

KO Productions  
PO Box 10705  
Fairbanks, AK 99710

(907) 474-9082  
kourtney@fairbanksevents.com  
www.fairbanksevents.com

# Mat-Su Marketplace Show Packet

Welcome and thank you for participating in the Mat-Su Holiday Marketplace. We have an incredible line up of very talented artists and craftsmen in this year's show and I know with your help and enthusiasm, we will produce a very successful event. So, let's get on with the show!!!

You are looking at the official Mat-Su Holiday Marketplace show packet.  
It should answer most, if not all, of your questions about the event.

Page 2	Accommodations, Directions to Complex, Vendor Parking
Page 3	Alaska State, Mat-Su, Wasilla Business License Info, Food & Beverage Info
Page 4	Move in Times and Booth Location.
Page 5	General Information -Times, dates, and the rest of the what to do's
Page 6	More General Information and Advertising
Page 7	Participating Vendors & Space #

## The two most asked questions...

### *Where can I get my exhibitor passes?*

At the vendor check in table during move in. Find us in front of the back entrance onto the turf.

### *What are the hours of the show?*

Move in: Friday, November 8, 10am - 8pm (**Please note new start time!**)

Show hours: Saturday, November 9, 10am - 5pm  
Sunday, November 10, 11am - 5pm

Move out: Sunday, November 10, 5pm -10pm

**\*\*\*Booth fees due in full October 1.**

**IF you have a balance due a statement has been included in this packet**

**REMEMBER:** All exhibitors are required to have a 2.5 lb. ABC rated fire extinguisher in their booth.

We highly encourage event insurance for this and any event you participate in. If you are looking for recommendations, Rainprotection is an Authorized Official Insurance Supplier for KO Productions.  
Sales@rainprotection.net

## Accommodations in Wasilla

**Alaska Grandview:** It is located at 2900 East Parks Highway next to Walmart. Rooms have refrigerator, microwave, coffeemaker, hair dryer, iron, ironing board and high speed internet access available. The Grill restaurant open daily.

For pricing and reservations, call (907) 357-7666 or toll free 1- 866- 710-7666.

**Best Western Lake Lucille Inn:** Located off the Parks Highway near the Menard Sports Center. Make yourself at home in one of the 54 guestrooms featuring refrigerators. Complimentary wireless Internet access keeps you connected, and cable programming is available for your entertainment. Conveniences include coffee/tea makers and irons/ironing boards, and housekeeping is provided daily. Other amenities include a fitness center and complimentary continental breakfast.

For pricing and reservations, call 907-373-1776.

**Airbnb:** KO has used this option the last few years!



## Directions to the Sports Complex

The Menard Sports Center is located at 1001 South Mack Drive. It is at 44 mile Parks Highway, one block north of Spenard Builders on the same side of the street. Coming from the north, turn right (south, left) at the light on South Mack. The facility is about 2 blocks down the road on the left.

## Vendor Parking

Once you have off loaded your merchandise please move your vehicle to the North or South parking lots. Please do not park in the East and West lots. These areas are for show patrons and other users of the facility.....we want to leave lots of easily accessible parking for the public.

### **IMPORTANT!!!!**

In the past we've had problems with vendors leaving cars unattended in handicap spaces. This year we've been informed that cars will be towed so please **DO NOT** leave your vehicle unattended while unloading. If you must leave your vehicle, then you must find a legal parking place to leave it in.

## Alaska State Business License



All businesses participating in the Mat-Su Holiday Marketplace are required to have a current Alaska State Business License. If you do not currently have an Alaska State Business License you will need to apply for one before the show.

Applications may be obtained by calling:

State of Alaska, Department of Business Licensing

Anchorage (907) 269-8160 or (907) 269-8173 Juneau (907) 465-2534

Or purchased on line at [www.state.ak.us](http://www.state.ak.us)

click the Business License Tab

Under "Business Licensing" click "Purchase or Renew A Business License

## Wasilla Business License and Wasilla Sales Tax

**IMPORTANT:** The City of Wasilla is requiring all businesses to have their own business license. We can no longer allow vendors to work under ours. If you do multiple events in Wasilla, an annual license is your best option. If this is your only event, they have a Special Event Permit option at a lower cost. Please visit [www.cityofwasilla.com/business/business-licensing-sales-tax-information](http://www.cityofwasilla.com/business/business-licensing-sales-tax-information) for information and applications. The deadline for this was October 1 so everyone should be set but if you are a last minute registration, please note! Please send the application directly to them and not to KO Productions. The city will let us know when you are good to go. If we don't have record of your filed permit from them, you will not be able to participate in the event and we will fill your space with the next person on the waiting list.

A 2.5% city sales tax must be paid on all taxable sales made at the Mat-Su Marketplace. It is your responsibility to collect this tax and report to the city. We can no longer take care of this for you.

If you would like to purchase the annual licenses please call 907-373-9088  
or get an application on line at [www.cityofwasilla.com](http://www.cityofwasilla.com).

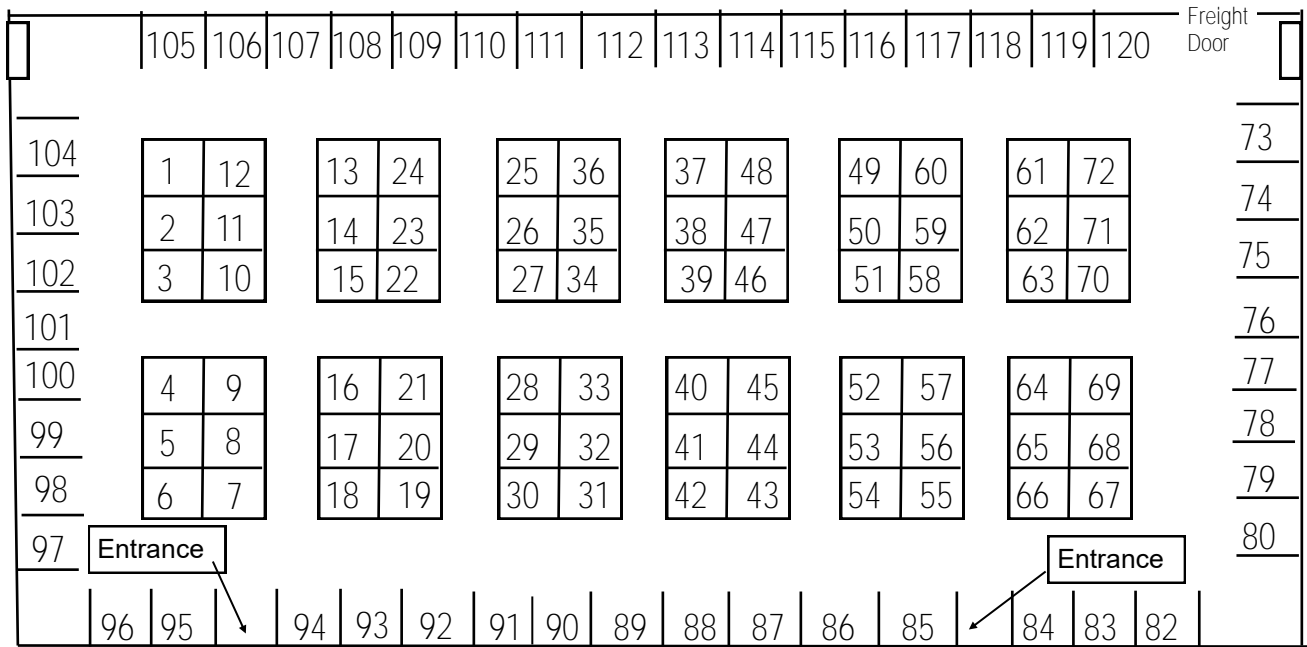


## Food and Beverage Samples

If you will be selling or handing out samples of food or beverage from your booth during the show please contact the Environmental Health Officer at 907-376-1854 or fax 907-376-2382. They will provide information on how the samples should be handled. Remember you must have a temporary food service permit if you are handing out any samples.

# MOVE-IN SCHEDULE

## Friday November 8, 10am to 8pm



**MOVE-IN PROCEDURES:** The freight doors located in the upper right hand corner of the map should be used for large move in items. This door will not be open on Saturday so if you need it, be there Friday. The main front and rear entrances are available for hand carried items. **Please do not park on the sidewalks or handicap spaces in front of these entrances.** Once your merchandise is in the building, you may take as long as you want for set up. Move your vehicles away from the freight entrance as soon as you have unloaded. Exhibitor parking is in the north and south lots. Do not park in the east and west lots. These areas are for show patrons and other users of the facility. The Sports Complex will be available for additional move-in on Saturday from 8am to 10am but please let us know if you will be moving in at this time. Those not checked in or in communication with us by Friday evening risk losing their space for the weekend. Again, the freight doors will not be opened on Saturday so that we can warm the place up! The show will open at 10am on Saturday and all spaces must be set up at this time.

**Please Note: The building does not have hand carts for use. If you need a cart to move your goods into the building you must supply your own.....also....putting your name on your cart is a very good idea.**

**If you are not set up and ready when the show opens on Saturday, you may lose your grandfather rights to next year's show.**

**MOVE-OUT PROCEDURES:** In the interest of public safety, all exhibits must remain set up until 5pm Sunday. All exhibits are to be removed from the facility no later than 10pm, Sunday. Please do not bring any cars or trucks to the freight entrance prior to the close of the show. The freight roll up door will not be unlocked until 5pm.

Don't remember your vendor number? See page 7 of this packet. Questions.....call us.....907-474-9082

# General Information

**All exhibitors are required to have a 2.5 lb. ABC rated fire extinguisher in their booth.**

**In this mailing, the Curtis Menard Memorial Sports Center will be referred to as CMMSC**

**BOOTH SPACE:** Booth rental includes 10'x10' or 8'x10' booth with pipe and drape (one 8' high back drape and two 3' high side drapes) and electric. There are no height restrictions on constructed booth walls however **all side walls must be finished on both sides**. All walls that are not considered finished by show coordinator will be removed before opening of show.

Additional items such as tables and chairs may be ordered from the event's decorating company, Special Events Alaska. An order form under a separate mailing from Special Events Alaska will be sent out soon.

Booth roof coverings of any kind require a smoke detector.

The floor surface is Astroturf. When designing your booth please take into consideration the fact that you are on a surface that will be similar to a thick carpet and not as solid as a cement floor. **Please take trip factor into your planning.**

All merchandise must be confined within your booth space. All aisles must be kept clear and free of any trip hazards.

If you sell a brand of product that other reps may sell (Scentsy, Rodan & Fields, etc.), and you have not let us know that you sell it, please make sure we know. We only allow one rep from each company in an event and if you haven't let us know you carry it, we will have to ask you to take the display down if we already have that product in the event.

**Exhibitors are able to restock their booths one hour prior to show opening on Sunday.**

Storage and freight are not the responsibility of the CMMSC and will not be accepted unless previously arranged with show promoter. The CMMSC and/or KO Productions are not responsible for goods left in the building after the designated move out hours.

**EXHIBITOR ENTRANCE AND PASSES:** Exhibitors are provided with 4 passes per booth for the two day show (multiple space vendors will receive 8). Each person working the show must have a pass to gain access to the building. Passes will be available at the vendor check in table throughout move-in. Additional passes are \$4.00 each.

**DAY PASSES:** Ten day passes have been sent to all vendors. These are for you to give out to friends, family, customers and they're a great way to encourage people to attend the show. Additional day passes may be purchased for \$2. General admittance is \$5.

**DON'T FORGET** about the Wasilla plastic bag ban! You may not send customers off with product in the thin, disposable plastic bags. Heavier weight plastic or paper only.

**INSURANCE:** We highly encourage event insurance for this and any event you participate in. If you are looking for recommendations, Rainprotection is an Authorized Official Insurance Supplier for KO Productions. You can email them at [sales@rainprotection.net](mailto:sales@rainprotection.net).

## General Information continued

**CLEANING OF EXHIBITS AND ARENA:** Show management will arrange for sweeping of the aisles. Exhibitors will be responsible for their own trash removal during move in and set up. All packing materials and boxes must be broken down and removed to the dumpsters at the rear of the building prior to the show opening. Exhibitors must keep their spaces in good order. Set any trash accumulated during the show in the aisle after closing each evening and it will be removed. No one will enter your booth to collect trash.

**Exhibitors are responsible for removing all of their own trash at the end of the show.**

All exit areas must remain clear. Doors will not be open to the public until the facility manager is satisfied that all exit areas are clear for safe egress.

**SECURITY:** We wish to provide the tightest security possible for the protection of your exhibit properties. There will be security personnel on duty from the time KO Productions leaves the building until the time the building is closed and locked for the night. KO Productions will be the first ones in the building with the CMMSC staff each morning. The CMMSC, The City of Wasilla, KO Productions, nor our insurance companies are financially liable for losses or disappearances of any kind. It is recommended that all exhibitors contact their insurance agents to confirm proper coverage of exhibit materials at the show.

### **IMPORTANT MISCELLANEOUS:**

- Propane and compressed gas tanks are prohibited.
- The CMMSC is a smoke free facility. Ashtrays have been provided outside the entry doors.
- Exhibitors using sound equipment will limit the volume to their own booth area.
- Remember to bring an extension cord. The outlets will not always be right in your booth. Install a surge protector on electrical equipment. The CMMSC is not responsible for fluctuations or failures.
- **NO HELIUM BALLOONS.** Released balloons can cause control problems for the ventilation system. Vendors that distribute balloons which are released into the facility will be charged \$100 to cover maintenance costs for removal plus additional costs if there is damage to the ventilation system.
- All decorations (cut trees, branches, artificial garland, etc.) must be fire retardant or sprayed with a fire retardant.
- No open flames may be used at any time in a vendor booth.
- Nothing is to be pinned to the booth drapes. Exhibitors must supply their own hanging racks.

## Advertising

This year KO Productions will spend approximately \$7000 to advertise The Mat-Su Holiday Marketplace on the radio, social media, and newsprint.

We have created a full page flyer for posting in your stores, on your websites/Facebook pages, or anywhere else you can think of. We can email you the file and you can make as many copies as you need. Just let us know if you want one!

We have also created a Facebook event for you to share with your friends. Please visit the **2024 Mat-Su Holiday Marketplace hosted by KO Productions** and share away! Pay attention to who the event is hosted by as we have had spammers duplicating our events.

## Vendor list as of October 7, 2024

49/50 Farms	35	
907 Streaming	106	
907 Woodcrafters/907 Main Street Designs	43	
AK Creekside Design	37	
AK Mama's	31	
AKTrimlight	83	
Alaska K9 Comforts	77	
Alaska Life Designs	25, 26	
Alaska Nut House	107	
Alaska Soap Basket	41	
Alaska Soaps & Scents	104	
Alaska Spiritwear LLC	55, 56, 57	
Alaska Unlimited	96	
Alaskan Gun Guard, LLC	24	
Alaskan Soda Jerk Inc	Mezzanine	
Alaska's Best Gourmet Dogs	Food Truck	
Alpine Fit	97	
Amber's Crafty Things	64	
Arbonne	53	
Arctic Haven Studio	110	
Arctic Wax Art	58, 89, 90, 92, 93	
Arcticfox 3d Printing	71	
Art Glass Jewelry by Sara Chatfield	36	
Bashor Blast	2, 3	
Beloved Luciole Photography	12	
Borealis Candy Bouquets LLC	81, 82	
Butterflies 2 Go	16	
C ME Designs AK	67	
C&D Perfect Pudding Parfaits	76	
Carol & Company	70	
Cobb Street Market	112, 113	
Cutco Cutlery	109	
Damsel in Defense	111	
Dancing Skies Fiber Arts	9, 1/2 of 8	
Denali Dreams Soap Co.	19	
Denali Tactical Knives	73	
Doggy Decadents	22	
Doin' It Alaska Style	69	
doTERRA - Oils with Marlene	4	
Dragon's Lash Leather, LLC	15	
Fox Sauce LLC	52	
Full Moon	117	
GG Macs	49	
Grandma Wei's Homemade Dumplings	Food Truck	
HIS Designs	95	
Hook'd Crafts & 49 Cups	59, 60	
House of Bread	118	
Howling Wolf Furs	30	
In Stitches AK	51	
Jazzy Gourmet Popcorn LLC	72	
Jingle Jellies	94	
John's Wooden Toys	47, 48	
Krafts with Kare	7, 1/2 of 8	
L and M Artistry	20	
La Joya	62	
Latitude 67 Laser Design	13	
Made With Love in Alaska	44	
Make A Moose AK	119, 120	
Malea Inspirations	38	
Mary Kay	79	
Mat-Su YMCA	door prize	
Mermaid Cove	17, 18	
Midnight Sun Pomsbies	101	
Moosetard	10	
Murphy Creations	32	
Nightingale Goods	1	
Nonkie Bé's Cajun Faves	Food Truck	
Northern Lotus Designs	91	
Pane In The Glass	88	
PaperPie/T	102	
Patriot BBQ	78	
Phillimore Leather	86, 87	
PJ's Crafty Corner	28, 29	
Poplar and Birch	68	
Prince Chiming	33	
RAMS Creative Arts Studio	11	
Renewal By Andersen	50	
Rippin' Wristlets	61	
Robbie Carver / Danger Island Studios	105	
Sage Moosie Suds	116	
Salty Sisters Designs	6	
Salty Starfish Designs	74, 75	
Santa Fe Gallery	45	
Saucy Sisters	42	
Scentsy	108	
Seven North	54	
SHH Designs	65	
SideLines Inc	114, 115	
Sipping Streams Tea Co	84	
Starry Dreams Boutique	5	
Sunrise Creek Creations	40	
Superjewelry.com	34	
Teeple Cabinets and Construction	80	
The Snow Finch	99	
The Wild Juneberry	103	
Three Bears Farm	85	
Tundra & Associates	39	
Twisted Birch Soaps	63	
Vibrance Metal Art	27	
We Are Dip Alaska	66	
What the Fluff!	46	
Whittier Fudge Too	100	
Wunderbarcakepopsandsweets	14	
Yankee's Kitchen	21	