

Talkeetna Historical Society

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

Festival Coordinator:
Bronn Salmon
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February 2009

Dear Vendor,

The Board of Directors of the **Talkeetna Historical Society** look forward to again sponsoring the **Talkeetna Moose Dropping Festival, on July 11 and 12, 2009** in Talkeetna and welcome your participation as we celebrate our 37th year of "Moose Dropping".

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

We recognize the current situation in the economy and to do what we can to help have decided NOT to increase booth fees this year. 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.

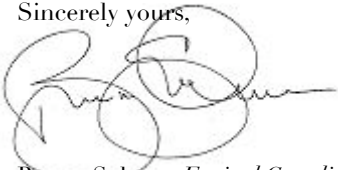
Job well done to all of our 36th MDF attendees, no one was charged any trash fees! The park area was spotless shortly following the festival with minimal effort from our wonderful volunteers. This was a first for us and a welcome change. In response to everyone's efforts we think that we can this year do away with the trash deposit. Instead, starting this year, we will again conduct an area survey of each booth and as long as your area is clean you will be invited back for the 38th annual MDF. However, if a violation occurs then a \$50.00 penalty will be assessed per day. Based on the results from last year I don't feel this will be a problem for any vendor.

After reading through the vendor post event comments from last year we have rearranged the layout for this years festival. This should provide a little more room in the park and make things a lot less crowded. I have included a conceptual drawing for reference only. If you were a vendor last year and would like to move from your previous spot to one of the new spots indicated please identify that on your application. Also included in the comments were concerns and ideas for vendor parking. To try and help out we are going to make available some additional reserved parking spaces directly behind the park area. Parking will be \$30 for both nights of the event. These spaces are very limited so please let us know ASAP if you would like to have one of them.

On Friday, July 10, 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 10th. 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 11.

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 37th Festival a success.

Sincerely yours,



Bronn Salmon Festival Coordinator

37th Talkeetna Moose Dropping Festival Saturday, July 11 and Sunday July 12, 2009

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 37th 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 his 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 Served**" 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. Even if you return by April 31 you may not get your requested space if another vendor who's application has already been received has requested the same space. **REMEMBER "First Come First Served"**

Registrations are no longer being accepted after June 30, 2009 unless authorized by the Festival Coordinator or his 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 his 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 10 at the Talkeetna Historical Society Museum or with the Festival Coordinator or his designee. Under no circumstances shall any vendor begin setting up a booth, tent, equipment, or other structure prior to 6:00 PM on the 10th.

All booths must be set up and ready for the public no later than 8:30 AM Saturday, July 11 and remain manned and operating until at least 4:00 PM on both Saturday, July 11 and Sunday, July 12. Be advised the roads will be closed at 8:30 AM on Saturday the 11th, 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. These vehicles once parked can not be moved until after the end of the festival. No one will be allowed to sleep within the park nor their vehicle inside the park.

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 12. No overnight camping is permitted after 6:00 PM, Sunday, July 12.

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 (35 Gal minimum) 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.

Each day at the close of the MDF each booth 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 be required to pay a \$50 fine for each day failed.

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, 2009. 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 his 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 11 or Sunday, July 12 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 security personnel 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) 761-3636

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 Served" 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 May 30. 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, 2009. 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 the application no later than May 30, 2009.

Registrations are no longer being accepted after July 1, 2009, 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, 2009. 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 = \$115.00) 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)

_____ \$120.00 (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 11 or July 12, 2009)

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**)

***Note:** If a credit card is given 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, 2009 (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 Master Card? SEC# _____

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): _____