



2019 FAIRBANKS OUTDOOR SHOW VENDOR INFORMATION PACKET

Hello! Welcome to the **2019 Fairbanks Outdoor Show**. In this packet, you will find:

- Show Dates and Times
- Move-In and Move-Out Schedules
- Parking
- Show Policies and Regulations
- Business License Information
- Food and Beverage Sampling
- Vendor Party & Door Prizes
- Floor Layout & Booth Assignments
- Local Hotels with special offers
- Extra Item Equipment Rentals **[FORM]**

**If you have additional questions after reading this packet please contact
Carlson Center Marketing Manager, Aaron Marks, at amarks@fnsb.us or (907) 451-7800**

2019 SHOW DATES / TIMES & CONTACTS

The **2019 Fairbanks Outdoor Show** dates and times:

Friday, April 26:	2:00pm – 8:00pm
Saturday, April 27:	10:00am – 6:00pm
Sunday, April 28:	11:00am – 5:00pm

For all questions, please contact:

(907) 451-7800

Send Equipment Rental Forms to:

carlsonadmin@fnsb.us

MOVE-IN / OUT SCHEDULES

*Please Note: If you are in a bulk booth or have purchased multiple 10x10 booths to accommodate a vehicle, boat or any large item, your move-in day is **Wednesday, April 24**. *You will be assigned a time to move in that day and we will contact you with that time. We must ask that you adhere to your assigned move-in time. Please call (907) 451-7800 if your assigned time does not work for you; we will reschedule your move-in.*

Move-In Type	Move-In Date	Move-In Times
*Bulk Space	Wednesday, April 24	Contact SMG for your Move In Time
*Multiple 10x10 Spaces	Wednesday, April 24	Contact SMG for your Move In Time
*Outdoor Spaces	Wednesday, April 24	TBD by Carlson Center
Single 10x10 Space	Thursday, April 25	9:00am - 7:00pm
Extra Move-In Day	Friday, April 26	8:00am - 12:00pm
Deadline to Move-In	Friday, April 26	By 12PM for Fire Marshal Inspection
Move-Out Type	Move-Out Date	Move-Out Deadline
All spaces	Sunday, April 28	Begin moving out at 5pm!

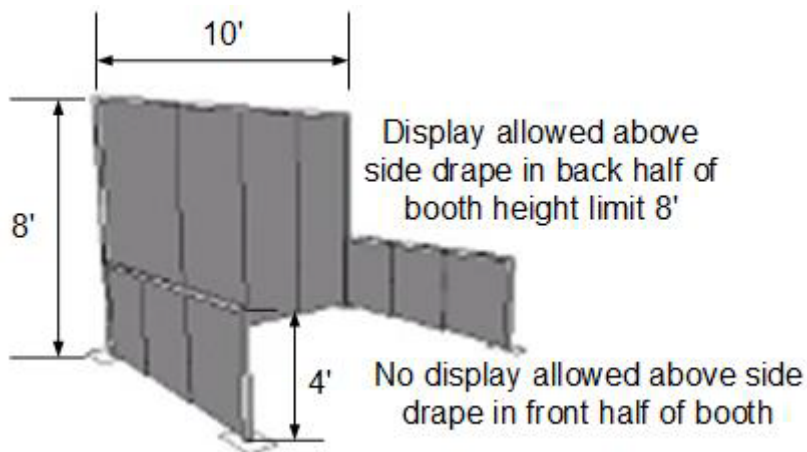
On move-in / out days, the overhead door, load-in bay and pass gate entrance, located in the rear of the building, will be accessible. A forklift, hand carts and flatbed carts will be available. We do ask that by noon on Friday, the 26th, your booth is as close to completely set up, as the Fire Marshal will be conducting final walk-through and safety check. All vendors must begin moving out as soon as the show concludes on Sunday, April 28 at 5pm. **Move-out prior to 5pm is discouraged.**

PARKING

During Show hours, we must ask that you park your vehicle in the rear parking lot, so as to not impede on parking for patrons. **PLEASE DO NOT PARK YOUR VEHICLES IN ADMIN PARKING, ALONG THE RIVER OR THE FIRE LANE DURING SHOW HOURS; THESE AREAS ARE RESERVED FOR MANAGEMENT, STAFF AND EMERGENCY PERSONNEL.** If you will be traveling by RV, and wish to use the rear parking lot of the building to stay, there is a \$75.00 charge for the weekend to plug in and have access to electricity. Please contact the Administration office at 907.451.7800 to reserve your space.

SHOW POLICIES AND REGULATIONS

- BOOTH 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.
- MERCHANDISE:** Must be confined within your booth space. "Roaming" by vendors either selling or soliciting is not allowed.
- TRIP HAZARDS:** All aisles must be kept clear and free of any trip hazards. Vendor carpets must have all edges taped down. It is the vendor's responsibility to tape down carpet edges and eliminate trip hazards inside vendor booth space. Vendors must provide their own 25', 14 gauge extension cords with a ground plug. These cords are best flown or covered by ramps.
- 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 The Carlson Center F&B Director.
- 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.
- PA SYSTEMS / MUSIC:** Use of PA Systems, microphones and voice amplification systems is not acceptable during the show. Demonstrations must be held without these.
- 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.
- DEMONSTRATIONS:** Demonstrations or promotional activities must be confined within the limits of the purchased space and must not interfere with the other exhibitors.
- ANIMALS:** Assistance animals only are allowed in the building. All other animals are prohibited inside the building due to Borough regulations.
- OFFENDERS:** offenders of the above regulations will be asked to leave and no refund will be given.
- 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 nor be responsible for delivery costs. All freight must be pre-paid.
- ALL BOOTHS MUST HAVE AN A.B.C. RATED FIRE EXTINGUISHER.





13. NO SOURCE OF FLAME MAY BE USED AT ANY TIME IN A VENDOR BOOTH.
14. ALL PUBLIC FACILITIES IN THE BOROUGH ARE NO SMOKING FACILITIES INCLUDING THE CARLSON CENTER.
15. THE CITY FIRE MARSHAL DOES NOT ALLOW PROPANE OR COMPRESSED GAS TANKS INSIDE THE ARENA.
16. ALL EXIT AREAS MUST REMAIN CLEAR. PUBLIC AISLES MUST REMAIN CLEAR OF TRIP HAZARDS.
17. Tradeshow power will be provided. While electrical power will be made available within a 25' radius of each booth space, it is the vendor's responsibility to provide their own extension cords. The City Fire Marshal requires extension cords to be of 14 gauge with a grounded plug. One duplex outlet can provide 2400 watts. However, a continuous load MAY NOT exceed 8% of 2400 watts.
18. 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 rated fire extinguisher in proximity to the display
19. **HELIUM BALLOONS:** Helium balloons are not allowed in The Carlson Center. Helium balloons can cause control problems for the ventilations system. Vendors who distribute balloons that are released into the facility will be charged \$200 to cover maintenance costs for removal plus additional costs if there is damage to the ventilation system.

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.

BUSINESS LICENSES

If your business is outside the Fairbanks City Limits, you must display a copy of your current Alaska State Business License. If you are from out of state and do not currently have an Alaska State Business License, you will need to obtain one before the Show. The Carlson Center will purchase a Special Events Permit from the City – This will eliminate your need for a transient vendor license. However, once again, you will need to display your Alaska State Business License in your booth. Someone from the City will be at the Show checking licenses, so please don't forget this important rule.

The City of Fairbanks passed an ordinance 6 years ago to have all businesses that are located within, or conduct business within the City limits to also purchase a CITY of Fairbanks Business License. If you are a vendor who participates in tradeshow and are located outside the City limits, you do not need to purchase a City Business License if you conduct business in the City limits for less than 5 days per calendar year. If you participate in more than one, three day tradeshow, you WILL need to purchase a City Business License. For any questions, please visit the City of Fairbanks website at ci.fairbanks.ak.us or call the City Clerk at (907) 459-6751.

State of Alaska Business Licenses can be obtained from:
State of Alaska – Department of Business Licensing
550 West 7th Ave. Ste. 1500
Anchorage, AK 99501
Phone (907) 451-2852
Online at state.ak.us



FOOD AND BEVERAGES SAMPLES

If you wish to hand out any samples of food and / or beverage, provide a candy bowl in your booth, or if you will be selling any type of food and / or beverage, you must have permission from Show management. All food and / or beverage for sale must be packaged and not available for immediate consumption. Samples are limited to 1 oz. in size and must not exceed this limit. If you will be handing out samples of food and / or beverages from your booth please contact the Department of Environmental Health for information on safe handling procedures. Phone (907) 451-2123 and Fax (907) 451-5120

VENDOR PARTY & DOOR PRIZES

When: Friday, April 26, 2019
Time: 8:00pm – 10:00 p.m., begins after the Show closes
Where: Arthur Buswell Pioneer Room in the Carlson Center
Dress: Come as you are!

There will be a buffet dinner, drinks and door prizes donated by vendors.

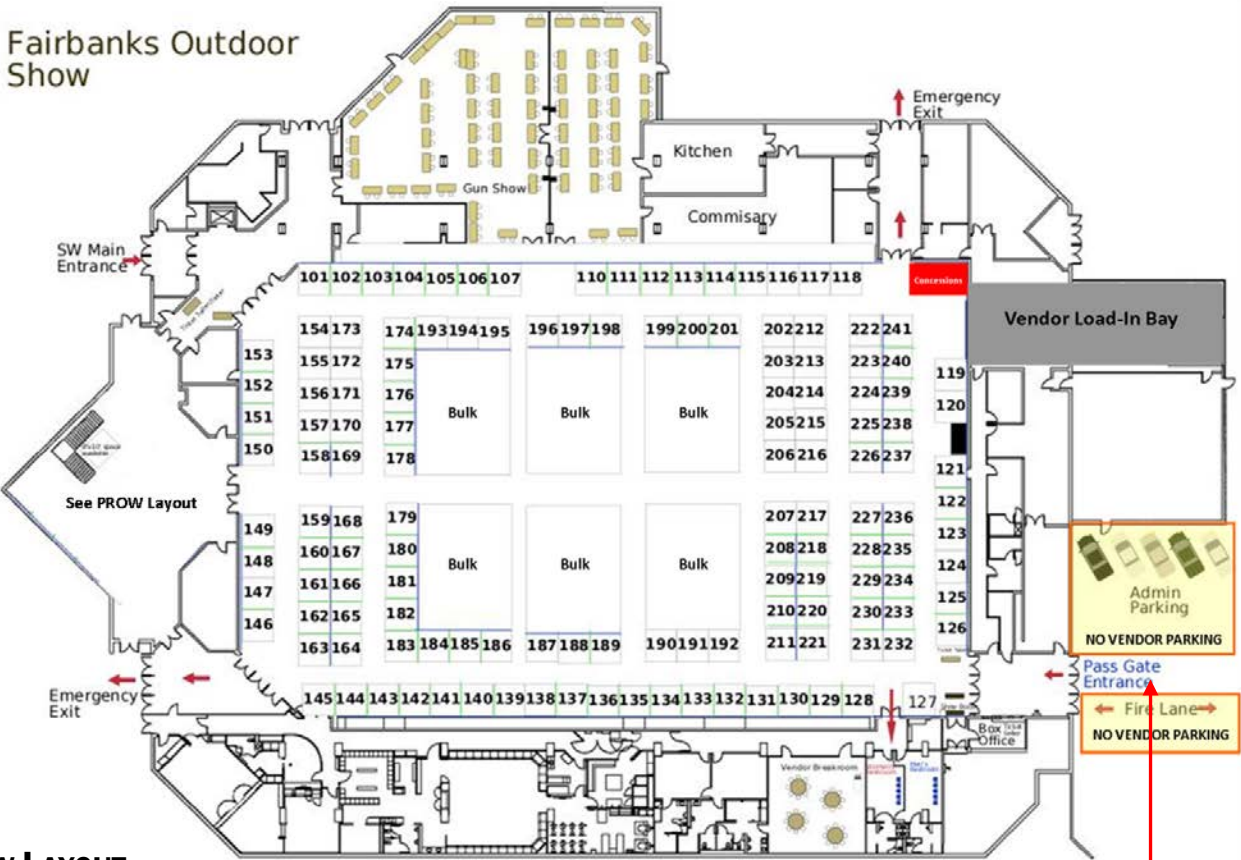
**** IF YOU WOULD LIKE TO DONATE A DOOR PRIZE FOR THE VENDOR PARTY, WE WOULD GREATLY APPRECIATE IT. YOU CAN DROP YOUR DOOR PRIZE OFF AT THE VENDOR INFORMATION TABLE PRIOR TO THE VENDOR PARTY ON FRIDAY, APRIL 26. ****

NON-PROFIT BOOTHS

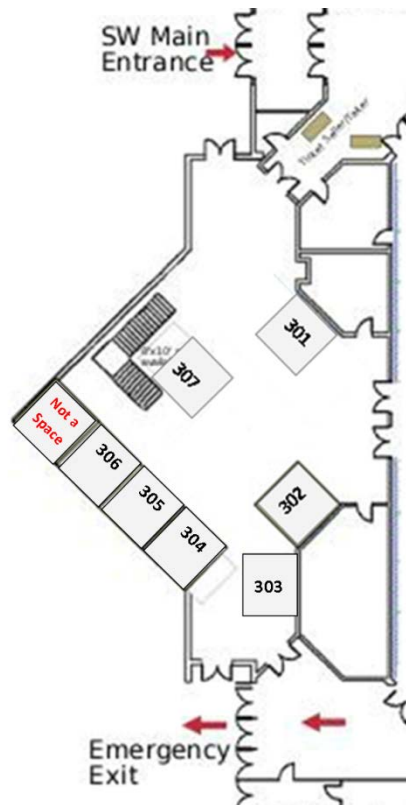
Are you tied in with a local non-profit organization that would like to utilize the Fairbanks Outdoor Show for fundraising? We have a new policy on this and space is available! We have designed two booths, booth 101 and 232 as 'Non-Profit' Booth spaces. We are giving out the space to ONE non-profit group per booth per day. So we have 6 opportunities available!

Right now both spaces have been taken for Friday and Saturday, but we do have Sunday available. If you're interested and want to see if your non-profit group qualifies, contact Carlson Center Marketing Manager Aaron Marks at (907) 451-7800. Or e-mail amarks@fnsb.us.

FLOOR LAYOUT



PROW LAYOUT



AS A REMINDER...

During Show hours, we must ask that you park your vehicle in the rear parking lot, so as to not impede on parking for patrons.

PLEASE DO NOT PARK YOUR VEHICLES IN ADMIN PARKING, ALONG THE RIVER OR THE FIRE LANE DURING SHOW HOURS; THESE AREAS ARE RESERVED FOR MANAGEMENT, STAFF AND EMERGENCY PERSONNEL.



LOCAL HOTELS

☆ **Springhill Suites by the Marriott** **OFFERING SPECIAL GROUP RATE FOR OUTDOOR SHOW VENDORS**

575 1st Ave.

Fairbanks, AK 99701

Phone (907) 451-6552

Outdoor Show SpringHill Booking: [Book your group rate for OUTDOOR SHOW](#)

All rooms are non-smoking. Free continental breakfast, free hi-speed internet access, restaurant on site. Less than a 5 minute drive to the Carlson Center. \$89.00 per night + tax group rate (Start: 4/24/19; End: 4/29/19). Last day to book: 4/10/19. Receive this rate by clicking onto the above link or calling Rob Hanson, Director of Sales, at 907-231-3535.

☆ **Holiday Inn Express**

400 Merhar Ave.

Fairbanks, AK 99709

Phone (907) 328-1100

<http://bit.ly/HInnFBX>

One of the newest hotels in Fairbanks!

On-site pool and gym area. All rooms are non-smoking. Free continental/hot breakfast. Less than a 10 minute drive to the Carlson Center.

☆ **Princess Hotel**

4477 Pike's Landing Rd.

Fairbanks, AK 99709

Phone (907) 455-4477

<http://www.princesslodges.com/>

Fitness center, steam room, guest business center, on site restaurant and lounge. Less than a 10 minute drive to the Carlson Center.

☆ **Sophie Station Hotel**

1717 University Ave.

Fairbanks, AK 99709

(907) 456-3642

<http://www.fountainheadhotels.com/sophie-station/>

Fitness center, on site restaurant and lounge, guest laundry, one bedroom suites with dining and fully equipped kitchens. Less than a 5 minute drive to the Carlson Center.

☆ **Pike's Waterfront Lodge**

1850 Hoselton Rd.

Fairbanks, AK 99709

Phone (907) 479-6500

<http://www.pikeslodge.com/>

On site restaurant and lounge, pet friendly, Wi-Fi available. Less than a 10 minute drive to the Carlson Center.

☆ **Westmark Hotel**

813 Noble St.

Fairbanks, AK 99701

Phone (907) 456-7722

<http://www.westmarkhotels.com/destinations/fairbanks-hotel/>

Fitness center, cable TV, Wi-Fi available, on site restaurant and lounge. Free hot breakfast bar for guests. Less than a 10 minute drive to the Carlson Center.



EXHIBIT EQUIPMENT RENTAL FORM

THE CARLSON CENTER | 2010 2ND AVENUE | FAIRBANKS, AK 99701
 P: 907-451-7800 | F: 907-451-1195 | CARLSONADMIN@FNSB.US | WWW.CARLSON-CENTER.COM



**CARLSON
CENTER**
Sports • Conventions • Events



Show or Event Name: 2019 Outdoor Show

Booth # & Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Qty.	Additional Item Description	Price (Day before show)	Price (Day of Show)	Sub Total
	6' x 30" Skirted Table	\$15.00 / ea.	\$22.50 / ea.	
	6' x 18" Skirted Table	\$15.00 / ea.	\$22.50 / ea.	
	8' x 30" Skirted Table <i>Limited quantities available; First come, First Served</i>	\$15.00 / ea.	\$22.50 / ea.	
	High Top / Bistro Table	\$15.00 / ea.	\$22.50 / ea.	
	Extension Cord	\$10.00 / ea.	\$12.50 / ea.	
	Table Skirts	\$7.00 / ea.	\$10.50 / ea.	
	Table Cloth	\$5.00 / ea.	\$7.50 / ea.	
	Fire Extinguisher <i>Required at every vendor booth</i>	\$20.00 / ea.	\$30.00 / ea.	
	Additional Chairs <i>Two come with booth space</i>	\$3.00 / ea.	\$4.50 / ea.	
	Phone Line <i>*Must be ordered 3 weeks in advance; an additional charge of \$300 will be applied to phone line orders with less than 3 weeks' notice</i>	\$225.00 / ea.	Not available on day of show	
	8' high x 8' long Additional Back Drape	\$20.00 / ea.	\$30.00 / ea.	
	8' Pole and 10' Crossbar	\$25.00 / ea.	\$37.50 / ea.	
	DSL Line <i>*Must be ordered 3 weeks in advance; an additional charge of \$300 will be applied to DSL orders with less than 3 weeks' notice</i>	\$275.00 / ea.	Not available on day of show	
	220v Electrical <i>Must be ordered 1 week in advance</i>	\$150.00 / ea.	\$225.00 / ea.	
	Sign Hanging from Arena Ceiling	\$175.00 / ea.	\$262.50 / ea.	
	Water by the Gallon	\$0.25 / gal.	\$0.40 / gal.	
	Motorhome Plug – In, Rear Lot	\$75.00 / ea.	\$112.50 / ea.	
Additional Fees:		-Forklift Usage: \$250.00		
(These fees will be added at the managements discretion)		-Late Move-Out: \$250.00		
		-Additional Cleaning Fee: \$150.00		
		-Excessive Debris Removal: \$20.00 min		

PAYMENT IN FULL IS REQUIRED BEFORE ITEMS WILL BE DELIVERED

TOTAL PRICE:

OFFICE USE ONLY	Auth. Code _____	PAID IN FULL _____	DATE _____	ITEMS DELIVERED _____	INITIAL _____
------------------------	------------------	--------------------	------------	-----------------------	---------------

TERMS AND CONDITIONS: *There are no refunds for phone or DSL lines. All equipment is subject to availability. Payment in full is required before processing. At this time we are not able to invoice after the Show. We will not accept call-in orders; we must receive them via e-mail or fax, or written on this form. E-mail: carlsonadmin@fnsb.us or fax: 907-451-1195 ** An additional 3.8% will be added to charges over \$+500.00 if paid for by credit or debit card ***

Method of Payment: Visa: _____ Master Card: _____ Cash: _____ Check #: _____

Cardholder Name: _____ Amt. to Charge: _____

Card Number: _____ - _____ - _____

Exp. Date: _____ / _____ CV Code: _____ Billing Zip: _____

Signature of Authorization: _____ Date: _____



You're Invited!

2019 Outdoor Show Vendor Party

When: Friday April 24th, 8:00 - 10:00
p.m.

Where: Pioneer Room in the Carlson
Center

Details: Come enjoy an evening with vendors and show organizers! Bring an item for our raffle if you like.

Menu: Fajitas

Cast Iron Sauteed Chicken, Peppers and Onions with
Fresh Tortillas, Guacamole, Sour Cream,
Black Beans, Mexican Rice, Assorted Salsas and
Condiments

Plus an Open Bar with Beer and Wine will be available!

*We want to thank you for being a vendor in the 2019 Fairbanks
Outdoor Show!*



FAIRBANKS
OUTDOOR
SHOW
APRIL 26-28, 2019



Advertising Opportunities

BANNER HANGING: The Carlson Center will provide a 5' x 2' vinyl banner with your company logo, name, and/or message. Banner will be hung from railings above the exit doors. **Cost: \$400**

SHOW PROGRAM: Black and White Ad, 3.5"x2" (business card size). **Cost: \$250**
Color Ad Cost: \$300

For inquiries or to get your ad set up, contact Aaron Marks at amarks@fnsb.us or 907.451.7800

