

# Christmas Arts & Crafts Emporium

2009 Our 31st Year  
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Saturday, November 21 from 10AM to 6PM

Sunday, November 22 from 11AM to 6PM

*Dena'ina Civic & Convention Center*

*Edlughet (Eklutna) Exhibit Hall*

*& Tikahtnu (Cook Inlet) Banquet Hall*

## 2009 VENDOR HANDBOOK

*Proudly Owned and Operated By:*

**Webb's Consulting & Management Services, Inc.**

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# **2009 is the 31st Season for the Arts & Crafts Emporium**

## **Mission Statement**

Arts & Crafts Emporium strives to provide the Anchorage community and its visitors with a winter holiday show featuring a large variety of Alaska 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 which 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 2009 Arts & Crafts Emporium will be held in the Dena'ina Civic & Convention Center's Exhibit and Banquet Halls on Saturday, November 21, 2009 from 10:00AM to 6:00PM and on Sunday, November 22, 2009 from 11:00AM to 6:00PM.

## **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**

Webb's Consulting & Management Services, Inc. owns and operates the Arts & Crafts Emporium. It's Owner and President is William "Bill" F. Webb. Throughout this handbook, reference is made to the Arts & Crafts Emporium Manager and this reference shall mean Webb's Consulting & Management Services, Inc. and its authorized or designated representatives.

Webb's Consulting & Management Services, Inc.  
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## 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 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 Lease Agreement or this Handbook. Vendors and others are encouraged to provide written suggestions for improvement and for consideration of 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 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 hand crafted 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 sell 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 Alaska authors and illustrators but printed outside will be allowed for sale in the Arts & Crafts Emporium. Any items permitted as Made In Alaska or Silver Hand are acceptable.*

Distributors may sell other crafter's or artist's products as long as the items and maker meet all Arts & Crafts Emporium rules and standards. Arts & Crafts Emporium Manager is the sole judge as to a product's acceptability to be sold in the show.

## Rental Charges

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 location, i.e. end caps, upper or lower level, etc. Full payment must be made upon application.

## **Cancellation and Refund Policy**

Any cancellations or changes must be in writing and received by Arts & Crafts Emporium Manager no later than sixty-one (61) days prior to the event's opening day (September 12, 2009). Upon written request, refunds will be made less a \$100.00 handling fee. Cancellations received within sixty days of the Crafts Emporium opening day will not be eligible for refund. All canceled space reverts to Show Management for rental to other Vendors.

## **Returned Check Fees**

Should the bank for any reason return a Vendor's check there will be a twenty five dollar (\$25.00) 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 canceled and booth assigned to wait listed Vendor.

## **Sharing, Subleasing & Cancellation of 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 by the sharing Vendor and their products with show policies. Persons sharing a booth must make known at least seven (7) days in advance of first show date (November 13, 2009), in writing, to Arts & Crafts Emporium Manager the name and contact information and product description and photos of the person who will be sharing the booth. All booths must be occupied during show hours by the Vendor leasing the booth. Subleasing is not allowed. Any violations of this restriction will result in loss of space and future participation in the Crafts Emporium.

If a Vendor cancels booth space, the space reverts back to Arts & Crafts Emporium Manager for wait listed Vendors. The canceling 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 8:00PM on Friday, November 20, 2009 or make known their intention to move in on Saturday morning, November 21, 2009; he/she shall forfeit his/her right to the space, all prepaid rents will be retained by show management and the Arts & Crafts Emporium Manager will assign booth to a Vendor on wait list.

## **Procedures for Booth Assignment**

2008 Vendors, defined as a Vendor named in a 2008 Lease Agreement who fully performed the terms of the Lease Agreement for the 2008 season, may sign up for the 2009 Arts & Crafts Emporium commencing immediately upon release of the 2009 Arts & Crafts Emporium Handbook, and shall do so by delivering to Arts & Crafts Emporium Manager by the established deadline, by mail or in person, during regular business hours, only at the offices of Webb's Consulting & Management Services, Inc., 741 East 13<sup>th</sup> Avenue, Anchorage, Alaska 99501-4621 the following required items:

- A fully executed 2009 Lease Agreement, filled in with all required information.
- A Booth Request form indicating choice of booths and/or booth requirements
- Payment of the total rent due.

For 2008 Vendors to be given preference in the assignment of 2009 spaces, lease packages must be returned to Webb's Consulting & Management Services, Inc. (using the above procedure) by 4:00PM AST on Friday, January 16, 2009. Vendors are responsible for ensuring the Arts & Crafts Emporium Manager has a record of their current address and telephone number.

2008 Vendors who fail to get their paperwork and payment in on or before the January 16, 2009 deadline will be placed in any remaining booths or on the waitlist in a first-come-first-served order.

## Wait list

Arts & Crafts Emporium Manager will maintain a wait list 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. Vendors desiring to be on this wait list should complete the Procedures for Booth Assignment above. Once awarded a space you may request a move to a more advantageous position if you desire. You will be required to acknowledge your desire to remain on the waitlist annually as well as current contact information.

Vendors are placed on the wait list on a first-come-first-served basis. Vendors who advance to the top ten spots on the wait list are required to make advanced payment of \$450.00 and complete the full Vendor application forms. Vendors who have paid, but do not receive a booth assignment in this season's show, may elect a full refund or apply the amount to the next season.

Wait listed Vendors may turn down the first booth offered, for any reason, and retain their place on the wait list. Should Vendor turn down the second booth offered, for any reason, they will be removed from the wait list and any money collected, less a \$100.00 handling fee, will be returned.

## Rates

We have established rates for booths in the Dena'ina Center based on 10' x 10' booths. Rates are as follows:

|                                                     |          |
|-----------------------------------------------------|----------|
| First Booth by one Vendor                           | \$450.00 |
| Second adjoining booth by same Vendor               | \$400.00 |
| End Cap Fee per booth                               | \$100.00 |
| Shared booth by 2 Vendors per Vendor                | \$225.00 |
| Shared end cap booth by 2 Vendors per Vendor        | \$275.00 |
| Shared double end cap booth by 3 Vendors per Vendor | \$375.00 |
| Double booth <b>with post</b> (4 available)         | \$625.00 |
| Additional Food Booth Charge                        | \$250.00 |

# Dena'ina Center Exhibit Hall Map

**Dena'ina Center Banquet Hall Map**

## **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 which can be heard outside of a booth area are not permitted.

Arts & Crafts Emporium Manager will provide two chairs for each booth. Vendors can bring their own tables, or rent a table in advance. Table rental form is included with this Handbook. Special equipment, extra tables, free standing backdrops, table covers and other items will be available from show decorator. Vendors should order tables as standard width (30”) or narrow width (24”) or (18”). Dena’ina Center’s Exhibit Hall is not carpeted (the Banquet Hall is 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. Vendors having products delivered should coordinate with show decorator and/or Lynden Logistics. **NOTHING SHOULD BE SENT DIRECTLY TO THE DENA’INA CENTER AS IT WILL BE REFUSED.** Show Manager will provide to Vendors more information as to designated show decorator and Lynden Logistics’ rates and procedures at a later date.

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. The 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 from Show decorator, self supporting backdrops 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 the Management 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. Vendors children must be supervised at all time.

## **Electricity**

Electrical service is limited and there are no guarantees that all demands for electrical service will be met. Electrical outlets will be shared and Arts & Crafts Emporium Manager retains 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.

## **Liability**

Neither the Arts & Crafts Emporium Manager, Dena'ina Civic & Convention Center, 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 on signing the lease agreement 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, and 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**

The Dena'ina Center will have their concession stands open during show hours. Vendors desiring to sell food for consumption at the show should contact Arts & Crafts Emporium Manager to obtain forms and procedures to apply for a food booth. Vendors selling packaged food items to go, i.e. jams, jellies, candies, chips, etc. must obtain appropriate permit from the Anchorage Health Department and display that permit in their booth or be told by the Anchorage 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 fire retardant. No open flame is allowed. Contact the Arts & Crafts Emporium Manager if at all in doubt.

Exhibit booths shall be constructed of noncombustible or limited combustible materials. Pipe and drape and decorative draping shall be of flame retardant materials. Plywood boards less than ½ inch must be treated with fire retardant paint or substance.

Each Vendor must possess within their rented space a fire extinguisher meeting the requirements of the Anchorage fire code.

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.

## **Move In and Move Out Dena'ina Center**

Manager will devise and make known to vendors a move in and move out plan.

### **Security**

Arts & Crafts Emporium Manager will insure that security guards are on duty Saturday night 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 premise 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 his 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.

### **Lost & Found**

Any found items or lost children or parents who have lost their child should be taken to the Dena'ina Center Security 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 your 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 taken to the Arts & Crafts Emporium Manager's office or the name of the person who lost the card and the booth name should be called into the office at 272-5634. We will announce the person's name and ask that they return to the booth to retrieve an item of value left there. Vendor stays responsible for the lost card and if it is not retrieved; we suggest cutting the card in half and mailing it to the bank of issue.

### **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 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 is allowed at any time in the Dena'ina Center.

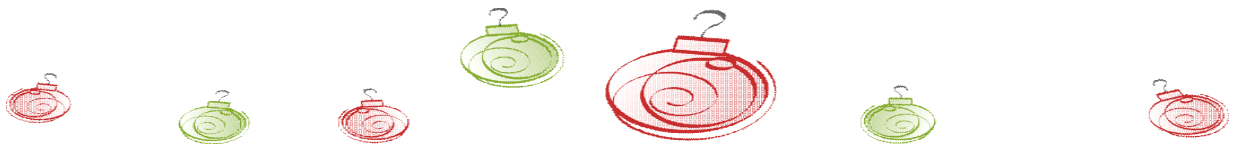
## Advertising & Promotion

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 ten post cards to store bulletin boards, beauty and barber shops, churches and other locations of high visibility as well as to their key customers. More post cards are available from Arts & Crafts Emporium Manager.

Vendors giving donations of gifts for give-a-way on live radio broadcast will have their company names and booth numbers given prime exposure. We anticipate six or more radio stations will be used and participate.

## Vendor Handbook

Arts & Crafts Emporium Manager encourages each Vendor to read and understand all items in this handbook as well as their lease agreements 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. Arts & Crafts Emporium Manager may be reached at 272-5634 during the show. Other staff cell numbers and emergency numbers will be listed on the reverse side of Vendor name tags should the need arise.



## 2009 Important Dates

|                        |                                              |
|------------------------|----------------------------------------------|
| Friday, Jan 16, 2009   | Deadline for Grandfather Rights              |
| Friday , Nov 20, 2009  | Set-up - 8AM to 8PM                          |
| Saturday, Nov 21, 2009 | Set-up - 8AM to 10AM                         |
| Saturday, Nov 21, 2009 | Arts and Crafts Emporium - 10:00AM to 6:00PM |
| Sunday, Nov 22, 2009   | Arts and Crafts Emporium - 11:00AM to 6:00PM |
| Sunday, Nov 22, 2009   | Move out - 6AM to 11:00PM                    |

