

OFFICE USE ONLY

Date Received: \_\_\_\_\_  
 Amount paid: \_\_\_\_\_  
 Check #: \_\_\_\_\_



**Personal Information:**

Name:	
Name of Business (if applicable):	
Non-Profit Organization Represented (if applicable):	
Mailing Address:	
City, State:	Zip:
Phone Number:	Alternate Phone:
Email:	

**Product Information:**

Specific type of products to be sold at the bazaar (please list all items):
Food items must be preauthorized by bazaar officials. Will you be selling food? If yes, please describe:
<b>Only handmade products are allowed.</b> Are all of your products hand made?:
Artists must be present at the bazaar selling their own products. Will you be present to sell your goods, or do you plan to have someone run your booth for you?:

**Questionnaire:**

1. Are there any religious items that you may be selling or advertising from your booth (including nativities, angels, New Age materials, non-profit or church group information, etc.)? If yes, please explain:
2. Have you participated in a previous Alaskan Christmas Bazaar? If yes, which year(s)?
3. Do you have a website for your business? If yes, what is the web address?
4. Do you have an Instagram for your business? If so, how can we find it?
5. Do you have a Facebook page for your business? If yes, what is the page?
<b>If you do not have an online presence with photos, please attach photos of your products.</b>
6. How did you hear about the Alaskan Christmas Bazaar?
7. Are there any other questions or comments that you would like to make?:

**Booth Request:**

Service	Amount	Quantity	Total	OFFICE USE ONLY     <b>BOOTH</b>
Booth Space	\$280.00			
Electricity (up to 2 amps)	\$25.00			
Table, Chair	\$20.00			
		<b>Total Due</b>		



**Hold Harmless Agreement:**

Vendors understand and acknowledge that Alaskan Christmas Bazaar, its volunteers and affiliates are in no way responsible for damage to property, bodily injury, or theft of merchandise. Vendors are encouraged to not leave merchandise unattended or left overnight after the Thursday set-up. Vendors understand that there is no staff or security left to supervise the safety of displays or products after the set-up.

**Subletting / Booth Sharing:**

Vendors are allowed to share booth space with other crafters. All crafters must inform the bazaar officials of the products they are going to sell and must abide by all the rules outlined in the application. The Alaskan Christmas Bazaar does not facilitate booth sharing; vendors are encouraged to find others to share their space with on their own, if they wish to share a booth. Vendors in adjacent booths are not permitted to move curtains aside or otherwise join booths without prior approval.

**Cancellations:**

Booth fees, less a \$30 administration fee, are refundable up to 14 days prior to the date of the bazaar. All cancellations must be sent in writing via email to [info@alaskanchristmasbazaar.com](mailto:info@alaskanchristmasbazaar.com). Cancellations requested less than 14 days prior to the date of the bazaar will not be issued a refund.

**Vendor Acceptance, Booth Requests, and Wait List Information:**

-**Returning vendors:** Please mail in this application with payment by April 30, 2024. The bazaar does not make any guarantees regarding booth locations for returning vendors, although we try our best to accommodate. All booth requests must be submitted in writing; the bazaar cannot guarantee verbal agreements.

-**New vendors:** Your check will be deposited upon receipt. Vendors who do not get into the bazaar will receive a full refund in the weeks after the show.

*I have read the information provided in this application, and I agree to the terms and conditions.*

**Signature of Vendor:** \_\_\_\_\_

**Printed Name of Vendor:** \_\_\_\_\_

**Business Name of Vendor:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

***Please mail this application with payment to:  
Alaskan Christmas Bazaar, PO Box 111907, Anchorage Alaska 99511  
Please make all checks payable to: Alaskan Christmas Bazaar***



### **Purpose:**

The Alaskan Christmas Bazaar's mission is "Creating an annual Christ-centered community event that features the talent of local artists selling their handmade items." The Alaskan Christmas Bazaar seeks to be a city-wide event that brings excellence, hospitality, and joy to the arts community during the Christmas season. We are a non-profit; proceeds from booth fees and the Silent Auction are donated each year.

### **Bazaar Details:**

*Move In:* Thursday, November 7 from 3 pm - 8 pm. Friday, November 8 from 10 am - 1 pm.  
*Show Hours:* Friday, November 8 from 1 pm - 8 pm. Saturday, November 9 from 10 am - 5 pm.  
(On Saturday morning, the ChangePoint building will open for vendor entry at 9 am.)  
*Move Out:* Saturday, November 9 from 5 pm - 7 pm (All booths must be completely removed by 7 pm.)  
*Location:* ChangePoint Alaska, 6689 ChangePoint Dr, Anchorage, AK 99518

### **Contact Information:**

*Website:* [www.AlaskanChristmasBazaar.com](http://www.AlaskanChristmasBazaar.com)  
*Email:* [info@AlaskanChristmasBazaar.com](mailto:info@AlaskanChristmasBazaar.com)  
*Phone:* (907) 223-4200 \*Please do not call ChangePoint. The Bazaar is not affiliated with ChangePoint at this time.

### **Advertisement:**

By participating in the Alaskan Christmas Bazaar, vendors give permission for photographs, video and other advertising related matters to Alaskan Christmas Bazaar and its affiliates. Vendors are given the opportunity for additional advertising by submitting photographs of their craft to bazaar officials. Photographs will become the property of Alaskan Christmas Bazaar and will not be returned.

### **Booth Information:**

Bazaar booths are located in the ChangePoint Alaska commons, auditorium, Denali Room, Student Center, and Welcome Center. Booth sizes are 64 square feet or larger. No vendor can sell items that bazaar officials determine to be offensive or controversial. No vendor can sell any food or drink without prior approval from bazaar officials. Any vendor selling such items will be asked to immediately cease sales and may not be invited back the following years. Each booth is one empty space, but a table with a chair can be provided for an additional cost. Electricity is not included in the booth fee but may be provided for an additional cost (please note: not all booths are able to be wired with electricity, so this must be requested upon initial reservation). **Electricity use is limited to 2 amps (240 watts) per booth** due to facility limits. No vendor can take down their booth space before 5 pm on the day of the bazaar, as this can disturb both vendors and shoppers. Recorded music will be played throughout the duration of set-up and bazaar hours; vendors are not permitted to have sound in their booths. Each vendor is required by the fire marshall to have a fire extinguisher in their booth. Failure to follow these rules and all rules as outlined may result in penalties and may not allow the vendor to return to future Alaskan Christmas Bazaars.

### **Silent Auction Information:**

Each year, the Bazaar asks for donations to the Silent Auction. Although it is not mandatory, your donation to the Silent Auction adds to the amount we can donate to the chosen charity. The retail value of your item(s) is tax deductible due to our non-profit status. Please be sure to get a form from a volunteer!