



2024 Alaska Scottish Highland Games
Saturday June 29th and Sunday June 30th, 2024
Alaska State Fairgrounds



2024 Celtic Marketplace Merchant Information

We are welcoming applications for vendor booth space at the 2024 Alaska Scottish Highland Games Celtic Marketplace. We are happy to receive applications, but please understand that we cannot guarantee booth space to all who apply. Applications will be considered by the organizers of the event for the appropriateness of wares and/or services regarding the theme of the event.

The games are not just any festival or fair, we are a Scottish Festival celebrating all things Scottish. We require our vendors to bring some type of “Scottish Flair” to their booth (See Scottish Flair section below for more information). Organizers will also be taking into consideration the number of similar vendors participating and limiting too many similar Vendors. The History of vendor participation at the ASHG and booth appearance will also be considered.

Vendors will be notified within 14 business days of receipt of application and any applicable fees if their application is accepted.

Placement on the grounds is at the discretion of the organizers, while previous vendor placement and vendor placement requests are considered it is not guaranteed. Many factors go into determining location of vendors and we appreciate your understanding in advance. We do not accept MLM Vendors, Sales Vendors, Direct Sales Vendors or Political Vendors, our focus is Handmade Artisan items, thank you for your understanding.

Please read the information included in this document and the vendor application carefully. The Alaskan Scottish Club, Alaska Scottish Highland Games, and the Alaska State Fair, Inc. assume no liability for the safety/quality of the products sold or offered to the public by the individual vendors. If you have any questions please contact us, we are happy to help!

vendors@alaskanscottish.org or 907-602-0901

Application DEADLINE: **June 1, 2024**

Application Available at: <https://alaskanscottish.regfox.com/2024ashgvendor>



Booth Information and Fees

Your booth must be open and staffed during the entire Festival, both Saturday and Sunday.

Saturday, June 29th: 8:00 am to 6:00 pm

Sunday, June 30th: 8:00am to 6:00pm

Your tent(s) must have a good roof that can withstand wind, rain, hail and other inclement Alaskan weather. Please take the necessary measures to secure tents for the potential high winds of Palmer, Alaska (100lbs minimum for Palmer wind conditions). As we learned in 2023 Palmers winds can be very damaging-be prepared! Please note that the Alaska Scottish Highland Games, The Alaskan Scottish Club, and The Alaska State Fairgrounds are not responsible for damage done to Tents due to weather. The Vendor Coordinator or Games Lead may request that questionable shelters be removed. If you would like to rent a tent for the event you can contact Over The Top Tents and Events at 907-694-9200. They will set up your tent(s) the week of games along with the other large tents that we rent for the event.

Booth Pricing

Food Vendors: Vendor is cooking and serving food on-site from a:

- Canopy Tent(s) only (No Food Truck): 10' Wide x 20' Deep \$250.00/Per Space
- Food Truck up to 15' in total length (Serving Side) \$250.00/Per Truck
- Food Truck OVER 15' in total length (Serving Side) \$500.00/Per Truck

Merchandise/Craft or Entertainment Vendors: Arts, Crafts, Entertainment, and cottage-stye food items that don't require on-site cooking.

- 10' Wide x 20' Deep \$125.00/Per Space

Electrical Hookup:

\$70.00/Per outlet/weekend

Plug-ins are available at every vendor location; There is one 110 volt, 20 amp electrical outlet and one 220v, 50 amp plug-ins located at the pedestal nearest the vendor space. Only food vendors have access to one 220 volt, 50 amp receptacles. Non-food vendors needing 220 service must contact the Vendor Coordinator ahead of games.

Vendors are required to use the appropriate plug-in to avoid tripping breakers. All extension cords must be in compliance and supplied by Vendor. It is the vendor's responsibility to provide heavy-duty extension cords to transmit electricity to their booth. All cords must be waterproof and rated for outdoor usage and gauge appropriate for amps.

Electrical appliances, which are used for the personal convenience of vendors, (coffee pots, space heaters, hot plates, etc.) should be used conservatively. A costly power failure can result from overloading circuits. Campers and motor homes may not use electrical power during the operating hours of the ASHG; please unplug them.

Additional 2-Day Wristbands for Employees:

\$10.00/each

(Each booth space includes 4 2-Day Entry wristbands)

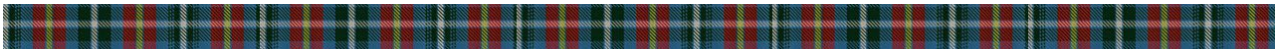
Generators are allowed with prior written approval. Generators are limited to only certain areas of the Alaska Scottish Highland Games due to noise pollution and odors. Vendors must

use only generators with the lowest possible noise decibel levels, under 65 decibels, while in use. All generator exhaust must be pointed away from propane, people, structures, and combustibles.

Vendors may purchase multiple booth spaces to accommodate a larger setup. Partial booth spaces are not available for purchase. Vendor placement is based on the Alaska State Fairgrounds Vendor spacing dimensions, each space is 10' Wide with a 2' buffer between booth sites. If a custom width is required, please contact us at vendors@alaskanscottish.org. If prior arrangements are not made we cannot guarantee placement day of the event.

Vendors may share a space, however each Vendor must have a business license and their own application submitted. There will be no subletting of spaces.

We accept check, money orders, and Credit Card payments for Booth fees. Please note payments via credit card will include a convenience/processing fee.



Scottish Flare

When planning for the merchandise, entertainment, or food that may be offered at your booth, please remember that the Alaskan Scottish Club considers the appropriateness of wares and or services regarding the theme of the event. The games are not just any festival or fair, we are a Scottish Festival celebrating all things Scottish. With Merchandise, we are looking for handmade artisan style items, not MLM, Direct Sales, or Fair type items. For Food we are looking for traditional Scottish favorites or creative takes on Scottish Favorites. While we absolutely understand that not every vendor can offer only Scottish themed items, vendors need to bring some type of “Scottish Flare” to their booth. Rather it be Tartan/Scottish décor, Scottish inspired crafts or arts, employees wearing kilts, giving a normal menu item a Scottish name, or even creating a Scottish inspired food, our vendors have become even more a part of our Scottish event and our attendees appreciate this also! **Scottish Flare is a requirement not an option.** If you would like some ideas, please contact us, we are happy to help with suggestions.

Because vendors play a major role in the experience at the Games and we appreciate the Scottish Flare that is brought to each booth, the Alaskan Scottish Club, with the help of attendees (People’s Choice Award), votes and awards our vendors special awards for their Scottish Flare. The Best-In-Show Scottish Flare Vendor for 2024 will have their 2025 ASHG Vendor Booth Fee Waived.

Congrats to our 2023 ASHG winners:

- **Best-In-Show Scottish Flare: Women Warrior Event Planning** (Weddings, Renewals, Handfasting, Photo Booth)
- **Best Scottish Food Vendor: Alaska Mac Shack** (Mull of Kintyre Mac, Bannock Cookies, Tattie Soup, Edinburgh Wraps and Cheese Toasties)
- **Best Scottish Merchandise Vendor: Molly’s Collectibles** All things Celtic and Scottish

- **Most Creative Scottish Flare: Alaska's Best Gourmet Dogs** (AK Throwing Bears, a Hidden Loch Ness Monster, and a Hot Dog in a Kilt playing Bagpipes!)
- **Most Creative Scottish Food: (TIED) Mosquito Eatery** (Vegetarian Haggis aka Falafel) and **Taco Love** (Haggis Tacos)
- **People's Choice: Bitchin' Biscuits** (15ft Smoking Bagpipes)



Insurance, Licenses, Permits, and Additional Requirements

ALL VENDORS need to obtain a Special Event Business License from the City of Palmer unless you have already obtained an annual/bi-annual license. This license is \$10. Vendors are responsible for complying with all City, State, and Borough licensing requirements

FOOD VENDORS need to obtain an Alaska Department of Environmental Conservation (DEC) Temporary Food Permit, unless you already have an annual permit.

ALL VENDORS are required to provide their own insurance. Insurance requirements are as follow: 1,000,000 in Combined Single Limit Commercial General Liability insurance coverage and \$1,000,000 Personal Injury Limit of Liability per Occurrence insurance coverage

FOOD (prepared on site) includes \$1,000,000 in Combined Single Limit Commercial General Liability insurance and \$1,000,000 in Products Liability insurance

If you are unable to obtain insurance for this event on your own, you may purchase coverage for the day through the Alaskan Scottish Club, Inc. insurance policy. This insurance will cover you for the event only. If this option is selected, you will be contacted directly. The cost in previous years has been approx. \$85.00 for the coverage. This is paid directly to the Insurance company.

The Alaskan Scottish Club, Inc./Alaska Scottish Highland Games and the Alaska State Fair, Inc. must be listed as additional insured for all forms of insurance. A copy of the vendor's insurance certificate will need to be submitted no later than June 15, 2024. You will not be permitted to enter the Festival grounds without a copy of the Insurance Certificate, business or special event license, and food permit (for food vendors), there are no exceptions. Documents will not be accepted day of Set-up. No refunds will be given for Vendors who do not turn in required forms and are not allowed to enter festival grounds.

Please ensure that all licenses and permits are posted or available upon request, as the applicable authorities may perform inspections to confirm that you have obtained the proper licenses and permits.

All vendors are required to have appropriate fire extinguishers available at their booth(s). The fire department may be checking to ensure all appropriate fire extinguishers are on site. If a

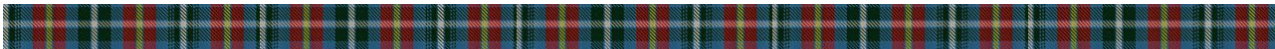
booth is inspected and the appropriate fire extinguisher(s) is not on site, the fire department can close the vendor.

For your convenience, links to all License and Permit applications are available on the Alaskan Scottish Club Website (www.alaskanscottish.org).



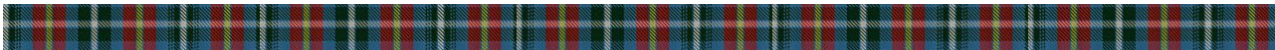
Taxes

Vendors are required to pay a City of Palmer sales tax on all sales. This form can be found through The City of Palmer website. For your convenience, a link to the Special Event Sales Tax Remittance Form is also available on the Alaskan Scottish Club Website (www.alaskanscottish.org).



Alaska State Fairgrounds Requirements

All vendors and their employees must abide by the requirements set forth in Attachment “B,” Alaska State Fair, Inc., Requirements for Use of the Alaska State Fairgrounds. For your convenience, links to the Attachment is available on the Alaskan Scottish Club Website (www.alaskanscottish.org).



Trash and Booth Clean-Up

Please help us keep the grounds clean and leave your spot clean after the festival. Vendors are responsible for removing cooking oil, gray water, and cleaning up trash in and around booth location. Vendors are also responsible for bringing their own trash cans and trash bags and disposing of their trash. Dumpsters are available to empty trash throughout the weekend. Please do not empty trash into the field trash cans at any point, including at the end of the event.

If your space is not cleaned after your departure or you are found to be using a field bin at your space or emptying your trash into a field bin, you will be billed a cleaning fee. You will be unable to register for future events until the cleaning fee is paid in full.

If there are piles of trash left at booth spaces after you have left, the vendor who occupied that booth space in addition to being charged a cleaning fee, the vendor will not be welcome at future Alaskan Scottish Club events.



Vehicles and Parking

Vendors are responsible for providing their own booths/tents. You may arrive for set up any time starting at 9:00 am on Friday, June 28th. Check-in will be at only at the Purple. We will not be able to check vendors in after 10:00 pm without prior authorization, you must let the Vendor Lead know as soon as possible if this is the case.

Most spaces can be accessed from the front and from the service “road” behind the spaces. If you have equipment that needs to be maneuvered into the space, please show up early on Friday in order to get your equipment in place before your neighbors set up. If you cannot maneuver into your space, you will be relocated to the next open space that will accommodate your equipment.

Vendors may begin arriving at 5:00 am on Saturday, June 29th to complete setup. Vendors must be open for business by 8:00 am on Saturday.

We ask that you do not pack up and leave until after the closing ceremonies on Sunday evening Approx. 6:00 pm, except in the case of an emergency. Please contact the vendor coordinator with any emergency. We ask this for the safety of other Vendors, Participants and Attendees. Vendor space must be vacated and clean by no later than noon on Monday, July 1st.

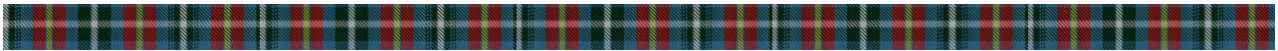
Security for the festival grounds will be provided Friday, Saturday, and Sunday nights. However, please use good judgment and do not leave valuables within the tents unattended overnight. Vendors accept responsibility for all lost or stolen merchandise or equipment.

Vehicles used for setting up or restocking must be off the grounds by 7:00 am on both Saturday, June 28th and Sunday June 29th. Between 7:00 am and 8:00 am merchandise may be brought into the vending area using vendor supplied handcarts or other non-motorized methods.

Vendors will park in the parking area, behind Raven Hall. Each vendor will receive two (2) parking passes for vendor vehicles valid for both Saturday and Sunday.

No motorized vehicles will be allowed to enter or exit the grounds before the closing ceremonies is completed on Sunday and no exceptions will be made. We ask this for the safety of other Vendors, Participants and Attendees.

The purple gate has security from Friday at 9pm to Monday at 9am. If you need to access your booth during overnight hours, please check-in with the Security at Purple Gate.



Vendor Coupon Book

We offer a discounted Family Pack of Tickets for the games. The package includes 2 Adult and 2 Children general admission tickets and a coupon book filled with discounts that attendees can use either at the games or at vendor shops and locations after the games. These books will be given to attendees who purchased the Family Pack of Tickets at the gates. There is no additional cost to be a part of the book. If you are interested in having a coupon in this book please contact the Vendor Lead, at vendors@alaskascottish.org. The deadline for this inclusion is June 1, 2024.



Plastic Bag Ban

On January 1, 2019, a plastic bag ban took effect for Palmer, Alaska. This ban applies to any plastic bags handed out by vendors at the Games.



Pets/Animals

All of us at the Alaska Scottish Highland Games love animals but the Alaska State fairgrounds and the Alaska Scottish Highland Games are no place for pets. Dogs and other animals are not permitted on the Fairgrounds unless they are part of an exhibit or are a service animal. This includes leaving your furry friends in vehicles, RV's, or trailers. Please note if animals are found in vehicles, the proper authorities will be notified. Please make arrangements for your pets elsewhere. You will be required to leave the grounds if you bring your pets. There are no exceptions to this rule. If you are asked to leave it will be noted, if the following year you are asked to leave again you will no longer be allowed to Vend at the games. If you have a service animal or decide to hide your pet at your booth and leave dog waste (either on its own or in a bag) at your booth space upon leaving you will not be accepted at future events-No Exceptions. Yes, we did find both during clean-up after the 2024 games, it is not acceptable and will not be tolerated.

We are committed to the use of service animals by our guests with disabilities. The ADA states, "Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities." SERVICE animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as SERVICE animals under the ADA. SERVICE animals play an important role in ensuring the independence of people with disabilities, and it is the Fair's policy to welcome any animal that is individually trained to assist a person with a disability.

For everyone's safety we ask that you leave your pets at home that includes comfort animals (Emotional Support Animals (ESAs), and Therapy Dogs). PETS are NOT ALLOWED since they do not receive special training and do not perform a specific task to help disabled owners. Crowds are not a good place for pets.

Please be sensitive to our guests with SERVICE animals. Visitors found to have fake service animals will be asked to leave the fairgrounds.

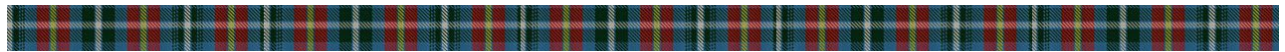
Please read more about SERVICE Dogs and what is covered under the Americans with Disabilities Act (ADA) here: https://www.ada.gov/service_animals_2010.htm or <http://www.myassistancedoginc.org/whats-the-difference-between-emotional-support-animals-therapy-animals-and-service-dogs/>



Smoke-Free Property and Event

The Alaska State Fairgrounds and the Alaska Scottish Highland Games is smoke-free. Smoking is not permitted anywhere within the fenced common areas of the fairgrounds property. Smoking is also not permitted within 40 feet of the main gated entrances to the Fair.

As a vendor we ask you to please be aware of this policy and be courteous of your neighbors and attendees. Smoking is never allowed at your booth. If you are found to be smoking or leave cigarette butts at your booth space you will not be accepted at future events-No Exceptions. Yes, we did find cigarette butts during clean-up after the 2023 games, it is not acceptable and will not be tolerated.



Health And Safety

An inherent risk of exposure to COVID-19 and other diseases exists in any public place where people are present. By attending the Alaska Scottish Highland Games you voluntarily assume all risks related to exposure to COVID-19 and other diseases. Please adhere to all local, state and federal mandates and follow posted instructions while visiting the Alaska Scottish Highland Games. If you or someone in your group are feeling ill, please stay home.



Emergency Procedures

The Alaska Scottish Highland Games Emergency Plan is adopted by the Board of Directors and is revised from time to time. The plan specifies procedures and lines of authority for Games staff in case of a declared emergency. At Games time the Security contractor has the first line of communication with local emergency agencies. Games staff coordinates with them and manages media relations. The Emergency Plan is available for inspection by all vendors, and

they are asked to comply with instructions from Games management and the Games Security contractor in a declared emergency.



Photo Release

Vendors give consent to the Alaskan Scottish Club and assignees to take photographs, make Audio recordings, and/or video graphs while at the games and to use such media for publicity as the Alaskan Scottish Club deems appropriate.

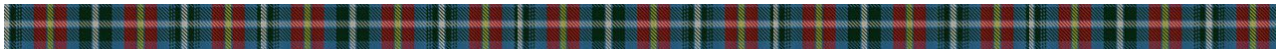


Advertising and Promotion

The AHSG will place advertisements for the games with local radio stations, digital media and print media. The ASHG will be working with Make a Scene Magazine/The People’s Paper in creating our event guide that will be published in the June Issue. Space dependent, the ASHG will include a full Vendor listing in the guide. Vendors may be contacted by Make a Scene Magazine/The People’s Paper to purchase ads in the guide.

Facebook Event

An OFFICIAL 2024 Alaska Scottish Highland Games Facebook Event has been created by the Alaskan Scottish Club. <https://www.facebook.com/events/826761079235094>
Vendors are permitted to create their own Facebook event to advertise but must title it “[Vendor Name] at the 2024 Alaska Scottish Highland Games” and use the Vendor’s logo/graphic. The ASHG or ASC logo may be used in addition to, but not in place of, the Vendor’s logo in promotional content.

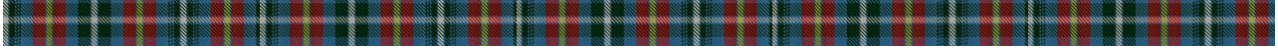


Cancellations

Cancellations must be sent to the Vendor Lead in writing, either via E-Mail or US Mail, and must be received by June 15th, 2024, for a refund of money already paid. A refund of money for notification received after June 15th, 2024, will be determined on a case-by-case basis and is not guaranteed to be refunded. Purchase Protection for Vendor Fees is available through our registration site. No Refunds will be given for no-shows on the day of the Games.

The performance of this Agreement is subject to termination without liability by either party upon the occurrence, or upon the prediction by the National Oceanic and Atmospheric Administration, any agency of the United States Government, or any agency of the Government of the State of Alaska of the occurrence of any circumstance beyond the control of either party—including, without limitation, acts of God, war, acts of terrorism within a fifty (50) mile radius of the Alaska State Fairgrounds facility, government regulations, disaster, pandemic/epidemic illness, civil disorder, or curtailment of transportation facilities to the

extent that such circumstance makes it illegal, impossible, or economically impracticable for the Alaskan Scottish Club to provide, or for the Vendor in general to use, the Fairground facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice from one party to the other within 10 days of such occurrence or upon delivery of written notice from one party to the other within 24 hours of the receipt of notice of the prediction of any of the above occurrences.



Questions

Please direct all inquiries to: Vendor Lead at vendor@alaskanscottish.org or 907-602-0901

We encourage you to read through this Information and complete the online registration form as soon as possible to reserve space for the 2024 Alaska Scottish Highland Games. **Remember, the deadline for registration is June 1, 2024.** Registrations and additions/changes received after that time will be subject to a 20% late fee and cannot be guaranteed.

We look forward to your participation in the success of the
2024 Alaska Scottish Highland Games!

PLEASE KEEP THIS INFORMATION FOR YOUR FILES