



Vendor Application and Policy Handbook

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Contact Information:

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Kenai Peninsula Fair
 PO Box 39210
 Ninilchik, AK 99639
 Website: www.ninilchikfarmersmarket.com

Name:		
Phone:		
Business Name:		
Mailing Address:		
City:	State:	Zip:
E-mail Address:		
Products/Produce/Prepared Foods to be sold:		

Products not listed above must be pre-approved by the Fair Manager.

Annual Membership Fee

Membership to the Kenai Peninsula Fair: \$25

KPFA Membership: _____

Booth Fees

Daily Booth Fee: \$20

Daily Booth Fee plus electric: \$30

All Season Fee: \$100

All Season Fee plus electric: \$150

Season Pass: _____

Season Plus electric: _____

Daily Booth Fees will be billed on each market day.

Fees may be paid by cash or check.

Make checks out to: Kenai Peninsula Fair

Amount Enclosed: _____

By signing this application I agree to all conditions outlined in the Vendor Application and attached Handbook.

Vendor Name: _____ Date: _____

Signature: _____

Ninilchik Farmers Market

Market Policies

1. Vendor Application and Fees:
 - a. All vendors must be members of the Kenai Peninsula Fair Association. Vendors may not sell unless applications are approved and membership fees are paid. Fees are as follows:
 - i. Yearly Kenai Peninsula Fair Association Membership Fee: \$25
 - ii. Daily Booth Fee: \$20
 - iii. Daily Booth Fee plus electric: \$30
 - iv. All Season Booth Fee: \$100
 - v. All Season Booth Fee plus Electric: \$150
2. Who May Sell:
 - i. Alaskan Grown: All food items must be grown, harvested, processed or crafted by the vendor in the state of Alaska.
 - ii. Alaskan Made: All crafts must be hand made in Alaska. All craft items are subject to inspection by the Fair Manager.
 - iii. Resale: All resale vendors must be pre-approved by the Kenai Peninsula Fair Manager.
3. Market Location and Hours:
 - a. The Ninilchik Farmers Market is located at the Kenai Peninsula Fairgrounds in Ninilchik. Vendors will be allowed to set up in the Chinook building as well as outside. There are outdoor covered booth spaces available, or you may bring your own tent if you vend outside. Available vendor spaces will be assigned by the Fair Manager.
 - b. The Ninilchik Farmers Market will take place on every Sunday in June and July.
 - c. Market hours: 1 pm – 5 pm
4. Vendor Set-up/Clean-up: The Kenai Peninsula Fairgrounds will open at 11 am on Sunday's to set up for the market. All vendors must be set up and in operation by 1 pm. The Farmers Market will close at 5 pm and vendors must be packed up and vacate by 6 pm unless approved by the Fair Manager.
5. Pricing/Sales:
 - a. All items must be clearly labeled with prices. This may be done by individually tagging items or containers of an item, or by listing all items and prices on a sign.
6. Parking:
 - a. All vendors, after setting up, must park in the lot across the street from the market. Produce vendors and food trucks may be exempt from this with consent from the Fair Manager.

7. Food Vendor Standards:

- a. All vendors selling or offering prepared food items must have proper DEC permitting and proof of liability insurance displayed at their booth.
- b. All foods that fall under the cottage food laws must follow cottage food regulations. These regulations can be found at http://dec.alaska.gov/eh/fss/Food/Cottage_Food.html
 - i. Cottage foods must have a label that states "THESE ITEMS ARE NOT SUBJECT TO STATE INSPECTION" as well as the vendor's physical address and telephone number or vendor's business license number.

8. Pets and Animals:

- a. No pets will be allowed on the Kenai Peninsula Fair property. The only exemptions to this policy are trained service dogs.

9. Smoking/Drugs:

- a. Smoking and drugs of any kind are not allowed on the Kenai Peninsula Fairgrounds.

10. Discrimination and Harassment:

- a. The Kenai Peninsula Fairgrounds is a community non-profit. Members/Vendors of the market shall not discriminate against any individual with regards to selling of products, discipline, or any other matters because of age, sex, race, creed, national origin, sexual orientation, or the presence of any physical or mental disability. Sexual harassment of any kind is strictly prohibited. Complaints should be taken to the Fair Manager and will be regarded with confidentiality.

11. Hold Harmless Agreement:

- a. By signing the vendor application, all Vendors and agents acting upon the Vendor's behalf, agree to defend, indemnify, keep and hold harmless the Kenai Peninsula Fairgrounds, the Fair Manager, and all other Kenai Peninsula Fairgrounds employees and volunteers, from and against, any and all claims and demands, whether for injuries to persons, loss of life, or damage to property, on or off the premises, arising out of the use of occupancy of the premises by Vendor and Vendor agents. Vendor and Vendor's Agents further agree to defend, indemnify, and save harmless the Kenai Peninsula Fair Board of Directors from and against all loss of expense, including but not limited to judgements, settlements, attorney's fees and costs by reason of any and all claims and demands.