

OFFICE USE ONLY	
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**2018**

**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:
Only handmade products are allowed. 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 send someone to 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. Will you be in any other bazaars this year? If yes, which ones?:
3. Have you participated in a previous Alaskan Christmas Bazaar? If yes, which year(s)?
4. Do you have a website for your business? If yes, what is the web address?
5. Do you have an Etsy store for your business? If yes, what is the web address?
6. Do you have a Facebook page for your business? If yes, what is the web address?
7. How did you hear about the Alaskan Christmas Bazaar?
8. Are there any other questions or comments that you would like to make?:

**Booth Request:**

Service	Amount	Quantity	Total	OFFICE USE ONLY
Booth Space:	\$125.00			
Electricity:	\$15.00			
Table, Chair:	\$20.00			
		<b>Total Due</b>		

**BOOTH**



**Hold Harmless Agreement:**

Vendors understand and acknowledge that Anchorage City Church, its staff, 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 Friday set-up. Vendors understand that there is no staff or security left to supervise the safety of displays or products on the Friday 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.

**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 [holiday@alaskanchristmas.com](mailto:holiday@alaskanchristmas.com). Cancellations requested less than 14 days prior to the date of the bazaar will not be issued a refund.

**Wait List Information:**

Every year the bazaar sells out. To new vendors who were not in the show the previous year and for vendors who did not apply before the deadline: Your check will be cashed immediately, and you will be placed on a first-applied-first-processed wait list. **The deadline for returning vendors is April 30, 2018.** All remaining applications will be processed after that date. *The bazaar does not make any guarantees regarding booth assignments for returning vendors. Additionally, all requests must be submitted in writing; the bazaar cannot guarantee verbal agreements.*

*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 submit this application as well as all fees to:  
Anchorage City Church 1301 West 100th Avenue Anchorage, AK 99515*

Please make all checks payable to: Anchorage City Church



**Purpose:**

The Alaskan Christmas Bazaar was established in 2003 as a fundraiser for missions at Anchorage City Church, and now all booth fees and silent auction profits go directly to support Moms Club, a city-wide ministry to mothers. The food court and espresso stand support other local ministries. In addition, the Alaskan Christmas Bazaar seeks to be a city-wide event that brings excellence, hospitality, and joy to the arts community during the Christmas and holiday season.

**Bazaar Details:**

*Move In:* Friday, November 9 from 3 pm - 8 pm. Saturday, November 10 from 8:30 am - 10 am.  
*Show Hours:* Saturday, November 10 from 10 am - 5 pm  
*Move Out:* Saturday, November 10 from 5 pm - 7 pm (all booths must be completely removed by 7 pm)  
*Location:* Anchorage City Church, 1301 West 100th Avenue, Anchorage, AK 99515

**Contact Information:**

*Website:* [www.AlaskanChristmas.com](http://www.AlaskanChristmas.com)  
*Email:* [Kay@AlaskanChristmas.com](mailto:Kay@AlaskanChristmas.com)  
*Phone:* (458) 202-9523

**Advertisement:**

By participating in the Alaskan Christmas Bazaar, vendors give permission for photographs, video and other advertising related matters to Anchorage City Church 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 Anchorage City Church and will not be returned.

**Booth Information:**

Bazaar booths are to be located in the Anchorage City Church foyer, auditorium, upstairs prayer room, top of the stairs and in several classrooms. Booth sizes are approximately 60 square feet, although booths in the foyer and upstairs prayer room are pie-shaped, which are slightly more narrow at the entrances to each booth. As a reminder to vendors with booth upstairs, City Church does not have an elevator, so please plan for set-up and take-down accordingly. 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, as these items will be sold in the food court. 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 5' 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). Table rentals and electricity, as well as additional special accommodations, must be requested no later than one month prior to the bazaar date (pending availability). 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. Live and recorded music will be played throughout the duration of set-up and bazaar hours; vendors are not permitted to have sound in their booths unless written prior authorization from bazaar officials is given. Each vendor is required by the fire marshal to have a fire extinguisher in their booth; inspections will take place approximately 30 minutes before the show opening. 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.