



Alaska
Botanical
Garden

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Dear Vendor,

April 18, 2012

We invite you to apply to be a vendor for our **15th Annual Garden Fair** on **June 16** and **June 17** at the Alaska Botanical Garden.

The Alaska Botanical Garden is a non-profit 501(c)(3) organization sustained by memberships, donations, and program revenue from educational events such as Garden Fair.

Garden Fair vendor sites are approximately 10ft x 10ft and are on uneven ground in a wooded setting. Our vendor fees are the same for food and retail vendors. The Garden does not have potable water or electricity. Most vendors bring a canopy or tent, folding chair, insect repellent, and wooden blocks for leveling tables. We provide security at the Garden Friday and Saturday nights.

Become an Alaska Botanical Garden member when you register and take advantage of a **reduced vendor fee**. Membership benefits also include: free admission to the Garden, early admission to the spring plant sale, a subscription the *Gardens North* newsletter, discounts at our Nursery and Shop-in-the-Garden, and discounts at many local garden-related businesses.

Your registration acts as confirmation that you agree to these Garden Fair rules:

- Only one business or organization is allowed at each site
- Booth must be staffed both Saturday and Sunday
- Space used must be paid for – if you use more than your assigned 100 square-foot site, you will be asked to pay for an extra site
- Smoking is not allowed at the Alaska Botanical Garden
- No pets are allowed at the Alaska Botanical Garden
- Vendors that serve food must have an approved Temporary Food Service Permit obtained from the Alaska Department of Environmental Conservation, Division of Environmental Health, Food Safety & Sanitation Program (<http://www.dec.state.ak.us/eh/forms.htm>)

To apply for a vendor site, submit the accompanying registration form and payment by May 15th. New vendors will be juried for participation. Please include an accurate description of your products (with images or website if applicable). Preference will be given to garden-related products & artesian or hand-made crafts with botanical themes. If you are not selected, your full registration fee will be refunded.

Should you have questions, please feel welcome to contact me.

Sincerely,

Bill Yeagle

Membership & Volunteer Coordinator

907-770-3692(main)

907-770-0555(fax)

garden@alaskabg.org



**Alaska
Botanical
Garden**

**Garden Fair 2012
Saturday & Sunday
June 16 & 17**

NEW VENDOR REGISTRATION – FORM & PAYMENT DUE BY May 15th
Garden Fair 2012 11am-6pm Saturday June 16 11am-5pm Sunday June 17

Business Name: _____ Contact Person: _____
Phone: _____ Cell Phone: _____ Email: _____
Address: _____ City/State: _____ Zip _____
Product Description: _____

Site Request: Covers Saturday & Sunday. Approximate site sizes: Single – 10 ft x 10 ft / Double – 10 ft x 20 ft

Become a 2012 ABG Member today without increasing your Vendor Fee payment

\$35 Senior (65 yr+) / Student \$50 Individual \$75 Family \$150 Small Business _____

Vendor Single Site \$200 ABG Member \$250 Non-ABG Member ... _____

Vendor Double Site \$375 ABG Member \$450 Non-ABG Member ... _____

Single Site for 501(c)(3) Garden Network Plant Vendor \$100 _____

Single Site for other 501(c)(3) non-profit organization \$125 _____

I will need: _____ 8-ft tables @ \$15 each _____

I will need: _____ chairs @ \$5 each _____

Site reservations are taken on a receipt of payment basis
No refunds will be made for cancellations

Total _____

Check: # _____ Master Card Visa Discover

Credit Card: # _____

Expiration Date: _____ Billing Zip Code: _____

Name on card if different than Contact Person: _____

Setup Request:

I will not drive a vehicle to my site (ABG Nursery carts can be used to transport products to the site)

I must drive my (please describe vehicle and trailer) _____
into the Garden at the following preferred time(s):

Friday 10am - 12pm (F1) 12 - 2pm (F2) 2 - 4pm (F3) 4 - 5pm (F4)

Saturday 7 - 8am (S1) 8 - 9am (S2)

Sunday 8 - 9am (SU)

Saturday & Sunday: no vehicles enter after 9am & all vehicles must leave the Garden by 10am

DATE PAYMENT RECEIVED: _____

Garden Location: 4601 Campbell Airstrip Road / Office Location: 3701 E Tudor Road, Suite 203
Mailing Address: PO Box 202202 Anchorage, AK 99520 (907) 770-3692 www.alaskabg.org