

# Sitka Seafood Festival

August 11th 2012 (rain or shine)

Downtown Sitka- Centennial Hall & Crescent Harbor Area

Thank you for participating in the third annual Sitka Seafood Festival!

Please return your vendor application in early, as space is available on a **first paid, first served** basis.

Please **SUBMIT BY July 15, 2012** (late forms may still be accepted)

This form must be submitted for all spaces regardless of vendor, exhibit or non-profit status.

## Terms & Conditions

\*Keep this information regarding your submitted registration.\*

### GENERAL INFORMATION:

- ∞ Exhibits and vendors should be related to seafood, the environment, maritime, or local culture.
- ∞ To reserve a space, the vendor must prepay the required space fee. See page 2. The space will be reserved upon receipt of payment and a completed registration form. Space preference will be given to past vendors.
- ∞ The following booth sizes are available: ½ table, 1 table or a 10'x10' indoor or outdoor space. Tables and chairs will be provided for inside spaces. Booths may be in the Centennial Building, Crescent Harbor Shelter or outdoor tents/ structures. Please inform us of any special requests or accommodations. These must be specified on your contract.
- ∞ The vendor will provide all materials required to make the vendor space suitable for vendor purposes.
- ∞ Electricity and running water are not included in outdoor spaces, but will be available for an extra fee. Electricity is available inside for no additional charge. **Please do not use the Shelter power unless prior arrangements have been made. Vendors are encouraged to bring their own generators.**
- ∞ Displays are to be family friendly. Registration and participation of any and all exhibits, companies, or persons is wholly at the discretion of the Festival organizers. The Festival is a family event for all ages and open to the public. Do not bring items that may cause harm to children, live animals, the environment, or weapons of any kind.
- ∞ Cancellations need to be made in writing via e-mail or post. Refunds will be available before July 1, 2012.
- ∞ Late registrations (after July 15th, 2012) may be accepted, depending on availability and at the discretion of the Festival Organizers. The Festival may add a \$20 late fee on late registrations.

### DAY OF EVENT:

- ∞ Check-in begins @ 8am on Saturday August 11th. Check in will be located at the Centennial Building entrance. Vendors requesting early set-up should note that on their contract.
- ∞ Previously reserved spaces that remain unoccupied at 10am will be reassigned to another vendor if more spaces are needed.
- ∞ **There is to be no vehicle traffic (except for boat launch traffic) to the back of Centennial Hall after 11am due to safety concerns. Please follow all posted signs.**
- ∞ The festival will be open to the public starting at 11am. Vendors are encouraged to stay open until 6pm. Live entertainment and music will continue until 11:30. (Times subject to change)
- ∞ Booths must be closed and spaces vacant by 11:30pm. Vendors are expected to leave spaces in the condition in which they were found. Please dispose of all trash. Do not leave unwanted items in your booth space.

Complete Terms & Conditions also available at [www.sitkaseafoodfestival.org](http://www.sitkaseafoodfestival.org)

Contact: Christi Wuerker, Vendor/Exhibit Coordinator [sitkaseafoodfestival@gmail.com](mailto:sitkaseafoodfestival@gmail.com) Cell: 907.738.9047

Make checks payable to Sitka Seafood Festival. Please denote Vendor in the memo section.

# Sitka Seafood Festival Exhibit Registration

The following need to be mailed or e-mailed before July 15, 2012 to complete the registration process. We will contact you with any questions and to confirm registration.

1. This form: Completed and signed
2. Payment in full via check (Payable to Sitka Conservation Society. Note SSF Vendor in the memo section.)

Business/Organization:

Contact Name:

I am a Sitka Seafood Festival Sponsor: Y/N

E-mail:

\*Sponsors may receive spaces discounted or free of charge

Mailing address:

Phone: website:

Check all that apply and include a description of products/services/info offered: (use reverse for more space)

Educational

Workshop/Demonstration (Please see separate form)

Vessel tour

Retail Sales

Food (Please see separate form)

Parade

Other

Please select as applicable: Vendor must provide cord/hose:  Electricity  Water  Kitchen

Indoor spaces will be inside Centennial Hall:

Indoor- 1/2 table  Indoor- 1 table  Indoor- 10x10 space (availability varies)

Outdoor spaces:  Electricity  Water

Under the Crescent Harbor Shelter:  Shelter- 1/2 table  Shelter- 1 table  Shelter- 10x10 space

Along the Harbor or Centennial Building: Note- Vendor is responsible for tables/tent/shelter, etc...

10x10 space  10x20 space  10x30 space  Other: \_\_\_\_\_

Special requests or accommodations: (use reverse for more space)

VENDOR TYPE	1/2 TABLE	1 TABLE	10x10	10x20	10x30		
						Inside	Outside (limited availability)
Educational/Non-Profit*	FREE	\$10	\$10	\$10	\$10	Electricity	FREE
Non-profit with Sales*	\$10	\$20	\$30	\$40	\$50	Water	REQUEST
For Profit*	\$20	\$30	\$60	\$80	\$100		\$20

The Festival may add a \$20 late fee on booths added after July 15<sup>th</sup> 2012.

\*\*Sponsors may receive spaces discounted or free of charge

Total paid: \$ \_\_\_\_\_

By signing this, you agree to the Sitka Seafood Festival Terms & Conditions listed on page 1 and below:

→ I understand the risks involved and so hereby release any and all rights and claims for damages I may have now or hereafter against the Sitka Seafood Festival, its sponsors, and committee members. In addition, I release these organizers from loss, damage, injury, or liability for any nature which may be sustained by me or my staff.

→ I will assume responsibility for any property which we damage in connection with The Festival.

→ I acknowledge that I am responsible for the safety and cleanliness of our contracted spaces.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please Sign and make a copy of this contract for your records.

Contact: Christi Wuerker, Vendor/Exhibit Coordinator 709 SMC or sitkaseafoodfestival@gmail.com Cell: 907.738.9047

For Office use only: Date received: \_\_\_\_\_  All necessary info submitted  Date contacted/confirmed \_\_\_\_\_

Assigned location:  Shelter  CH  Own \_\_\_\_\_ Vendor #: \_\_\_\_\_ Sponsored \$ \_\_\_\_\_

Notes: