

Talkeetna Historical Society

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<http://www.talkeetnahistoricalsociety.org/>

Festival Coordinator:

Bronn Salmon

T 907-761-3636

February 2008

Dear Vendor,

The Board of Directors of the **Talkeetna Historical Society** look forward to again sponsoring the **Talkeetna Moose Dropping Festival, on July 12 and 13, 2008** in Talkeetna and welcome your participation as we celebrate our 36th year of "Moose Dropping".

The number of vendors is limited, so please send in your filled out application and payment and deposit as soon as possible.

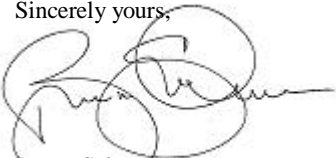
Booth space fees are \$5 more as last year, so the Festival organizers are able to hire personnel to assist with traffic management and parking. This happens based on vendors' comments we received last year to improve the Festival's enjoyment. Vendors have the opportunity to pay the booth space fee by credit card or in two payments as long as the final payment is made by May 30th. You are encouraged to carefully read the General Rules and Regulations.

You will receive written confirmation of your registration including a map of your booth location and booth number upon payment of vendor fee and the required trash deposit. Your location preference will be noted in the confirmation. Please understand it does not imply the exact spot, only the location. If we are unable to accommodate your location preference, we will advise you and help with the selection of another location.

On Friday, July 11, you may start to set up your booth in the designated spot and booth number that was given to you. A map with all booth numbers and vendor names will be available that evening at the Moose Dropping Festival Information tent located in the park area or at the THS Museum door. Under no circumstances shall any vendor begin setting up prior to 6:00 PM on the 11th. If you expect to arrive later than 10:00 PM, please advise the Festival Coordinator by email or phone or the Museum Manager by calling the Museum at 733-2487. All vendors must be set up and ready for the public no later than 8:30 AM on Saturday, July 12.

The Talkeetna Moose Dropping Festival is an annual event to benefit the Talkeetna Historical Society Museum and its historical properties. We thank you for helping to make the 36th Festival a success.

Sincerely yours,



Bronn Salmon
Festival Coordinator

36th Talkeetna Moose Dropping Festival

Saturday, July 12 and Sunday July 13, 2008

GENERAL RULES – Booth Space Rental (3 pages)

Changes have been made! Be sure to read carefully the "General Rules"

The following rules and regulations govern the use of the leased spaces for the 36th Talkeetna Moose Dropping Festival sponsored by the Talkeetna Historical Society, and will be uniformly applied and enforced. The receipt of your "Registration" for a booth at the Talkeetna Moose Dropping Festival implies knowledge and acceptance of the following "General Rules" governing the Festival:

The Festival Coordinator or his/her designee, acting on behalf of the Talkeetna Historical Society and its Board of Directors, reserves the right to interpret, amend, revise, and delete these rules and regulations at her sole discretion, as it deems fit, in order to achieve the maximum benefit for the Festival, its patrons and vendors.

No person or representative of the corporation or other form of organization may enter Talkeetna Historical Society property for the purpose of conducting business without first entering into a lease with the Festival. All businesses must be conducted within the confines of the leased area.

All spaces are leased on a "**First Come – First Serve**" basis, and specifically without warranty as to their condition. Requests for specific spaces are granted on this basis. If you would like the same space as the previous year. You must return your application with full payment of the vendor fee by the early vendor deadline of April 31 or you may be issued a different space.

Registrations are no longer being accepted after June 30, 2008 unless authorized by the Festival Coordinator or her designee.

A vendor wishing to share a space with another vendor must so indicate the name and product at the time the registration form is submitted; both vendors must sign the form. "**Sharing**" entails use of the vendor's "leased" space, not an area in proximity to the space.

With the written confirmation that your Registration Form and full payment of the vendor fee were received, vendors will receive an official certificate designating their permission to conduct business. Vendor parking permits will also be sent with the confirmation. Vendors are asked to keep their official certificate displayed during the Festival and their parking permits on the dash of their vehicles. Vendors will be given reserved parking spots to park their vehicles. Vendors will be allowed to use their vehicles to bring in goods, supplies, and equipment but after unloading must move their vehicles to their designated parking spot.

Vendors requesting the use of electrical outlets must provide their own **extension cords for outdoor use**.

Money delivered to the Festival for lease of a space is non-refundable, unless pursuant to Rule 8.

The Talkeetna Moose Dropping Festival is a **family-oriented** activity. The Festival Coordinator and her designee reserves the right to refuse rental of space to any individual, group or organization which in their opinions exhibits poor taste, is offensive, or is not in keeping with the family-oriented focus. All displays, exhibits, signs, products, or items shall be confined to the space leased. If it is determined, after reviewing a rental application that a vendor's intentions are not in the best interest of the Festival, a notice will be served and a full refund of the booth registration fee paid will be made. 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 and forfeit any rental fee heretofore paid.

Vendors and their employees, agents and representatives shall conduct themselves and the operations of the space in a courteous and friendly manner. Any actions found offensive by the Festival Coordinator or her designee shall be immediately terminated by the Festival Coordinator.

Vendors must **check in** no earlier than 6:00 PM and no later than 10:00 PM on Friday, July 11 at the Talkeetna Historical Society Museum or with the Festival Coordinator or her designee. Under no circumstances shall any vendor begin setting up a booth, tent, equipment, or other structure prior to 6:00 PM on the 11th.

All booths must be set up and ready for the public no later than 8:30 AM Saturday, July 12 and remain manned and operating until at least 4:00 PM Sunday, July 13. Be advised the roads will be closed at 8:30 AM on Saturday the 14th, so vendors will not be able to access their assigned space after 8:30 AM.

Vendors who check in and require a space beyond the size specified with the registration fee will be charged for additional space and will be issued a space where available.

If a motorized vehicle acts as or is an integral part of a vendor's booth, the physical dimensions must accompany the application and an appropriate charge affixed dependent on size.

All structures, improvements, property, trash, and belongings of the vendor must be removed from the Festival grounds no later than 6:00 PM on Sunday, July 13. No overnight camping is permitted after 6:00 PM, Sunday, July 13.

Booths are not available for one-day use.

Food booths are limited to eight, so return your registration form and fee as soon as possible.

Each food vendor must provide three trash cans near their site, which will be emptied / disposed of by the vendor personnel at the end of each festival day. Each vendor is responsible for garbage or trash directly related to preparation of their product which must be removed by the vendor by the end of the Festival. The use of dumpsters on site is available for vendors use.

A non-refundable fee of \$30 for the **trash deposit** is required of all food vendors in addition to the booth fee and the conditional-refundable fee of \$100.00 for trash deposit that must be paid by all vendors.

A conditional-refundable fee of \$100 for the **trash deposit** is required of **all** vendors. Each day at the close of the MDF each both location will be checked to ensure that all trash receptacles and space areas are clean, clear of debris, and that the trash receptacles have been emptied. If the vendor fails this inspection they will forfeit \$50 per inspection up to the total of the \$100 conditional-refundable deposit.

A **food booth** may not be operated without a permit from the Alaska Department of Environmental Conservation (DEC). It is the vendor's responsibility to obtain said permit. The DEC requires that the applications be submitted to their office no later than May 30, 2008. Call the Alaska Department of Environmental Conservation (DEC) at 907-745-3236, for the application. Food vendors who have not received their permit and made available to the Festival Coordinator by June 30 will forfeit their booth assignment and half their registration fee.

Any vendor utilizing a generator is asked to secure a cover in order to reduce the noise. This is now mandatory due to complaints from other vendors and Festival patrons. Vendors asked to leave due to a noisy generator will receive a refund of their registration fee.

No vendor shall sell any items containing gun powder, or any type of exploding materials, spray paints, or items sprayed from an aerosol can that are not biodegradable: You may contact the Festival Coordinator or designee, if you have specific questions.

The sale of any "live" animals is not permitted.

Vendors requesting **overnight accommodations** for their tents or vans will so indicate on their application. Camping areas are few, so be sure to include the request with your application. No open fires or cooking are permitted in the camping areas. The Festival Coordinator or her designee will *attempt* to provide space for each request. Limited space for overnight parking for vendor vehicles, vans and RVs is available on the Village Airstrip at the end that is near the river. The official vendor parking permit must be displayed on the dash of their vehicles. Spaces do not include electricity. Any other special requests shall accompany the application. Camping is at own risk and the Festival organizers do not take any responsibility for any damages or stolen items. Please clean up camp sites before you leave! – You may also want to check Talkeetna's accommodations listed at www.talkeetnachamber.org/directory.php

There are four **non-profit** registrations available at no charge. Non-profits wishing to apply for such status must have an official designation as a non-profit and must specifically indicate what items they are selling or what information they are providing. As part of their registration, they are asked to assist the Talkeetna Historical Society by volunteering two hours on Saturday, July 12 or Sunday, July 13 in lieu of a registration fee. The name of the volunteer must accompany the registration.

The Talkeetna Historical Society is not responsible for any stolen items, nor damages to booths and vendor's merchandise, cars, RVs, campers, tents, and similar. To help **keep Festival grounds safer and calmer during the nights** of Friday to Saturday and Saturday to Sunday, the Festival organizers will hire a person to be present on the Festival grounds between 10 PM and 8 AM.

Please keep these rules for your copy. If you need to contact the Festival Coordinator, his/her designee, or the Museum Manager, you may use the following contact information to do so.

Moose Dropping Festival Coordinator

Email – mdf@talkeetnahistoricalsociety.org

Phone – (907) 733-3663

Museum

Email – museum@talkeetnahistoricalsociety.com

Phone – (907) 733-2478

BOOTH REGISTRATION FORM (2 pages)

Changes have been made! Be sure to read carefully the "Registration Form"

Business Name: _____

Individual Name: _____

Street/PO Box: _____

City/State: _____ ZIP: _____

Telephone: _____ Email Address: _____

Preferred Booth Location: _____

(All booth locations are granted on a "First Come – First Serve" basis. If you would like the same location as the prior year, you must indicate the location above. Indicate for example "Same as last year", or "In Village Park", or "On Main Street", or "On D Street".)

To better secure your "preferred booth location", return your registration form and full payment by the early vendor deadline of April 31. At the time your registration and full payment are received, you will receive written confirmation acknowledging your "preferred booth location". BUT be advised, confirmation does NOT imply the EXACT spot, only the location. If the location you prefer is not available, you will also be so notified.

Type of items you will be selling: _____

(Indicate if you are sharing a booth and ALL items for sale. We encourage hand-crafted items.)

Food Service: Do you have a DEC Food Service Permit No.? _____

Include or fax a copy of your Food Service Permit to the Talkeetna Historical Society, fax 907-733-2484 no later than June 30, 2008. Otherwise you will lose your booth assignment and registration fee. If you do not have a permit, you must contact the Alaska Department of Environmental Conservation at phone 907-745-3236 to make their application no later than May 30, 2008.

Registrations are no longer being accepted after July 1, 2008, unless authorized by the Festival Coordinator.

All booth spaces are the same size, approximately 10 feet by 10 feet, unless you advise otherwise. If you want more spaces, you may reserve two together, based on availability.

You may make two payments by check, cash or credit card. The final payment must be received by April 31, 2008. After April 31 full payment is expected with your registration.

Food Vendor Fees: (Limit Eight Food Vendors)

- _____ \$230.00 (First Half = \$115.00) booth space fee (approx. 10 ft square), no electricity
- _____ \$255.00 (First Half = \$125.00) booth space fee (approx. 10 ft square), with electricity
(Limited Number of 110kW electrical outlets available.)

Non-food Vendor Fees: (Locations: Village Park, Main Street, D Street)

- _____ \$130.00 (First Half = \$65.00) booth space fee (approx. 10 ft square), no electricity
- _____ \$145.00 (First Half = \$75.00) booth space fee (approx. 10 ft square), with electricity
(Limited Number of 110kW electrical outlets available.)

Non-Profit: (Limit four Non-Profits)

- _____ no charge (two or more hours donated time to the Festival on July 12 or July 13, 2008)

Name(s) of volunteer(s): _____

Dates and times available: _____
(The Festival Coordinator will contact you to assign volunteer tasks and times.)

Trash:

- _____ \$30.00 (First Half = \$15.00) Non-refundable Trash Deposit (**Food vendors only**)
- _____ \$100.00 (First Half = \$50.00) Conditional-refundable Trash Deposit (**All vendors**)

***Note:** If a credit card is given to use for the conditional-refundable trash deposit then only in the event of an end of day inspection failure will the card be charged.

Late Fee:

- _____ \$25.00 after deadline of May 30, 2008 (mailing date)

Return this form with a check or money order payable to the **Talkeetna Historical Society**,
P.O. Box 76, Talkeetna, Alaska 99676. Or pay by credit card:

Credit Card Number _____ VISA or Mastercard? _____

Expiration Date: _____ Name on Card: _____

Signature on Card: _____

Billing Address of Credit Card: _____

Telephone: _____

I (We) agree to identify and hold harmless the Talkeetna Historical Society, its Board of Directors and its Festival Coordinator and volunteers, and its respective liability carriers against any and all claims resulting from my (our) participation in the Moose Dropping Festival.

Signature(s) and Date: _____

Printed Name(s): _____