

## Thank you for choosing to participate in the 2016 Alaska-Juneau Public Market

Your space assignment is listed at the top of the account record. Let us know promptly if you are not pleased with the location of your booth—we'll do what we can to relocate you. Alert us by email to any needed corrections to your record.

### PLEASE NOTE:

All charges, including equipment and electricity, are for all three days of the event

The Public Market Annex is staged in the Juneau Arts and Culture Center (JACC). This facility is directly across the parking lot from Centennial Hall where we stage the Public Market. All Annex booths are constructed with pipe and drape.

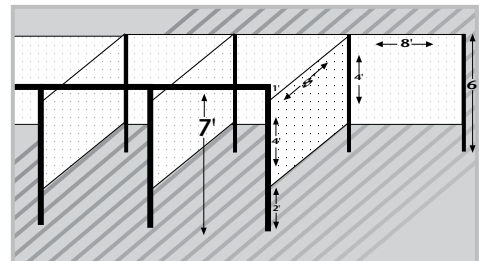
All Sheffield Ballroom booths are constructed of 4'x8' sheets of 1/8" thick pegboard, mounted on 2"x2" frames. You may pin or otherwise affix materials to these panels, but may not use glue, paint, double-stick tape or adhesives that cannot be easily removed.

All lobby and meeting room booths are open table displays. We cannot guarantee that we can supply back panels for these table displays. There are enclosures and backdrops that can be supplied by Centennial Hall (inquire as to cost).

Centennial Hall does not allow perforation of any walls under any circumstances.

We set up your booth and place tables and chairs, but if you need any special help beyond that, please let us know in advance.

- Please read the information on these pages closely
- If you need tables, electricity, telephones, you must complete the attached form
- Names for vendor passes must be submitted before November 15
- Failure to order in advance those things you may need will put you at the back of the line if you change your mind, and may result in additional charges.
- Please email us at [metcom@gci.net](mailto:metcom@gci.net) if you have any questions
- See website: [www.juneaupublicmarket.com](http://www.juneaupublicmarket.com)



Sheffield Ballroom  
Booth Construction

Up-to-date Registration Invoice included

THE JUNEAU PUBLIC MARKET  
T H I R T I E T H A N N U A L

Alaska-Juneau Public Market  
P.O. Box 021145  
Juneau, Alaska 99802  
[www.juneaupublicmarket.com](http://www.juneaupublicmarket.com)



## SET UP AND OPERATING HOURS



Date of Event: Friday - Sunday, November 25, 26, 27, 2016

Set-up: Wednesday, November 23, 5 p.m. to 8 p.m./ Friday, 8 a.m. to 11 a.m.

Open to the public: Friday, Noon to 7 p.m./ Saturday & Sunday, 10 a.m. to 5 p.m.

Break-down: Sunday, 5 p.m. to 8 p.m.

### VENDORS MUST:

- Be set up and ready for inspection by the Juneau Fire Department by 11:00 a.m., Friday
- Remain open for business throughout the event
- Keep aisles clear
- Observe facility rules
- Break-down and move all goods and equipment out of facility Sunday evening (if other arrangements are necessary, you must contact and receive approval from Centennial Hall staff— phone 907-586-5283)

### VENDORS SHOULD:

- Give us the opportunity to solve problems before you get irritated
- Decorate your booth
- Have sufficient cash on hand to make change
- Be courteous to the public and to Public Market personnel
- Consider participating in “Family Day” on Sunday by offering special discounts, prize drawings, and items of interest to children
- Provide suggestions and constructive criticisms

**Contact us: <metcom@gci.net> • 907-586-4072 • P.O. Box 021145, Juneau, AK 99802**  
**See: [juneaupublicmarket.com](http://juneaupublicmarket.com)**

## ABOUT PRICING & SALES TAX

All space rental and equipment rates are for the entire three-day event. The City & Borough of Juneau requires that you pay 5% sales tax on space & equipment rentals and charge 5% for goods sold — even if you are a senior citizen or are from out of town. For events of this nature, the only exceptions to CBJ tax regulations are non-profit organizations with CBJ tax exemption numbers. Please call the CBJ Sales Tax Office for more information 586-5265.

## ABOUT ORDERING ELECTRICAL SERVICE

No matter where your booth or table space is located, if you need electrical power, we'll get it to you. If you fail to order electricity and want it later, Centennial Hall may assess a late fee. For anything more than lights, you must describe the purpose for which you need the power so we can determine the total amperage draw and the number of circuits needed for the entire facility. **If you order electricity, you must bring your own extension cord** (at least 12-feet in length) **and power strip**, both of which must be up to code (UL rated, 3-prong, in good condition without splices or repairs). Cooking equipment must be of commercial grade. We reserve the right to deny any vendor the use of electricity if these restrictions or applicable codes are violated.

\*\*\*\*\* *If you order electricity, please bring a power strip* \*\*\*\*\*

### GENERAL CHECK LIST:

- \_\_\_ Will your booth and decorations pass the fire safety inspection? Wreaths made with natural plant materials and pine boughs or dried stems may require treatment with a fire retardant; all electrical connections must be up to code. If you have any specific questions, the Juneau Fire Department welcomes inquiries (586-5322).
- \_\_\_ Do you have tape, tacks, peg board hooks, cash box (with sufficient cash for the weekend), tools and supplies necessary to decorate and maintain your booth? You've ordered electricity? **Bring a power strip!**
- \_\_\_ Our event insurance will not provide you with product liability coverage. If you have insurance, we suggest you contact your insurer to add this event to your coverage; if you want insurance coverage, contact Centennial Hall (586-5283).
- \_\_\_ If you think you might need tables, accessories, electrical service, telephone or other equipment that can be supplied, you must fill out the attached form or do so with our on-line application. A late request may come at the additional cost of a late fee. Under most circumstances in which you've ordered and paid for more than you need, we'll refund your money.
- \_\_\_ You may bring your own tables or other display equipment. Chairs are provided by Centennial Hall at no additional cost.
- \_\_\_ Any freight deliveries that you do not personally supervise must be arranged well in advance.

### FOOD SERVICE CHECK LIST:

- \_\_\_ You need a DEC food permit for this event. Even if you own a restaurant you need an event specific permit. Do not delay; there is \$65 fee 7 days before the event/if less than 7 days, \$130; the form is not complicated — you must have the permit at least two weeks before the Public Market. Call the Department of Environmental Conservation at (907) 465-5087.
- \_\_\_ You will need DEC approved hand cleaning equipment, hats or hair nets, gloves, etc.
- \_\_\_ Water damage will cost you at least \$350. Have a mop or sponge available.
- \_\_\_ Floor mats to keep from slipping.
- \_\_\_ At least one up-to-date fire extinguisher (for any electric cooking or warming equipment)
- \_\_\_ You must have our approval for any and all foods you intend to serve. Prohibited foods include popcorn, cotton candy, home processed seafoods.
- \_\_\_ No open flames are allowed in Centennial Hall.
- \_\_\_ YOU MUST GET PRE-APPROVAL FOR ANY ELECTRICAL EQUIPMENT. LET US KNOW HOW MUCH POWER YOU NEED.

More information can be found at...

[www.dec.state.ak.us/eh/fss/establishments/tempfoodserv.htm](http://www.dec.state.ak.us/eh/fss/establishments/tempfoodserv.htm)

Alaska-Juneau  
Public Market <sup>Since 1983</sup>

P.O. Box 021145 • Juneau, AK 99802 • (907) 586-4072 • fax (907) 586-1811

metcom@gci.net • www.juneaupublicmarket.com

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**To all vendors in the 2016 Public Market:**

Please read these instructions closely. If you need floor plans of the Sheffield Room layout, this and other information can be accessed by going to our website:

[www.juneaupublicmarket.com](http://www.juneaupublicmarket.com)

**CHECK LIST**

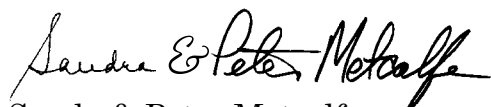
- Examine registration invoice for accuracy
  - Closely review vendor pass names
  - Have you ordered electricity?
  - Have you ordered tables?
- If you have ordered electricity, have you provided a list of high amperage equipment?
- If you are a food vendor, have you received your DEC permit?
- Review check list on form for items relevant to operations

**ANNEX EXCEPTIONS**

- One free table per booth, same prices thereafter as C-Hall
- One free vendor pass; extra passes @ \$5 each
- Electricity @ \$25 (for all three days)

To provide up-to-date information/changes, you need not fill out the form, but please send an email to [metcom@gci.net](mailto:metcom@gci.net)

Good luck!



Sandy & Peter Metcalfe

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Alaska-Juneau Public Market  
 P.O. Box 021145  
 Juneau, AK 99802

**ABOUT ORDERING TABLES:** All Centennial Hall tables are 6 ft. long, and come in two widths, 18" & 30". Unless vendors occupy double or over-sized booths the limit is 3 tables per booth, of which only two may be 30" wide. Exceptions may be made during set up. Chairs are provided at no charge. Vendors may bring their own tables.

NO.	PLAIN TABLES	NO.	TABLES W/TABLE CLOTH	NO.	TABLE TOP & SKIRTED
___	6' x 18" Table	___	6' x 18" Table	___	6' x 18" Table
___	6' x 30" Table	___	6' x 30" Table	___	6' x 30" Table
___	Total plain tables	___	Total tables w/table cloth	___	Total draped tables
	\$20 each		\$38 each		\$50 each

For returning Vendors: check here if you want the same tables/electricity as before: \_\_\_\_\_  
 [Vendors are limited to 3 tables per 8x8 booth and five tables per double booth]

**ELECTRICAL SERVICE**

C-Hall \$60 / Annex \$25 / by Nov. 7  
 [After Nov. 7 there will be a penalty for late sign up for electricity]

Describe below intended use of micro-waves, electrical cooking utensils, etc.

**TELEPHONE SERVICE**

\$100 - A limited number of lines are available; we will assign on a first come/first served basis. Service is not available in the Public Market Annex. Wi-Fi available in both locations.

Cost of tables \$ \_\_\_\_\_

Electricity \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Extra vendor passes \$ \_\_\_\_\_

(add 5% sales tax) \_\_\_\_\_

Total amount \$ \_\_\_\_\_

Account balance (+/-) \$ \_\_\_\_\_ \*

\*This could be a plus or minus depending on whether you owe us (+) or we owe you (-).

Total amount due \$ \_\_\_\_\_

**PLEASE NOTE:**

We can make a final reconciliation of minor amounts owed or due at the Market

**ELECTRICAL & OTHER NEEDS**

If you intend to use microwave ovens, hot plates, food warmers, hot lamps, glue guns, and similar equipment of high wattage, you must fill out a separate form. Please inquire. Please use this space to describe any other, low wattage lights, computers, electrical holiday decorations, or any other electrical powered equipment. Any electrical use not divulged may be prohibited.

Be sure to sign, date and return this form

**VENDOR PASSES — Please read! — Submit by November 15th**

Free passes are issued to named individuals; profit vendors get three free passes; non-profit organizations (only those with CBJ sales tax exemption number qualify) may receive five free weekend passes. Annex spaces are limited to one free pass (passes are not needed to access the ANNEX). There are no one-day passes. Passes can only be issued to people who work in a booth (non-participating spouses, children, other family, or friends do not qualify). Additional passes @\$5 each.

Total number of vendor passes requested: \_\_\_\_\_

We'll have identification cards ready for your booth Friday morning if you list below the names of those who will work the booth:

Due to past problems, we've had to tighten up our restrictions on vendor passes. All names of vendor helpers must be submitted prior to November 15. Any vendor helper without a pass will have to pay the admission fee.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have read this form, and the attached instructions. Signed \_\_\_\_\_ Date \_\_\_\_\_