



Register early!  
This show sells out!

# 2019 VENDOR HANDBOOK

**41st Annual!**

Saturday, November 23, 2019

10am to 6pm

Sunday, November 24, 2019

11am to 5pm

@

Dena'ina Civic & Convention Center  
Idlughet [Eklutna] Exhibit Hall

*Proudly Owned and Operated By:*

**Alaska Markets & Events, Inc.**

741 East 13<sup>th</sup> Avenue ♦ Anchorage, Alaska 99501

Phone 272-5634

[info@anchoragemarkets.com](mailto:info@anchoragemarkets.com)

[www.anchoragemarkets.com](http://www.anchoragemarkets.com)

Register online: <https://shows.map-dynamics.com/ace2019/?register>

# 2019 is the 41st Annual Christmas Arts & Crafts Emporium

## Table of Contents

<i>Table of Contents</i> .....	- 2 -
<i>Vendor Handbook</i> .....	- 3 -
<i>Mission Statement</i> .....	- 3 -
<i>Code of Ethics</i> .....	- 3 -
<i>Arts &amp; Crafts Emporium Manager</i> .....	- 3 -
<i>Policies and Vendor Criteria</i> .....	- 3 -
<i>Rental Charges</i> .....	- 5 -
<i>Returned Check Fee</i> .....	- 5 -
<i>Cancellation and Refund Policy</i> .....	- 5 -
<i>Sharing or Subleasing Booths</i> .....	- 5 -
<i>Procedures for Booth Assignment</i> .....	- 6 -
<i>Waitlist</i> .....	- 6 -
<i>Semi-Exclusives</i> .....	- 7 -
<i>Dispensation</i> .....	- 7 -
<i>Rates</i> .....	- 7 -
<i>Booths and Furnishings</i> .....	- 8 -
<i>Product Delivery</i> .....	- 8 -
<i>Damages to Leased Space</i> .....	- 8 -
<i>Electricity</i> .....	- 9 -
<i>Aisles</i> .....	- 9 -
<i>Liability</i> .....	- 9 -
<i>Force Majeure</i> .....	- 9 -
<i>Food and Beverages</i> .....	- 9 -
<i>Move In – Dena’ina Civic &amp; Convention Center</i> .....	- 10 -
<i>Security</i> .....	- 11 -
<i>Lost and Found</i> .....	- 12 -
<i>Licenses and Permits</i> .....	- 12 -
<i>ADA Compliance Clause</i> .....	- 12 -
<i>Smoking</i> .....	- 12 -
<i>Advertising and Promotion</i> .....	- 12 -
<i>Gaming</i> .....	- 13 -
<i>2019 Important Dates</i> .....	- 13 -
<i>Map</i> .....	- 14 -

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## **Vendor Handbook**

Christmas Arts & Crafts Emporium Manager encourages each Vendor to read and understand all items in this Handbook, as well as their Online Registration and/or Lease Agreement to eliminate, as much as possible, any misunderstandings or conflicts. It is recommended that these documents be brought to the show and referred to should a question or disagreement arise. Christmas Arts & Crafts Emporium Manager may be reached at (907) 272-5634 during the show. Other staff cell numbers and emergency numbers will be listed on the reverse side of Vendor name tags, as well as in our Christmas Arts & Crafts Emporium Vendor Newsletter.

## **Mission Statement**

Arts & Crafts Emporium strives to provide the Anchorage community and its visitors with a winter holiday show featuring a large variety of Alaskan-made arts and crafts, sold by their creators, thereby enhancing the quality of life of Anchorage residents, visitors and Vendors; to provide Vendors with a low cost, premier location that affords them an opportunity to showcase and display their products to a broad base of consumers and potential customers; and add to the vitality of downtown Anchorage.

The 2019 Arts & Crafts Emporium will be held in the Dena'ina Civic & Convention Center's Ildlugnet Exhibit Hall on Saturday, November 23, 2019, from 10:00AM to 6:00PM and on Sunday, November 24, 2019, from 11:00AM to 5:00PM.

## **Code of Ethics**

Arts & Crafts Emporium and its organizers are committed to providing a show that is free of discrimination and unlawful harassment. Actions, words, jokes or comments of Vendors, their agents, servants, employees, invitees, guests or customers based on an individual's sex, race, ethnicity, age, religion, disability or any other legally protected characteristic will not be tolerated. It is the policy of the Arts & Crafts Emporium to comply with the letter and the spirit and intent of Federal Equal Employment Opportunities laws and rules and other similar state and municipal laws and rules. Vendors observing or having knowledge of illegal incidents or practices or violations of this policy are encouraged to immediately report such incidents to the Arts & Crafts Emporium Manager.

## **Arts & Crafts Emporium Manager**

Alaska Markets & Events, Inc. owns and operates the Christmas Arts & Crafts Emporium. Throughout this Handbook, reference is made to the Arts & Crafts Emporium Manager and this reference shall mean Alaska Markets & Events, Inc. and its authorized or designated representatives.

## **Policies and Vendor Criteria**

Arts & Crafts Emporium Manager has complete authority to interpret and implement policy, the Lease Agreement and this Handbook at the Arts & Crafts Emporium site, and to act on any breach or violation of any of these items. Vendor agrees to abide by the

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decisions of Arts & Crafts Emporium Manager concerning all matters pertaining to the administration and success of the show, including interpretation of the terms and conditions of this contract. Vendor agrees to abide by decisions of Arts & Crafts Emporium Manager that are not specifically addressed in Vendor's Online Registration and/or Lease Agreement, or this Handbook. Vendors and others are encouraged to provide written suggestions for improvement and for consideration by the Arts & Crafts Emporium Manager.

Vendor's Lease Agreement for booth space is between the one Vendor named on the contract and the Arts & Crafts Emporium Manager. Requests for changes in the named Vendor must be submitted, in writing, for approval by the Arts & Crafts Emporium Manager. All uses of Arts & Crafts Emporium premises shall be consistent with the Arts & Crafts Emporium Mission and the Intended Atmosphere and Use. The Arts & Crafts Emporium Manager intends to prevent the display or sale of drugs, alcohol, drug paraphernalia, firearms, BB guns, air guns, paintball guns, paintball supplies, fireworks, poppers, stink bombs and lethal martial arts items, as well as materials depicting or presenting the following to the casual passer-by: violence, inebriation, boisterous behavior, nudity, obscenity, pornography or any violations of law. It is the policy of the Arts & Crafts Emporium that no Vendor will offer for sale any item that would be deemed inappropriate for sale to an eight-year-old child, except age restricted items sold to persons of legal age. Sale of knives, swords or non-lethal martial arts weapons to persons under the age of 18 is prohibited. Vendors selling age restricted items must prominently display, in their booths, a sign indicating that sales to persons under the legal age (list age) is prohibited. The Arts & Crafts Emporium intends to encourage use by all members of the family; actions, products, displays, language and dress must all be compatible with this intent. The Arts & Crafts Emporium Manager will be sole judge of the appropriateness of these items and Vendor agrees to cooperate in immediately removing from display or for sale any item deemed inappropriate for family viewing or listening. All items for sale must be new merchandise. No petitions or other political actions are allowed.

All goods sold at the Arts & Crafts Emporium must be substantially handcrafted or manufactured by a person residing in the State of Alaska. **No imports may be sold.** Definition of handcrafted or manufactured as used in the Arts & Crafts Emporium means:

*Crafter/artist must have originated the product and seen it through to its completion. Additionally, the product can only be sold with their permission. Buying component parts for your product is acceptable as long as the components are substantially changed (merely touching something up with a dab of glue does not make it hand crafted.) The "creativity" of an item, i.e. the idea or inspiration for the item, does not qualify the product for sale in the Arts & Crafts Emporium, if the item is not produced in the state of Alaska by an Alaska resident. Books written and illustrated by Alaskan authors and illustrators but printed Outside will be allowed for sale in the Arts & Crafts Emporium. Beginning with the 2011 Arts & Crafts Emporium, we will no longer allow mass produced items to be sold in the Arts & Crafts Emporium. Jewelry must include some major component that was crafted by the booth Lessor or their immediate family. Merely adding beads or pendants that are made Outside to a wire or string that was also made*

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outside of Alaska will not qualify the product to be sold at Arts & Crafts Emporium.

By signature on 2019 Arts & Crafts Emporium Lease Agreement or completion of Online Registration and payment, Vendor certifies that they will be in compliance with the above conditions of the Lease. Distributors may sell other crafter's or artist's products as long as the items and crafter meet all Arts & Crafts Emporium rules and standards. This show is for the sale of Alaskan-made merchandise only and local services that make appropriate gifts, e.g. ski passes, facials, etc. Arts & Crafts Emporium Manager is the sole judge as to whether or not a product is eligible to be sold in the show in the show.

## Rental Charges

The Arts & Crafts Emporium Manager each year shall establish and make known to Vendors the rental charges applicable to that year. Rental will vary due to various booth sizes and locations, e.g. end caps, etc. Fifty-One percent (51%) or more of the total lease amount is due with submittal of application for space. The balance owed is due no later than 60 days prior to the event (September 13, 2019). If Vendor has not made prior written arrangements to extend payment terms, a **\$25 late payment penalty** will be assessed for late payment to cover cost of collection, interest, postage, etc. This late payment penalty will be reassessed every 30 days beyond the initial due date.

## Returned Check Fee

Should the bank for any reason return a Vendor's check, there will be a \$45 fee assessed. The fee and the face amount of the check must be paid in cash, by money order or by certified check to Arts & Crafts Emporium Manager within five (5) days or booth lease will be cancelled and booth assigned to waitlisted Vendor.

## Cancellation and Refund Policy

Any cancellations or changes must be in writing and received by Arts & Crafts Emporium Manager no later than January 18, 2019. Upon written request, refunds will be made less a \$100 handling fee. Cancellations received after January 18, 2019 will **not** be eligible for a refund. All cancelled space reverts to show management for rental to other Vendors.

The cancelling Vendor has no right to the booth and may not sublease it or obligate it to another party. In the event Vendor fails to occupy leased space in the Dena'ina Center prior to 6:00PM on Friday, November 22, 2019, or make known their intention to move in on Saturday morning, November 23, 2019, Vendor shall forfeit their right to the space; all prepaid rents will be retained by show management and the Arts & Crafts Emporium Manager will re-assign the space to another Vendor. All Vendors who cancel a booth space are assessed a \$100 cancellation fee.

## Sharing or Subleasing Booths

Vendor may share their booth with someone else; however, the person sharing Vendor's booth will have no rights in terms of future shows and the leasing Vendor is responsible for compliance with Arts & Craft Emporium's policies and procedures, outlined in this

Register online: <https://shows.map-dynamics.com/ace2019/?register>

Handbook and our Online Registration/Vendor Lease Agreement. Persons sharing a booth must make known at least seven days in advance of first show date (November 15, 2019), in writing, to Arts & Crafts Emporium Manager the name, sharing Vendor's name, contact information and product description. All booths must be occupied during show hours by the Vendor leasing the booth. Vendors who close their booth early or decide to leave for any reason without first speaking directly with and receiving written permission from Arts & Crafts Emporium Manager will be assessed a \$100 penalty fee. Subleasing is not allowed.

## Procedures for Booth Assignment

Booths are assigned in the order they come in or are selected during Online Registration. 2018 Vendors, defined as a Vendor named in a 2018 Lease Agreement who fully performed the terms of the Lease Agreement for the 2018 season, may sign up for the 2019 Arts & Crafts Emporium commencing immediately upon release of the 2019 Arts & Crafts Emporium Handbook, and activation of Vendor Registration map on Sunday, November 18, 2018. Registration, online, by email, mail or in person, must be completed by the established deadline, only at the offices of Alaska Markets & Events, Inc., 741 East 13<sup>th</sup> Avenue, Anchorage, Alaska 99501-4621, during regular business hours, or online by going to <http://www.map-dynamics.com/ace2018/?register> before or on **Friday, January 18, 2019**, or <http://www.anchoragemarkets.com> on or after Tuesday, January 22, 2019. The following items are required:

- A fully executed 2019 Lease Agreement, available online.
- Online Registration indicating choice of booths and/or booth requirements.
- 51% of booth rental plus 100% of Food Fee as a lease deposit. (Balance will be due no later than Monday, September 13, 2019.)

For 2018 Vendors to be given preference (grandfather rights) in the assignment of 2019 spaces, Registration must be submitted to Alaska Markets & Events, Inc. (using the above procedure), or completed online by 4:00PM AST on Friday, January 18, 2019. Vendors who fail to complete Registration and submit payment in, on or before the deadline will be placed in any remaining booths or on the Vendor waitlist, should one become necessary, in a first-come-first-served order. Vendors are responsible for ensuring the Arts & Crafts Emporium Manager has a record of their current address, **email address** and telephone number.

## Waitlist

Arts & Crafts Emporium Manager will maintain a waitlist for Vendors desiring space in the show who have not previously been assigned a space in the show. This list will be updated each year and used as space becomes available, including the day of the show's opening. Fill out the form on our website or register through the Online Registration map. Once assigned a space, you may request a move to a more advantageous position if you desire, and space is available. Waitlist will be refreshed annually; you will need to re-register each year.

Register online: <https://shows.map-dynamics.com/ace2019/?register>

## Semi-Exclusives

Food Vendors (defined as a Vendor selling food/beverage items intended for consumption on site at the Arts & Crafts Emporium) will be granted semi-exclusives for selected products that are approved, in writing, 30 days prior to the event, by the Arts & Crafts Emporium Manager. Food Vendors are the only Vendors who may sell food or beverages for consumption on site. **No other semi-exclusives are sold or granted.**

## Dispensation

2019 Vendors who have fully paid for the 2019 season and find the need or desire to take the year off but want to preserve their grandfather rights to their booth, may do so by requesting permission from the Arts & Crafts Emporium Manager and the payment of a \$100 administrative fee prior to the deadline for grandfather rights for the 2019 Arts & Crafts Emporium. Dispensation may be repeated for one additional year upon written request and payment of an additional \$100 administrative fee. Should Vendor fail to participate in the next available Arts & Crafts Emporium for any reason, all money paid will be forfeited and no refund made.

## Extended Payment Option

This option may be selected by Vendor during Registration. If the Extended Payment Option is chosen, Fifty-One percent (51%) or more of the total lease amount is due with submittal of Registration for space. A fee of \$25.00 is required by all Vendors who select the Extended Payment Option and will be added to Vendor's invoice. The balance owed is due no later than 60 days prior to the event (September 13, 2019).

## Credit Card Transaction Fee

A 2.5% Credit Card Transaction Fee applies to all Credit Card Transactions. This Fee can be avoided by paying by electronic ACH(Bank) transfer, by cash or by check.

## Rates

We have established rates for booths in the Dena'ina Center based on 10' x 10' booths (Booth 1051 is 9' 6" wide and is considered premium). Rates are as follows:

First booth by one Vendor	\$475.00
Second+++ adjoining booth by <u>same</u> Vendor	\$400.00
Premium booth fee per premium booth	\$100.00
Double booth <b>with post</b> (4 available)	\$715.00
Additional Dena'ina Center food booth charge	\$125.00
Phone line per show	\$65.00
Extended Payment Option	\$25.00

Nonprofit organizations serving Anchorage area clientele may be given a free table or booth on a space available basis one week prior to show date upon presentation of a copy of their IRS letter verifying their 501 (c) (3) nonprofit status. Or, they may reserve a booth in advance and receive a 50% discount for each reserved booth space (premium space fee not included)

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## Booths and Furnishings

Each Vendor must confine their selling activities, merchandise, equipment and supplies to their leased booth area. Soliciting or sitting outside of your booth area will not be permitted or tolerated. Sound-emitting devices that can be heard outside of a booth area are not permitted.

If desired, Vendors will need to bring their own displays, backdrops, curtains, tables, etc. or rent them from Alaska Event Services, the show decorator, in advance at a discount or at the show at regular rates. Show decorator information is available online at [www.alaskaeventservices.com](http://www.alaskaeventservices.com). Dena'ina Center's Exhibit Hall is not carpeted. Arts & Crafts Emporium Manager will provide carpeting for the aisles. Vendors desiring carpeting in their booths should either provide it themselves or order from show decorator.

Should a Vendor find the need or preference to use another decorator for their booth, they must accompany the decorator when setting up and tearing down the booth and Vendor is fully responsible for the actions of their selected decorator.

## Product Delivery

Vendors having products delivered should coordinate with show decorator and/or Lynden Logistics. **NOTHING SHOULD BE SENT DIRECTLY TO THE DENA'INA CIVIC & CONVENTION CENTER AS IT WILL BE REFUSED.** For Lynden Expo Services call (877) 856-9696 or (907) 243-6150. For Alaska Event Services, Inc., show decorator, call (907) 345-8789 or visit [www.alaskaeventservices.com](http://www.alaskaeventservices.com).

## Damages to Leased Space

Vendor is entirely responsible for the space leased and shall not injure, mar, or deface the premises. Vendor shall not drive nor permit to be driven any nails, tacks or screws in any part of any building. Vendor shall not affix to the walls or windows of building any advertisement, sign or other item or use Scotch tape, masking tape or any other adhesive type materials on painted surfaces. Vendor agrees to reimburse the Arts & Crafts Emporium Manager for any loss or damage to the premises or equipment occurring in the space leased to the Vendor. Vendors should bring or rent self-supporting backdrops from show decorator if that is what is needed for proper display.

Arts & Crafts Emporium Manager reserves the right to restrict or remove exhibits, without refund, that may have been falsely entered or may be deemed by Management to be unsuitable or objectionable. This restriction applies to imported items in booth, noise, PA systems, persons, animals, birds, things, conduct, printed matter or anything of a character that might be objectionable to Arts & Crafts Emporium Manager, in the sole opinion of Arts & Crafts Emporium Manager. Vendor's children must be supervised at all times. No animals of any kind are allowed in Arts & Crafts Emporium.

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## Electricity

Electrical service (a 15-amp outlet) is provided to each booth; however, there are no guarantees that all demands for electrical service will be met. Electrical outlets will be shared, and Arts & Crafts Emporium Manager reserves the right to allocate electrical resources. Food booths will be a priority for electrical use.

## Aisles

The aisles, passageways and overhead spaces remain strictly under the control of Arts & Crafts Emporium Manager and no signs, decorations, banners, advertising matter or special exhibits will be permitted except by special permission in writing by the Arts & Crafts Emporium Manager. Vendors' chairs should remain entirely within their booth and their sales efforts must be made within the confines of their booth rather than the aisle.



## Liability

Neither the Arts & Crafts Emporium Manager, Dena'ina Civic & Convention Center, Anchorage Convention and Visitors Bureau, Municipality of Anchorage, any subcontractors, nor their representatives, nor any member of the above named will be responsible for any injury, loss or damage that may occur to the Vendor or the Vendor's employees or property from any cause whatsoever. The Vendor, upon booth reservation and payment, expressly releases the aforementioned from any and all claims for such loss, damage or injury.

## Force Majeure

Arts & Crafts Emporium Manager shall not be liable for any damage or expense incurred by Vendor in the event the show is delayed, interrupted or not held as scheduled. If, for any reason beyond the control of the management, the show is not held, management may retain so much of the amount paid by Vendors as necessary to defray expenses already incurred by the management.

## Food and Beverages

Arts & Crafts Emporium may have up to eight (8) food booths selling food for consumption on premises. Items to be sold must be approved by Arts & Crafts Emporium Manager. Only electric equipment approved by Anchorage Fire Department may be used indoors. No open flames are allowed. All drapes, signs, decorations and equipment must be noncombustible and must indicate this on the manufacturer product tags. A properly tagged and approved 401B or larger fire extinguisher must be in each food booth using heat of any kind. Food Vendors must obtain a proper permit from the MOA Health Department.

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Non-food Vendors may not give away or sell any beverages or food items for consumption on premises in excess of 1oz.

The Dena'ina Center charges a food fee of \$250 per Food Vendor; Food Vendor and Arts & Crafts Emporium Manager will each be responsible for 50% of this fee; Food Vendors will also be responsible for booth cost and premium space fee (if applicable). All food booths, when possible, will be end caps to avoid blocking of the aisle by customer lines. Vendors desiring to sell food for consumption at the show should contact the Arts & Crafts Emporium Manager to obtain procedures to apply for a food booth. Vendors selling packaged food items to go, e.g. jams, jellies, candies, chips, etc. must obtain appropriate permit from the MOA Health Department and display that permit in their booth or be told by the MOA Health Department that a permit is not necessary and provide that information, in writing, to Arts & Crafts Emporium Manager.

## **Fire Safety**

ALL BOOTHS and decorations MUST comply with facility regulations, city ordinances 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 noncombustible. No open flame is allowed. Contact the Anchorage Fire Department if at all in doubt.

Exhibit booths shall be constructed of noncombustible materials. Pipe and drape and decorative draping shall be of noncombustible materials. No booth will have any part of its roof covered with solid materials so as to impede sprinkler system functions. Use of wire or material mesh is acceptable. Each booth must have a fire extinguisher and a person knowledgeable in its proper use.

## **Move In – Dena'ina Civic & Convention Center**

8:00AM to 7:00PM Friday, November 22, 2019, and 7:00AM to 9:00AM, Saturday, November 23, 2019, are times allotted for move in. Vendors will each be assigned a “vehicle/check-in pass” that indicates the time range on Friday that they may use the drive-through door of the Dena'ina Civic & Convention Center to unload their product. Give Manager assisting with move in your printed pass or show them the pass on your phone/tablet. This will constitute “check-in”. Arts & Crafts Emporium Manager will provide a more detailed move-in and move-out plan at a later date.

No parked or abandoned vehicles are allowed adjacent to the Dena'ina Civic & Convention Center at any time. Any unattended vehicle that is not being actively unloaded will be towed. Arts & Crafts Emporium Manager will have a limited number of assistants and carts available to assist in unloading activities but makes no warranty as to the availability for any specific Vendor or any given time. No move in or move out through the Dena'ina Civic & Convention Center's lobby is allowed at any time.

Vendors located in the Dena'ina Civic & Convention Center must deliver to Arts & Crafts Emporium Manager their check-in pass, as discussed above, prior to 6:00PM on Friday, November 22, 2019, indicating that Vendor is present, and their booth is

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occupied. Failure to check in by 6:00PM may result in Vendor's booth being assigned to a different Vendor.

If Vendor is not able to check in by 6:00PM Friday, or is planning on loading in Saturday morning, they MUST email [info@anchoragemarkets.com](mailto:info@anchoragemarkets.com) or call/text Arts & Crafts Emporium Manager @ (907) 727-4946 (if texting, please include company name) and let them know so your spot will be held.

## **Move Out – Dena'ina Civic & Convention Center**

Tear down and move out will begin at 5:01PM on Sunday, November 24, 2019, and must be completed no later than 9:00PM that day. Move out will not commence in any way until the show is closed at 5:00PM and nothing may be placed in the aisles on the south side of the Exhibit Hall (booths ending in 08-14 and 58-64) until the show decorator has rolled the aisle carpet. Vendors may not begin tear down activities prior to the close of the show at 5:00PM Sunday, November 24, 2019 for any reason. Vendors who close their booth prior to 5:00PM on Sunday, November 24, 2019 or decide to leave for any reason without first speaking directly with and receiving written permission from the Arts & Crafts Emporium Manager will be assessed a \$100.00 penalty fee.

## **Booth Signs and Nametags**

Arts & Crafts Emporium Manager will supply, at no cost to Vendor, one 8 ½" x 11" booth sign with Vendors' name and booth number on it and up to 6 name tags for booth's occupants. Nametag orders are completed online at [www.anchoragemarkets.com](http://www.anchoragemarkets.com) where you will find a link to order nametags. This order request must be received by Friday, November 8, 2019, in order to be sure nametags will be printed at no cost to Vendor. Name tags and holders will be available on an "if we have time basis" at the Arts & Crafts Emporium for those Vendors who failed to order nametags on time.

## **Security**

Arts & Crafts Emporium Manager will ensure that security guards are on duty at all times during event open hours but can make no guarantee that theft or damages will not occur. Items of high value should be removed from Vendor's booth and taken off premises Saturday night by Vendor. Arts & Crafts Emporium Manager, its agents, servants, employees or contractors including the Dena'ina Center shall not be responsible for any Vendor losses or of damages to equipment or merchandise due to fire, theft, vandalism or for any other reason including "mysterious disappearances". We recommend all Vendors 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 Vendor at their own expense, directly from the facility. The facility will be locked when the event is over each night and appropriate security measures will be taken.

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## **Lost and Found**

Any found items, lost children or parents who have lost their child should be taken to the Arts & Crafts Emporium Manager's office. A description of a lost child will be broadcast immediately upon our knowledge that the child is lost. Vendors should immediately look around their booth area to see if the lost child is in their area. Report lost children immediately by calling 272-5634 or telling a staff or security employee.

Vendors by doors or exits should be especially observant of any children of the lost child's description being taken from the building. Emergency and security numbers will be printed on back of Vendor nametags.

Lost credit cards should be reported or called into the show office at (907) 272-5634. We will announce the person's name over the public-address system and ask that they return to the booth to retrieve an item of value left there. Vendor stays responsible for the lost card.

## **Licenses and Permits**

Any and all city, municipal, state or federal licenses, inspections or permits as required by law of any Vendor in the installation or operation of his or her display, shall be obtained by the Vendor at his/her own expense prior to the opening of the show.

## **ADA Compliance Clause**

Vendor shall comply with the applicable requirements of all laws, ordinances and regulations of federal, state, county and municipal authorities. Vendor is also responsible for compliance with the Americans with Disabilities Act, which became effective January 26, 1992, as it relates to the show, performances and services to be provided in relation to the show for individuals with disabilities.

## **Smoking**

No smoking, to include marijuana and the use of E-Cigs, is allowed at any time in the Dena'ina Center.

## **Advertising and Promotion**

Arts & Crafts Emporium Manager will devise and implement an advertising and promotion campaign to ensure large attendance at the show. Vendors are requested to assist in this effort for mutual benefit by distributing a minimum eight postcards to store bulletin boards, beauty and barber shops, churches and other locations of high visibility as well as give or mail to their key customers. More postcards are available from Arts & Crafts Emporium Manager.

Vendors are encouraged to donate a door prize to be given away by drawing every hour, dependent on number of prizes donated. Prizes should be of a minimum \$25 retail value. Prize donor's booth and company name will be announced, and winners will pick up

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prizes at donor's booth. Vendors and persons working in their booth are not eligible to enter or to win a door prize.

## Gaming

Arts & Crafts Emporium supports our local nonprofit charities and congratulates them for all the good works they do in our community. Games of chance are often used by nonprofit groups to raise their much-needed funds. Within limits, the Christmas Arts & Crafts Emporium will work with the nonprofit groups to make their raffles, auctions, lotteries, and other efforts successful. Certain forms of gaming and/or partnerships are not allowed at Arts & Crafts Emporium, namely, pull-tabs in any form, raffles or lotteries or other games of chance that involve an "operator", "fund raiser" or "consultant" who shares in the receipts or profits from ticket sales. Only games that are in every respect operated by the nonprofit's staff and volunteers will be allowed in Arts & Crafts Emporium. All gaming activities must be in accordance with federal, state and local law

## 2019 Important Dates

Friday, January 18, 2019	Deadline for Grandfather Rights & 50% Deposit
Friday, September 20, 2019	Balance of lease amount due.
Friday, November 15, 2019	Notice of shared booth deadline – 4PM
Friday, November 22, 2019	Move-in and set-up - 8AM to 8PM Check-in required by 6PM
Saturday, November 23, 2019	Move-in and set-up - 7AM to 9AM Arts and Crafts Emporium - 10AM to 6PM
Sunday, November 24, 2019	Vendor Restocking – 10AM to 11AM Arts and Crafts Emporium - 11AM to 5PM Move out – 5PM to 9PM



# Map



COFFEE

Bear's Cafe Toys for Tots

Gift Wrapping

Vote

Entrance ATM

Entrance

Entrance

Gingerbread Showcase

Gingerbread Showcase

Gingerbread Showcase

351	401	451	501	551	601	651	751	801	851	901	951	1001	1051
352	402	452	502	552	602	652	752	802	852	902	952	1002	1052
353	403	453	503	553	603	653	753	803	853	903	953	1003	1053
354	404 P	454	504	554	604	654	754	804 P	854	904	954	1004	1054/1065
355	405	455	505	555	605	655	755	805	855	905	955	1005	1055
356	406	456/506	506	556	606	656	706	806	856	906	956	1006	1056
358	408	458	508	558	608	658	708	808	858	908	958	1008	1058
359	409	459	509	559	609	659	709	809	859	909	959	1009	1059
360	410 P	460	510	560	610	660	710	810 P	860	910	960	1010	1060
361	411	461	511	561	611	661	711	811	861	911	961	1011	1061
362	412	462	512	562	612	662	712	812	862	912	962	1012	1062
364	414	464/514	514	564	614	664	714	814	864	914	964	1014	1064

Kings Cul-de-Sac

Coat Check

Donner & Dixon Path

Elves' Manor

Frosty Point

Gift Cove

Holly Hollow

Ice Drive

Jingle Bells Hill

Santa Claus Lane

Restrooms

Restrooms

Vendor Coffee

Mistletoe Corridor

Register online: <https://shows.map-dynamics.com/ace2019/?register>