



Friday Fling Vendor Handbook



Friday Fling was established in 2002 in historic downtown Palmer to grow community and foster economic development by providing a locally-focused shopping destination for residents, visitors and tourists. In our mission to promote the downtown Palmer area, we bring quality produce, crafts and entertainment together in one of the most beautiful surroundings Alaska has to offer.

Policy & Procedure:

- 1. Alaskan Grown/Made in Alaska:** While quality Alaskan grown foods and Alaskan-made handcrafted items are the main emphasis of Friday Fling, it is also an outlet for other Alaskan-made products. As available, market space may be used for other items [to be approved by the market advisory board].
- 2. Location & Hours:** Located in the downtown central area, running from May 15th, 2019 - August 14th, 2019, hours are 11 a.m. - 6 p.m. Vendors are required to be open for business during market hours despite weather conditions unless prior arrangements have been made with the Market Coordinator. Vendors should plan for inclement weather by having ready for use a waterproof shelter, weights, and other items necessary for operation during a variety of weather conditions.
- 3. Product Vending Constrictions:** Products sold should be directly grown, harvested, processed or crafted by Alaskans. Food booths need approval by the advisory board and every attempt will be made to ensure non-duplication of food items. Vendors must identify a "Signature Product" to facilitate the Market Coordinator's selection for reasons of non-duplication. Other non-food items for sale must be approved by the market advisory board. Friday Fling spaces may be shared by two Vendors [See Section 7]. Garage sale type items are prohibited at Friday Fling. **Note for Farm Vendors:** If a Farm Vendor is selling items purchased from another non-Vendor [not to exceed 10% of their sellable goods], there must be signs attributing credit to the sources of all products.
- 4. Vendor Agreement:** Three categories of Vendors have been established: Seasonal Vendors [those participating each and every week], Partial Season Vendors [those committing to a minimum of six weeks], and Occasional Vendors [those who commit to fewer than 6 weeks]. Full and partial season Vendors must submit a completed agreement along with 50% of the booth rent prior to April 1st, 2020. The remainder is due on or before May 1st, 2020. Occasional Vendors must complete an agreement and submit payment in full prior to setup. Vendors may not setup unless applications are approved and fees are paid. Fees are listed in the Vendor agreement and are

non-refundable and non-transferable. **Make checks payable to Greater Palmer Chamber of Commerce (GPCC).**

5. Rental Charges: Rental charges for all Vendors shall be determined by the categories stated under the Vendor Agreement as follows:

- a. Seasonal Vendors - \$35.00/week [Total \$450]**
- b. Partial Season Vendors - \$50.00/week [minimum six weeks committed]**
- c. Occasional Vendors - \$75.00/week [as space permits. Payment will be coordinated by FF staff upon confirmation of Occasional Vendor availability]**
- d. Farm Vendor - \$10.00/week**

I. Designation of "Farm Vendors": A Farm Vendor is hereby defined as a Vendor selling produce, plant starts, or flowers that were grown on the Vendor's premises or in a Vendor-owned greenhouse. This excludes pre-packaged farmed products intended for off-site consumption [such as honeys, nectars, jams & jellies]

Please be advised that pricing is based on a standard 9' x 9' or 10' x 10' space. If additional space is required due to sizing of tents, trailers, *a desire for walkways in between neighboring booths*, etc., an additional \$10 per linear foot surcharge will be applied, up to an additional 9'. [e.g. if Vendor has a tent that is 12' x 10', an additional \$20 charge will be applied to your rental agreement, but if Vendor has a 20' truck, two booth spaces must be purchased]. **Failure to notify Market Coordinator or GPCC of additional requirements will incur a \$20/linear foot citation, and will be enforced.**

Early Registration Pricing [ERP] is available to returning Seasonal Vendors who submit applications and complete payment in full before March 1st, 2020. ERP will be made available to new Seasonal Vendors who complete payment in full before April 1st, 2020. ERP is defined as a \$50 discount on the Seasonal Registration Rate.

6. Returned Check Fees: Should the bank for any reason return a Vendor's check, there will be a \$25.00 fee assessed. This fee and the face amount of the check must be paid in cash, money order or certified check to the Market Coordinator within five days and prior to Vendor's entry to another market day.

7. Space Assignment: Vendors may lease a 9' x 9' space under a covered pavilion or a 10' x 10' open air space. Seasonal Vendors will be given space preference in the Friday Fling parking lot. It is the Vendor's responsibility to ensure that adequate space is contracted for the size of canopy or tent and inventory to be used by the Vendor [See Section 5]. Grass areas behind Vendor spaces are not included in the rented space. The grass will not be a part of Vendor's space for preparation, sales or storage area. Vendors who prepay for the season will be assigned a space for the season. If a Vendor does not arrive by 9:30 a.m. or does not call to inform the Market Coordinator that they will be arriving late, their space may be assigned to

another Vendor. Unassigned Vendor spaces will be assigned on a first come, first served basis, beginning at 8:30 a.m. Vendors may share a space, however each Vendor must have a business license on file with their respective application[s]. There will be no subletting of spaces. Every attempt will be made to locate returning Vendors to their prior or requested location. Questions regarding correct booth placement should be brought to the Market Coordinator's attention prior to the setup of the Vendor's booth.

8. Vendor Setup: Setup begins at 8 a.m. and is to be completed before 11 a.m. Each Vendor is responsible for their own method of display. Shelters should be sturdy and must be weighted against winds. The Market Coordinator may request that questionable shelters be removed. No tables or chairs will be provided for Vendors. There are no electrical outlets for use by Vendors. All Vendors requiring generators will be placed at the south end of the lot. Please indicate on the application if you will use a generator. Generators must be rated to output fewer than 70 decibels. No vehicles may be driven in the Vendor area between 10:30 a.m. and 6:15 p.m. Vehicles are not permitted in spaces. ***There are no exceptions.***

9. Vendor Booth Display: Displays of a professional appearance are highly encouraged, including table coverings.

10. Vendor Parking: Vendor parking is allowed on Fireweed Avenue, in front of the Pioneer Home. No Vendor vehicle parking allowed on South Colony, South Alaska or South Valley road[s].

11. Vendor Takedown: Vendors are prohibited from breaking down their booth before the close of the Friday Fling. Clean-up should be completed by 8 p.m. Vendors are responsible for cleaning their space, including the removal of all furniture, equipment, trash, plant debris and all other property. Food Vendors are required to provide one [1] lined garbage can for each space rented. All cans and debris are to be removed by the Vendor. The Vendor may be fined \$25 for failure to clean up their assigned space[s].

12. Baked Goods / Grain Products: Baked goods, which include pastries, cookies, muffins, breads, pies, pastas and granolas, must be prepared in accordance with all D.E.C. regulations. Copy of required permits must be provided to the Market Coordinator with application.

13. Produce: Produce must be displayed at least 6" off the ground. Produce should be in reasonably clean condition. Vendors who wish to advertise their produce as organic must be certified under the U.S.D.A. National Organic Program [N.O.P.].

14. Permits & Sales Taxes: Each Vendor is responsible for all aspects of sales and cash flow. All Vendors must obtain a business license with the City of Palmer and collect the city sales tax. Vendors are responsible for payment of the tax to the City of Palmer. Vendors must provide a copy of their Palmer Business License to the Market Coordinator with their application. Vendors are responsible for complying with all City, State, and Borough licensing requirements. All Vendors must clearly display a sign stating their business name. Signs must

be legibly presentable and displayed in a safe manner. Vendors selling regulated products [D.E.C., U.S.D.A., ADF&G, etc.] must have permits and certificates clearly displayed on site.

15. Quality & Inspection: The Friday Fling Advisory Board reserves the right to prohibit products with objectionable images, messages, or product implications to be sold. The Advisory Board also reserves the right to prohibit the sale of products which are used or of garage sale quality.

16. Safety: Vendors agree to keep any open flame, or other combustible material[s] away from any canopy or covering, conform to all fire safety requirements, and to maintain an operable and appropriate fire extinguisher on Vendor's premises. Furthermore, Vendors will be responsible for ensuring their tents, tables, inventory and other items located in their space are securely anchored. Vendors remain solely responsible for any damages caused by items within their leased space and are encouraged to obtain liability insurance in sufficient amounts to cover such potential damages.

17. Release and Agreement Not to Sue: Vendor releases and forever discharges Friday Fling, the City of Palmer, the Greater Palmer Chamber of Commerce, their agents, employees, contractors, and their successors in interest [hereinafter collectively referred to as "Releases"] from all actions, suits, claims, demands, and damages of every kind and nature, whether special incidental, consequential or otherwise, mature or to mature in the future, arising out of or in any way connected with the relationship created by the Lease Agreement between the Vendor and Friday Fling.

18. Public Restrooms are available next to the Visitor's Center on East Elmwood Ave.

19. Children & Pets: All children must be supervised by a parent or guardian. Children younger than 16, selling a product should be supervised by a parent or guardian. Children who are disorderly or do not use their selling space properly will be asked not to return as Vendors. All pets are prohibited as per Alaska Statute 18 AAC 310, with the exception of registered service animals. The sale or display of live animals is prohibited.

20. Banned Substances: Smoking is not allowed on the Colony Days lot. The use or distribution of alcohol, drugs, or any illegal substance is prohibited. The GPCC wants to provide a healthy and safe environment to its patrons, vendors, exhibitors, volunteers, and employees at Colony Days. This policy will protect the public health by: decreasing the negative health impact of secondhand smoke, discouraging smoking and tobacco use around non-tobacco users [especially children], and by decreasing smoking-related litter and accidents caused by cigarettes. "Smoking" is here defined as burning, inhaling, or exhaling the smoke of any lighted or heated cigar, cigarette, pipe or plant material; or of any lighted or heated tobacco or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device, which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this document.

21. Advertising: The advisory board will devise and implement an advertising and promotional program to encourage visitors and residents to regularly participate in the festivities and to shop at Vendor's booths as well as established downtown facilities. Quantity of advertising will be dependent upon available revenues from grants, sponsorships, and rental of booths.

22. Friday Fling Enforcement: While the Market Coordinator will devote energy to enforcement of the provisions of the handbook and agreement alike, Vendors shall not hold them responsible for any real or perceived lack of enforcement of such provisions. These policies and agreement provisions give the Market Coordinator the option but not the obligation of enforcement. The Market Coordinator and advisory board have the authority and discretion to grant exceptions to policies on an individual basis. Suggested improvements or changes to existing policy may be made in writing and given to the Market Coordinator.

23. Conflicts: Where verbal direction or policy may be interpreted to conflict with the Vendor lease, the lease agreement and written policies shall be the prevailing authority.

24. Vendor Concerns: If any Vendor has concerns about other Vendors or operations of Friday Fling, they may submit a written grievance to the advisory board. The board will acknowledge the grievance and recommend, in a timely manner, a possible solution to the situation.

25. Application Availability: Applications will be provided initially to returning Seasonal Vendors who have participated in 2019 Friday Fling, beginning January 24th, 2020. On March 1st, Applications will be made publicly available on the Friday Fling website <http://fridayfling.net/>. Notification of public release will be made on the GPCC and Friday Fling Facebook pages.