



Polynesian Association of Alaska
 Country Woods Dr.
 Anchorage, AK 99502
 (907)433-9559
 E: paoaalaska@gmail.com
 W: paoaalaska.com

Booth Application for Asian & Pacific Island Culture Flag Day 2025
 Anchorage Delaney Park
 9th and 10th & E and I St.

Please print clearly and sign the application
DUE DATE OF APPLICATION: May 1, 2025

Owners Name: _____ Business License # _____
 Address: _____ Business Phone # _____
 Email: _____ Temporary Food Permit # _____
 Food Worker Card# _____ Booth Name: _____

Type of merchandise, information, or food to be sold or distributed:

FEES	SPACE	ELECTRICITY	AMOUNT
Food Booth	10 X 20	Booth owner Responsible	\$200.00
Food Truck	10 x 30	Owner responsible	\$250.00
Food Booth & Art & Crafts	10 X 20	Booth owner Responsible	\$225.00
Art or Crafts or both	10 X 10	Booth owner responsible	\$100.00
Booth Information only <u>NO</u> selling	10 X 10	Booth owner responsible	\$50.00

(Note: online payment require processing fees added to your total)

All **FOOD** Vendors must have an approved application on file with MOA and have all City health requirements and State Business license to operate. PAOA and the Event Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participant acts or omissions in the Pacific Island Culture Flag Day Event. Further, the participant shall defend and indemnify PAOA event Committee for any negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or to abide by the Information, Rules and Regulations outlined by PAOA in the Vendor Application for 2025. Violation of the Information, Rules and Regulations may result in expulsion from the event and exclusion from future events.

Attention: All vendors are responsible for cleaning up their area after the event, no garbage bags, left over cooking oil, charcoals, and any other trash left behind. All garbage must be removed and deposited in the Garbage containers designated for the event provided by the Event Group. **NO** use water, left over oil, charcoals, rice or any particle items from cooking are to spill on the grass OR drainage in the park. **(\$100.00 fine will impose for any leftover garbage/cooking oil/charcoal, etc to the vendor)**

Information, Rules and Regulations

IMPORTANT INFORMATION! PLEASE READ BOTH PAGES CAREFULLY!

Asian & Pacific Island Culture Flag Day Annual Event ** May 31,2025 ** 11:00 am - 6:00 pm

Booth Space: (electricity is your responsibility) generator should be secure and tight down away from the public.

- **FOOD** booth space are available for registered vendors only, Food registered vendor can have 2 10x10 canopies or 1 10 x 20 canopy long, this will be behind each other, **NOT** side by side. Any extra tent will charge unless otherwise is authorize by the Event committee.
- **ART & CRAFTS & INFORMATION** booth: 10ft x 10ft. and only allow one booth per vendor unless authorize by the Event committee to have a extra tent or canopy. (pls indicate on your application)
- You must provide your own canopies, tents, tables, chairs, extension cords and **fire extinguisher (type 2A10BC rated fire extinguisher) with current year 2025 tag.**
- *For deep fry cooking you will need a "Class K" portable fire extinguisher for protection from grease fires. (907)267-4900 for more information about fire extinguisher.*
- MOA Health Permit, Valid Food Workers Card, **(you can take this test online <http://www.tapseries.com/4u/akan>),** or visit Anchorage Health Department M-F 8am-4pm and take the test on the 3rd floor in the Environmental Health Services Division.
- You need to have your Valid Food Workers card number on your booth application before you return this application to us.
- Business License, must be available for inspection prior to selling any merchandise or food, no sales without passing inspection.
- Each food booth have to comply with AFD Policies #18-001, 18-002 LPG requirement attached with this application.

Event Hours/Set Up/Breakdown

- The Event will run from **12:00pm – 6:00pm** or when the program ends on Saturday, **May 31, 2025**. Vendors are required to be ready and open after Inspection is completed and remain open until 5:30pm.
- **SETTING UP THE DAY BEFORE:** All vendor owners and volunteers will be allowed in the staging areas for setting up on Friday evening **May 30**, from 12:00 pm til 11:00pm. Unloading from 12:00pm-11:00pm.
- **SETTING UP ON DAY OF EVENT: 8am to 10:30 am, No vehicle(s)** can park on the grass, all vehicles must move from the grass area no later than 10:30 am on the day of the event. You may NOT park your vehicle on the park at your booth space or during the event program.
- **ALL** vehicle(s) must be parked in the parking area on 10th avenue. do **NOT** park in private lot your vehicle may be towed. We allow 1 vendor booth vehicle to park on 10th avenue (your booth will be given a parking permit for one vehicle that can park on 10th avenue). It is first come first serve.

- All vendors must have their space cleared and cleaned no later than 7:30pm.
- All vendors must have their garbage removed from the park to the dumpster provided by Host.

Sales Information

- PAOA and the Event Committee reserve the right to refuse vendors shall **NOT** set restrictions on PAOA regulations.
- All vendors must submit their application with a detailed description of **ALL** merchandise and/or printed matter to be sold or distributed by them. The reproduction of any artwork, past or present, of PAOA **will NOT** be permitted.
- The Vendor Coordinator may request additional information, pictures, or samples before the application is approved.
- Absolutely **NO** Tobacco or Alcohol can be sold at or on the premises that is assigned for the event during the event.
- Absolutely **NO** racist, sexist, pornographic, or otherwise offensive merchandise or literature will be allowed. Throughout the day, the Vendor Coordinator will conduct booth inspections. Any items in violation must be removed and your booth will close down, and there will be no refund will issue.
- Absolutely **NO** Sales of **Raw Fish** at the event without health permit approval from the city, your health permit should have raw fish on the list of food you are selling.

Health Permits (Issue by MOA Health Department, Copy is Due to PAOA 7 days before the event)

- Food Vendors must provide a list of all foods to be sold, including whether foods are prepackaged or prepared onsite.
- All food vendors are responsible for the appropriate health permits and requirements from the Municipality of Anchorage. For more information contact MOA @ (907)343-4200.

Clean Up

- It is the responsibility of the vendor to clean the allotted booth space including removal of all their own trash from the park. **(\$100.00 fine will impose for any leftover garbage/cooking oil/charcoal, etc.) dumpsters will be provided at the event.**
- The vendor must clean their allotted booth space immediately upon the conclusion of the event by 7:30pm.

Electricity (you need to provide a safety arena away from the public for your generator)

- **You will be responsible for your electricity, you will know how much electricity needed for what you will be cooking.** PAOA doesn't provide this service.

Booth Décor/Amplified Music

- The Event Committee asks that all vendors use tables, sandwich board, easels, etc. to display all goods for sale. **NO** items shall be displayed on the ground or outside the allotted booth space.
- Signage and booth decorations are encouraged as long as they are in good taste and do not interfere with neighboring vendors.
- The Event Committee reserves the right to remove any décor deemed inappropriate for the event.
- Only vendors marketing music, tapes, or CD's are allowed to use amplified devices and must have prior consent from the Event Committee.

Application Information/Booth Assignments:

- Vendor acceptance and booth assignments are made on a first come, first serve basis, according to when the application **AND** payment are received. **Personal Checks are not accepted for payment.**
- All applications should receive on or before **May 1, 2025**, **NO** application will be accepted after due date. ALL application or payments are **NON-refundable**.
- Payment must be in Money Order, Cashier Check or Cash, and Credit Card or Business check.
- Cancellations must be received in written form no later than May 1, **2025**. Cancellations received by this date will be granted a full refund.
- Any over payment of fees is NON-refundable, any cacelation notice will received after May 1, 2025 will not be refunded.

PLEASE COMPLETE YOUR FINAL VENDOR CHECKLIST FORM AND SIGN/DATED.

FINAL VENDOR CHECKLIST

INCLUDE your email address to receive correspondence and information on future events.	
Complete, sign, and enclose the vendor applications with payment	
Include copy of Business License	
Copy Temp Food Permit	
Copy Food Card	
Application received before May 1, 2025	

I _____ understand and agreed on all rules and regulations provided by this contract, I will be responsible on whom I will have to assist me at my booth. I agreed if I or any of my assistant failed to comply with the requirements the PAOA Event committee will have the right to close or stop us from continue selling any goods or food to the public at the event.

Booth Owner Signature: _____ Date: _____

PAOA Board Member Signature: _____ Date _____

(Mandatory meeting for vendors, volunteers that will attend the event to ask questions and follow up on anything they need) May 1, 2025 @ 6pm TBD.

QUESTIONS & CONCERNS

Polynesian Association of Alaska, 8060 Country Woods Dr, Anchorage, AK 99502
 * (907)250-4142 *(907) 433-9559** paoaalaska.com* or email paoaalaska@gmail.com,