

2020 FAIRBANKS OUTDOOR SHOW | APRIL 24, 25, 26

APPLICATION FOR EXHIBIT SPACE



FAIRBANKS
OUTDOOR
SHOW
APRIL 24-26, 2020



2010 2nd Avenue | Fairbanks, Alaska 99701 | P. (907) 451 – 7800 | Website: www.carlson-center.com
F. (907) 451 – 1195 | E – Mail: CarlsonAdmin@fnsb.us
Please FAX or E-MAIL this form when completed. Thank you!

COMPANY NAME:

COMPANY NAME TO BE LISTED FOR OUTDOOR SHOW ADVERTISING:

CONTACT NAME:

ADDRESS:

CITY: STATE: ZIP:

PHONE: ALT. #:

EMAIL:

WEBSITE:

PLEASE DESCRIBE PRODUCTS AND / OR SERVICES. IF YOU ARE FISHING CHARTER, PLEASE STATE WHERE YOU CARTER OUT OF:

BOOTH NUMBERS REQUESTED:

1st Choice:

2nd Choice:

Electrical Needs: **arena and prow spaces have access to electricity within 25' of booth space. If extension cord is needed, it is subject to separate rental fee*

COST OF BOOTHS:

10' x 10' Inside Space: \$575.00 / ea.

(Save money by paying \$525.00 in full by 10/15/19)

**\$550 if paid by cash or check/\$500 if paid early*

Comes with a table, 2 chairs and access to electricity within 25'

10' x 10' Inside Space in the Prow \$525.00 / ea.

(Save money by paying \$475.00 in full by 10/15/19)

**\$500 if paid by cash or check/\$450 if paid early*

Comes with a table, chairs and access to electricity within 25'

Outside Space: \$1.50 / sf.

Does not come covered, heated, or with electricity

Bulk inside Space (30' x 40'): \$2,750.00/ea.

(Save money by paying \$2,500.00 in full by 10/15/19)

**\$2,688 if paid by cash or check/\$2,425 if paid early*

- A \$100 non-refundable application fee must accompany this application. (application fee applies toward booth fee)
- To receive discount on booth fee full payment is due each year by the 15th of October (on or before 10/15 of each year)
- Full Payment for booth is due each year **NO LATER THAN the MARCH 15TH** (No later than 3/16/2020 for next year)
- **Cancellation Policy:** Please notify the Center immediately upon cancellation of a booth, in writing. If booth is canceled thirty (30) days from the show, vendor will receive a full refund less the \$100 non-refundable application fee
- If booth is canceled within thirty (30) days of the show, no refund will be given to the vendor
- The Carlson Center has the right to refuse a booth space to vendors who do not fit within the outdoor show theme of hunting, fishing, camping, boating, outdoor activities, safety and survival

DO NOT WRITE IN THIS SPACE | OFFICE USE ONLY

ACCEPTED BY:	PAYMENT AMOUNT:	DATE REC'D:	CASH, CHK OR AUTH. #:	BALANCE DUE:
DATE: _____	\$ _____	_____	_____	\$ _____
# OF BOOTHS: _____	\$ _____	_____	_____	\$ _____
TOTAL COST: _____	\$ _____	_____	_____	\$ _____

AGREEMENT: – VENDOR AGREES TO ALL TERMS AND CONDITIONS ON THE FRONT AND BACK OF THIS APPLICATION

SIGNATURE OF EXHIBITOR: _____ DATE: _____

VENDORS: PLEASE FILL OUT THE FOLLOWING PAYMENT INFORMATION BELOW

METHOD OF PAYMENT:

VISA: _____ MASTERCARD: _____ CASH: _____ CHECK #: _____

MAKE CHECKS OUT TO "CARLSON CENTER"

AMT. TO CHARGE: \$ _____ . _____

NAME ON CARD: _____

CARD #: _____ - _____ - _____ EXP. DATE: _____ / _____ CVC CODE: _____ BILLING ZIP: _____

CARDHOLDER'S SIGNATURE: _____ DATE: _____

I have read the contract and hereby agree to all terms and conditions listed below.

AUTHORIZED SIGNATURE: _____

BUSINESS NAME: _____

NAME AND TITLE: _____

DATE: _____

OFFICE USE: _____

APPROVED: _____

DATE: _____

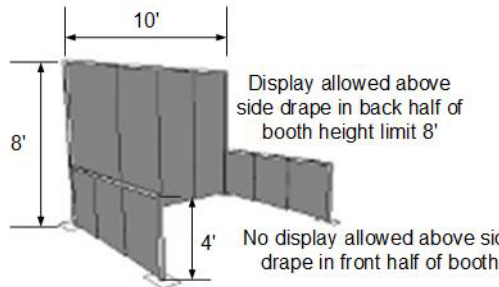
APPROVAL INITIALS: _____

REFUNDS AND CANCELLATIONS

1. Any cancellations must be received in writing no later than thirty (30) days from the show.
2. Refunds will be distributed if space is cancelled thirty (30) days or more prior to the show, less the \$100.00 non-refundable deposit.
3. No refunds will be given if booth space is cancelled within thirty (30) days of the show.

USE OF SPACE

1. Rental includes a 10' x 10' booth with an 8' high back wall and 4' high side rails, one duplex outlet, skirted 6' x 30" table and two chairs. Additional equipment may be ordered. Carpet in booth spaces is not provided. Bulk Space will be provided with the above on an as needed basis.



2. **MERCHANDISE:** All merchandise must be confined to within your booth. "Roaming" by vendors either selling or soliciting is not allowed.
3. **TRIP HAZARDS:** All aisles must be kept clear and free of any trip hazards. Vendor carpets must have all edges taped down. Vendors must provide their own 25', 14 gauge extension cords with a ground plug. These cords are best frown or covered by ramps.
4. **CONCESSIONS:** The Carlson Center reserves the right to all concession activity. Promotional food and / or beverage samples must meet State and Local guidelines and must be samples only. Packaged and sold food products are acceptable but must have prior approval from Carlson Center Management.
5. **OBSTRUCTIONS:** in order to avoid obstruction of your neighbor's booth, the following guidelines should be followed: side panels of up to 8' high cannot exceed 4' in length from the back of the booth. The remaining 6' is to be no higher than 4'. **The use of canopies is prohibited.**
6. **PA SYSTEMS, MUSIC:** The use of PA Systems, microphones and voice amplification systems is not acceptable during the show. Demonstrations must be held without these.

7. **NOISE:** Noise due to the use of CD Players, radios, cassettes, DVD / VCR Players, TV's, or any such device must be kept to a minimum and must not disturb other vendors in their space.
8. **DEMONSTRATIONS:** demonstrations or promotional activities must be confined within the limits of the purchased spaced and must not interfere with the other exhibitors.
9. **ANIMALS:** Assistance animals only are allowed in the building. All other animals prohibited inside the building due to Borough regulations
10. **OFFENDERS:** offenders of the above regulations will be asked to leave and no refund will be given.
11. **FREIGHT:** If delivering items to the Show by freight, you must submit the following in writing to the Center: Deliverer, Date/Time of delivery, number of items expected. You MUST reference your booth name and number on freight. The Carlson Center will not be responsible for any loss or damage to freight or delivery costs. All freight must be pre-paid.
12. **HELIUM BALLOONS:** **Helium balloons are not allowed in The Carlson Center.** Helium balloons can cause control problems for the ventilations system. **Vendors who bring helium balloons into the facility will be charged an additional \$200.** This is a contingency to cover maintenance costs for removal plus additional costs if there is damage to the ventilation system.
13. **ALL BOOTHS MUST HAVE AN A.B.C FIRE RATED FIRE EXTINGUISHER.**
14. **NO SOURCE OF FLAME MAY BE USED ANY TIME IN A VENDOR BOOTH.**
15. **SMOKING:** All public facilities in the Borough are non-smoking including the Carlson Center.
16. **PROPANE:** The City Fire Marshal does not allow propane or compressed gas inside the facility.
17. **VEHICLES / BOATS:** If you have a vehicle or boat in your booth, the Fire Marshal requires a) no more than 1/8 tank of gas and gas cap taped shut, b) battery disconnected, c) A.B.C fire-rated extinguisher in proximity to display.

VENDOR CONTRACT – TERMS AND CONDITIONS

1. **USE OF SPACE LIABILITY.** The Exhibitor is entirely responsible for the space leased and shall not insure, mar of deface the premises and the Exhibitor shall not drive nor permit to be driven any nails, hooks, tacks or screws in any part of any building. Furthermore, Exhibitor shall not affix to the walls or windows of building any advertisement, signs, etc. or use scotch tape, masking tape or any other adhesive type material on painted surfaces. The Exhibitor agrees to reimburse the facility, and/or decorator for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor. Show management and their sponsors shall not be liable to perform its obligations under this contract as a result of strikes, riots or acts of God, any other cause beyond its control.
2. **ALL BOOTHS** and decorations MUST concur with the facility regulations, city ordinance and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must be fire retardant. Contact Show management if at all in doubt.
3. **INSTALLATIONS.** Any special carpentry, wiring, electrical or other work, gas, steam, water drainage connection shall be installed at Exhibitor's expense.
4. **LICENSES.** Any and all City, Municipal, State or Federal licenses, inspections or permits as required by law of any Exhibitor in the installation or operation of his display shall be obtained by the Exhibitor at his own expense prior to the opening of the show.
5. **RIGHTS OF MANAGEMENT IN EVENT EXHIBITION ARE NOT HELD.** Management shall not be liable for any damage or expense incurred by Exhibitors in the event the show is delayed, interrupted or not held, as scheduled: and if for any reason beyond the control of the Management the Show is not held, Management may retain so much as the amount paid by the Exhibitors as is necessary to defray expenses already incurred by the Management.
6. **TERMS AND CONDITIONS.** This contract contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, or otherwise regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties hereto.
7. **SECURITY FOR RENTAL.** Failure on the part of the Exhibitor to pay the rental as specified under the contract shall entitle Management to seize merchandise, materials, and exhibits displayed by the Exhibitor at the within described show and to retain the same as security for any unpaid rental amount owing hereunder. Upon the expiration of seven days after such seizure, Management shall have the right to dispose of same without notice of the Exhibitor in such a manner as Management, in its absolute discretion, deems appropriate, whether by public or private sale, and without any obligation on the part of Management to effect any manner of publication respecting the date or any details or information as to when or how such sale is to be carried out.
8. **AMENDMENTS.** Exhibitor agrees to abide by decisions of the Management concerning all matters pertaining to the administration and success of the Show which are not specifically stated.
9. **ATTORNEY FEES.** In the event, suit or action is brought by any party under this agreement to enforce any of its terms, it is agreed that the prevailing party shall be entitled to a reasonable attorney fee to be fixed by the trial and appellate courts.
10. **SECURITY.** We wish to provide the tightest security possible for the protection of your exhibit properties. However, neither Carlson Center, the facility Management, nor our insurance company is financially liable for the losses or "mysterious disappearance" of any kind. We recommend all exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. (Please read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility.
11. **GENERAL LIABILITY.** Neither the Carlson Center, any subcontractors, the facility Management or their representative, nor any member of the above-named will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever. The Exhibitor on signing the contract expressly releases the aforementioned from any and all claims for such loss, damage or injury. The facility will be locked down when the event is over each night and appropriate security measures will be taken.