and returned to the DEC      ☐ Yes      ☐ No

☐ **Merchandise Booth**

Briefly describe what you will be selling \_\_\_\_\_

☐ **Game Booth**

Games you will be providing \_\_\_\_\_

*Note: Games of Skill & Chance are governed by and must be operated in accordance with Alaska Statutes. You must have an Alaska State permit for games of skill and chance. This applies to all for-profit and non-profit enterprises. For more information contact State of Alaska Department of Revenue Charitable Gaming Division at 907 465 2229*

☐ **Other (please specify)** \_\_\_\_\_

*Note: Walking vendors must pay the minimum 10 x 10 foot booth cost*

**Liability Insurance**

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 Kodiak Area Chamber of Commerce as an additional insured and a Certificate of Insurance must be provided to the Kodiak Area Chamber of Commerce prior to the start of the Kodiak Crab Festival. **Liability Insurance documentation must be returned with Booth Application & Agreement**

**Actual Booth Depth** \_\_\_\_\_

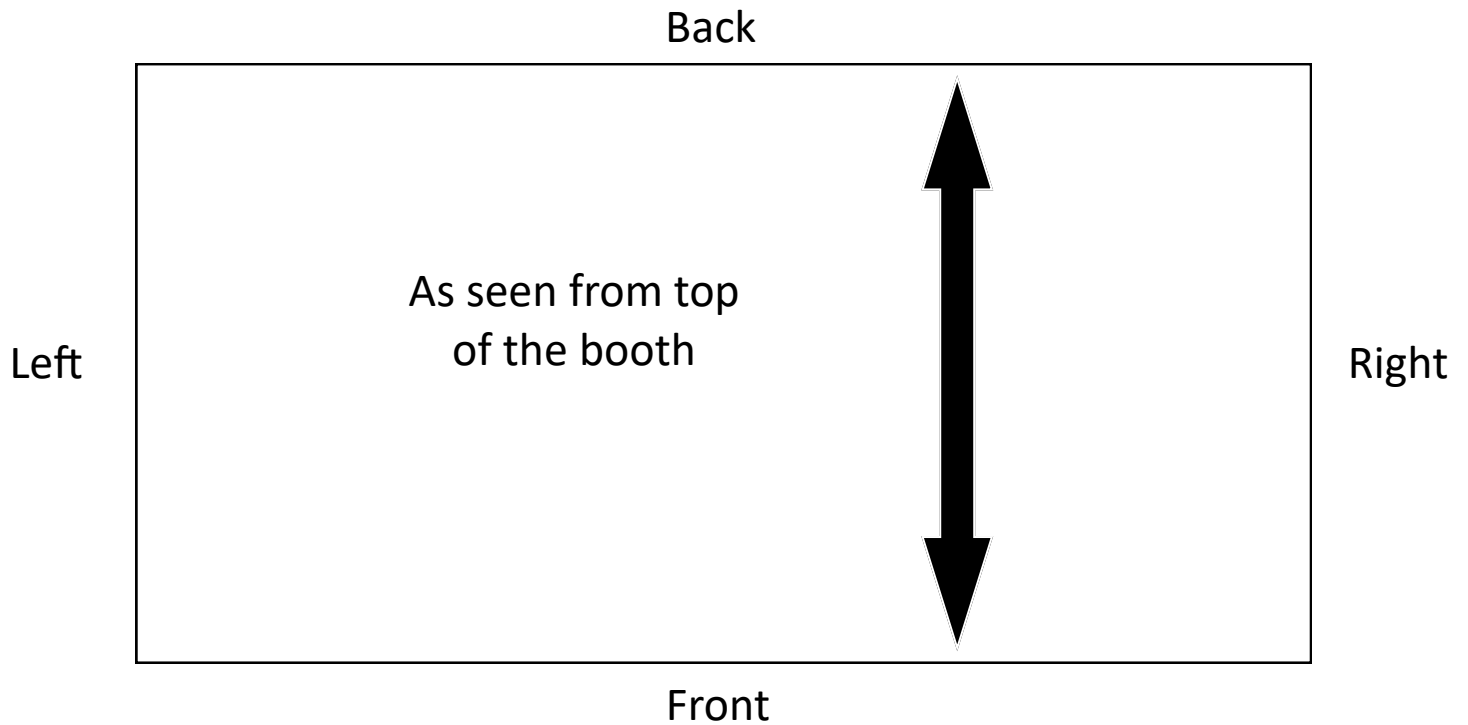
*Note: Your booth space will be 10 ft deep unless otherwise indicated. An additional fee of \$1.25 per square foot for non-profits and \$2.50 for for-profits and individuals will be charged for any booth deeper than 10 feet*

**Actual Booth Length** (measure from Hitch to bumper - see diagram) \_\_\_\_\_

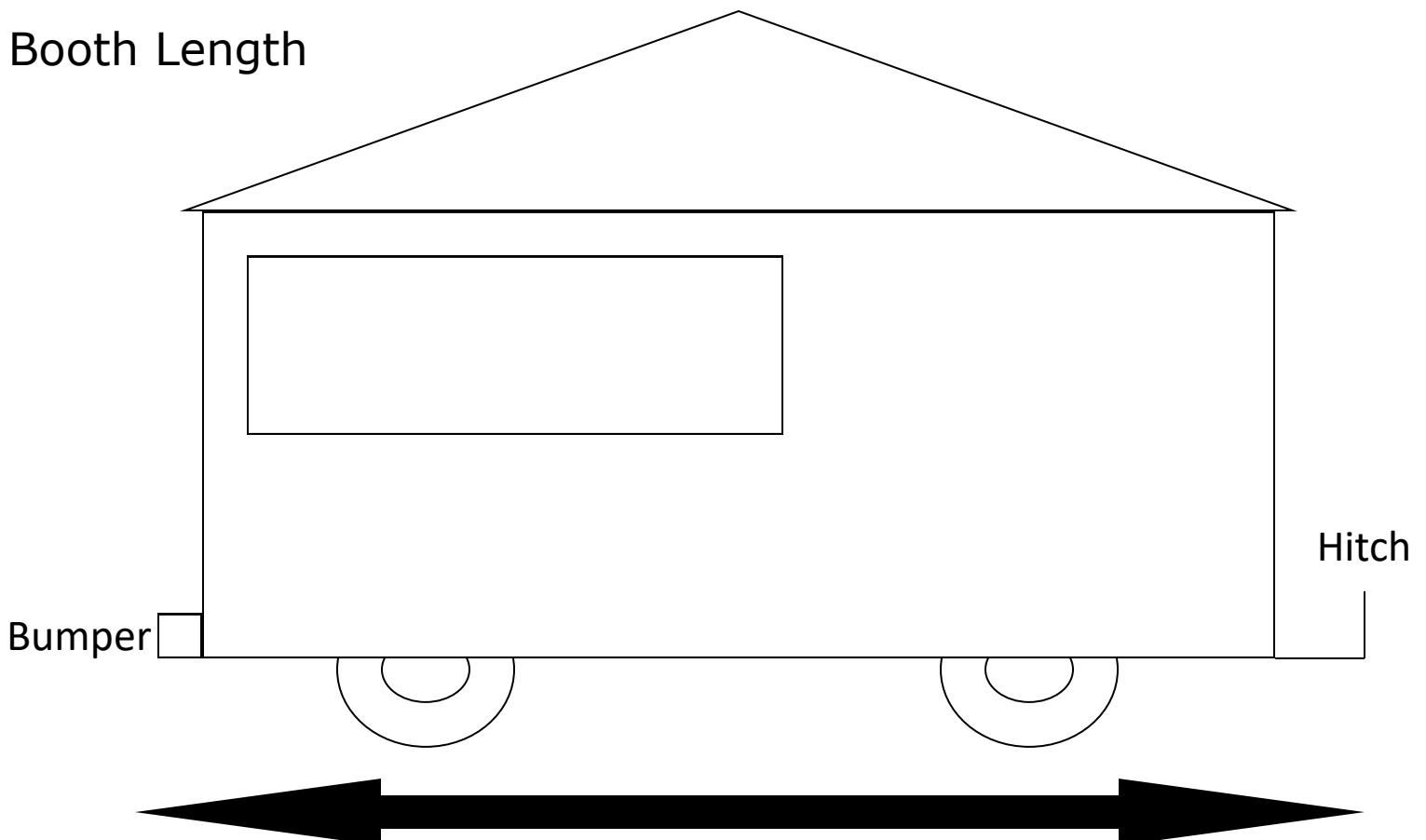
*For Booth spaces over 10 x 30 feet contact the Kodiak Chamber of Commerce directly for availability 907 486 5557*

# Vendor Measurement Diagrams

## Booth Depth



## Booth Length



## Non-profit Groups Only

Booth Space Requested	Not Using an Outdoor Grill	Using an Outdoor Grill (includes 5 feet extra space)	Booth Space Requested Cost
10 x 10 Feet or Less	\$150.00	\$200.00	
10 x 11 Feet	\$162.50	\$212.50	
10 x 12 Feet	\$175.00	\$225.00	
10 x 13 Feet	\$187.50	\$237.50	
10 x 14 Feet	\$200.00	\$250.00	
10 x 15 Feet	\$212.50	\$262.50	
10 x 16 Feet	\$225.00	\$275.00	
10 x 17 Feet	\$237.50	\$287.50	
10 x 18 Feet	\$250.00	\$300.00	
10 x 19 Feet	\$262.50	\$312.50	
10 x 20 Feet	\$275.00	\$325.00	
10 x 21 Feet	\$287.50	\$337.50	
10 x 22 Feet	\$300.00	\$350.00	
10 x 23 Feet	\$312.50	\$362.50	
10 x 24 Feet	\$325.00	\$375.00	
10 x 25 Feet	\$337.50	\$387.50	
10 x 26 Feet	\$350.00	\$400.00	
10 x 27 Feet	\$362.50	\$412.50	
10 x 28 Feet	\$375.00	\$425.00	
10 x 29 Feet	\$387.50	\$437.50	
10 x 30 Feet	\$400.00	\$450.00	

Total Booth Space Requested Cost.....

Booth will fit within a 10 foot deep space ☐ Yes ☐ No If no, \$1.25 per extra sq foot

Corner Space (Allows vendor to operate out front and one side), \$150 extra.....

### Electrical (view page 4-5 of Vendor Handbook for details)

Fee Per Outlet Connection (used for ventilation or lighting), \$40 flat fee.....

Full Power Service (used for cooking, heating, refrigerators, freezers, etc), \$70 flat fee...

Limited 220 Volt Power (used for deep fat fryers or griddles) \$85 flat fee.....

Garbage Disposal Fee..... \$75

**TOTAL FEES to remit with application.....**

## For-Profits or Individuals Only

Booth Space Requested	Not Using an Outdoor Grill	Using an Outdoor Grill (includes 5 feet extra space)	Booth Space Requested Cost
10 x 10 Feet or Less	\$275.00	\$375.00	
10 x 11 Feet	\$300.00	\$400.00	
10 x 12 Feet	\$325.00	\$425.00	
10 x 13 Feet	\$350.00	\$450.00	
10 x 14 Feet	\$375.00	\$475.00	
10 x 15 Feet	\$400.00	\$500.00	
10 x 16 Feet	\$425.00	\$525.00	
10 x 17 Feet	\$450.00	\$550.00	
10 x 18 Feet	\$475.00	\$575.00	
10 x 19 Feet	\$500.00	\$600.00	
10 x 20 Feet	\$525.00	\$625.00	
10 x 21 Feet	\$550.00	\$650.00	
10 x 22 Feet	\$575.00	\$675.00	
10 x 23 Feet	\$600.00	\$700.00	
10 x 24 Feet	\$625.00	\$725.00	
10 x 25 Feet	\$650.00	\$750.00	
10 x 26 Feet	\$675.00	\$775.00	
10 x 27 Feet	\$700.00	\$800.00	
10 x 28 Feet	\$725.00	\$825.00	
10 x 29 Feet	\$750.00	\$850.00	
10 x 30 Feet	\$775.00	\$850.00	

Total Booth Space Requested Cost.....

Booth will fit within a 10 foot deep space ☐ Yes ☐ No If no, \$2.50 per extra sq foot

Corner Space (Allows vendor to operate out front and one side), \$150 extra.....

### Electrical (view page 4-5 of Vendor Handbook for details)

Fee Per Outlet Connection (used for ventilation or lighting), \$40 flat fee.....

Full Power Service (used for cooking, heating, refrigerators, freezers, etc), \$70 flat fee...

Limited 220 Volt Power (used for deep fat fryers or griddles) \$85 flat fee.....

Garbage Disposal Fee..... \$75

**TOTAL FEES to remit with application.....**

# Vendor Booth Diagram

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

A large grid of 20 columns and 20 rows, totaling 400 squares, for drawing a vendor booth layout. Each square represents 1 foot by 1 foot.

# Signature and Payment Page

## Cancellation and Refund Policy

Any cancellations or changes to this contract must be submitted in writing to the Kodiak Chamber of Commerce office no later than April 29th, 2019. Upon written request, refunds will be made in full with the exception of a \$50 service fee. After April 29th, 2019 no refunds will be made.

## Late Applications

Vendor applications submitted after April 29th, 2019 will be subject to a \$100 late processing fee.

## Rules and Regulations

Vendors should thoroughly read over the Crab Festival Vendor Handbook available online at [kodiakchamber.org](http://kodiakchamber.org). Copies can be requested by contacting the Kodiak Chamber of Commerce. All regulations will be strictly enforced.

## Submission

Vendor Applicants should submitted completed Vendor Application, together with Total Payment calculated on proceeding pages. Documentation of Liability Insurance must also be submitted along with any Vendor Application.

I/We have read and understand the rules and conditions for booth operations during the Kodiak Crab Festival

I/We hereby contract for exhibition space(s) and agree to the rules and conditions stated herein

Signature \_\_\_\_\_

*Individual, Business or Non-Profit Representative*

Date \_\_\_\_\_

## Payment Method

☐ Check attached (made payable to Kodiak Chamber of Commerce)

☐ Visa ☐ MasterCard

Credit Card Number \_\_\_\_\_

Expiration \_\_\_\_\_ CVV \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

### For Office Use Only

- ☐ Chamber Master
- ☐ Insurance
- ☐ Map
- ☐ Group
- ☐ Fire Certification

Received \$ \_\_\_\_\_

☐ Check # \_\_\_\_\_ ☐ Cash ☐ Visa ☐ Master Card

Payment Received From \_\_\_\_\_

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Cancelled By \_\_\_\_\_

Date Notified \_\_\_\_\_ Received By \_\_\_\_\_