Art in the Autumn

Scott Carnahan

22907 Myrtle Dr.

Eagle River, Alaska 99577-9543

907-240-7468

Hello there,

I would like to invite you to be a vendor at the first annual “Art in the Autumn “, an art and craft festival to be held October 6th, 7th and 8th at Pike’s Landing Hotel in Fairbanks Alaska. At this point in time we have room for 15 to 20 vendors depending on how many want a single or a double booth space.

Each booth will be approximately 10’ wide and 6’ deep. Booths will cost $300 for the first booth and $250 for a second adjacent both. We will be allowing for grandfathering in future years. Our goal this first year is to work to make the show run smoothly and make our vendors as happy as possible.

You are responsible for your own booth setup and tear down. The hotel has informed me that table will be available and I will find out what size they are. The room we are using is going to be the Binkley room at Pike’s Landing in Fairbanks. Set up will start at 10am, Friday morning and the show will open to the public at 4pm Friday evening. The show will close at 9pm, Friday and will reopen Saturday 10am and go until 6pm. Sunday will be a shorter day with the show opening at 10am and going until 5pm.

The show is tentatively going to be a part of the First Friday in Fairbanks and we will have an open bar, live acoustical music and possibly light snacks for the guests.

Times may change if the location has issues or concerns and we will inform vendors as soon as we know about it. Until then the times are set.

Due to the limited number of spaces currently available we are going on a first come, first serve, basis for the show. If you do not get a space, we will let you know and place your name on our wait list. If we have enough vendors then we will look at adding space in the second floor conference area if possible.

To reserve a booth a deposit of 50% of the total is due June 1st, with the final payment due September 1st. If you are applying after June 1st then your space will be confirmed following receipt of your deposit. Deposits are not refundable.

Payment may be made via a square invoice, or cheque. If you require alternate payment methods please contact me to make arraignments.

Along with this letter please find a booth space application and a tentative map of the layout of the room. Be aware that the map may change a little if we find that some of our measurements are off.

Please call me if you have any questions.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Product (what are you going to be selling at your booth?):

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Please note that only items listed here that have been approved are allowed to be sold in your booth.

Do you want a room at the hotel?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

(Pike Waterfront Lodge has offered a group rate for vendors of the show. Please let me know if you want a room so we can see about getting a better deal.

How many booth spaces do you want?

ONE: \_\_\_\_\_ Cost of booth One: $300

TWO: \_\_\_\_\_ Cost of Two: $250

 Total booth fee due: $ \_\_\_\_\_\_

Please list booth you would most like to be considered for:

First Choice: \_\_\_\_\_ & \_\_\_\_\_ (if you would like a second booth)

Second Choice: \_\_\_\_\_ & \_\_\_\_\_

Third Choice: \_\_\_\_\_ & \_\_\_\_\_

Fourth Choice: \_\_\_\_\_ & \_\_\_\_\_

Booth space will be assigned on a first come first assigned basis. We will do our best to place you in one of your requested spaces if possible. Tall backdrops or displays will be placed along the outer wall to allow for better visibility in the room.

Do you require electricity for your booth? YES: \_\_\_\_\_ NO: \_\_\_\_\_

Electricity may be limited and the hotel will let us know what those limits might be. There is no charge for electricity.