

2024 Holiday Marketplace Show Packet

Welcome and thank you for participating in the Holiday Marketplace. We are very excited about the lineup of artists and businesses we have in this year's show. We know with your help and enthusiasm, we will produce a very successful event. So, let's get on with the show!!

With the management change at the Carlson Center, a lot has changed for our events. You are looking at the official Holiday Marketplace show packet. It is VERY IMPORTANT that you read it in its entirety. It should answer most, if not all, of your questions about the event.

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The two most asked questions...

Where can I get my passes?

At the vendor check in table during move in

What are the hours of the show?

Move-in: Thursday, November 14, 8am – 8pm
Friday, November 15, 8am – 12pm

Show hours: Friday, November 15, 12 noon - 7pm
Saturday, November 16, 10am - 6pm
Sunday, November 17, 11am - 5pm

Move-out: Sunday, November 17, 5pm -10pm

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

REMEMBER:

All exhibitors must 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

Important Changes and Rules

Please make note of the following changes and rules. With the FNSB taking over the arena, we no longer have access to some of the same services we have received in the past.

- We no longer have the option to pay to take the ice out for our events. Therefore, for this and all future Holiday Marketplaces... if you are in spaces 54-193, you may be set up on the insulated floor over the ice. The insulated floor does a pretty good job at keeping the cold at bay but you should still plan to wear warm socks and shoes. If you are in one of the spaces on the outer perimeter (please see the outline of the ice perimeter on page 4), you will have a 2-3" lip along one side of your booth. If you are using this as an entrance where people will be walking, please make sure to mark the step clearly. We will have some red duct tape and signs available but you can also plan your own marking if you'd like. There will be ramps at each aisle and the sides of each ramp will be marked to eliminate trip hazards. If you'd rather not have a garbage or whatever we use to mark the area at the corner of your booth, you are welcome to put something there to make people aware of the edge. It should be about 2'x2' and tall enough to not be a trip hazard itself (about waist high at least). A narrow Christmas tree or coat rack would look nice.
- 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.
- You must be present and set up by 30 minutes prior to show opening on Friday at noon or we will fill your booth and can't offer a refund.
- The freight doors will be closed on Friday so if you need to enter through the loading bay, you must be moved in by the end of the day Thursday.
- You may not take down early on Sunday or you could lose your grandfather rights to a space for next year. It is a liability and a disservice to the public to have you moving out while they are still in the building.
- No helium balloons. If you have balloons (other than those supplied by us) and they get away, you will be charged \$150 to retrieve them from the ventilation system.
- Any roof coverings require a working smoke detector and the Fire Marshall does check this (as well as the fire extinguisher) so please be prepared.
- No adhesives are to be used to tape flooring or displays down to the concrete or insulated floor other than duct tape. Other adhesives leave a residue that you will be responsible for paying to have removed.
- You must stay within your allotted space. This includes your booth setup and your workers. No pulling people out of the aisles and away from other vendors unless they are already at your booth.

Directions to The Carlson Center

The Carlson Center is located at 2010 2nd Avenue. Driving from...

The Airport take Airport Road east turn north (left) on Wilbur St.

**The Center is at the end of Wilbur Street (Approx. 3 blocks).

Parks Highway take the Airport Road East exit to Airport Road turn north (left) on Wilbur St.

Richardson Highway go west (left) on Airport Way turn north (right) on Wilbur St.

Shipping Information

If you are having your goods shipped to the show by a freight forwarder, please remember to do the following:

1. Address pallets to Carlson Center Holiday Marketplace 2010 2nd Ave. Fairbanks, AK 99709
2. Put your business name, space number, and Kourtney Shannon on your shipping form.
3. Schedule delivery for Thursday, November 14.
4. Schedule pick up of any unsold merchandise for 8am Monday, November 18.
5. **Be sure and bring a roll of plastic wrap to secure your goods on the pallet for the shipment home.**

Alaska State Business License



All businesses participating in the Holiday Marketplace are required to have a copy of their current Business License in their booth. 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 (907) 465-2550

or purchased online at www.state.ak.us click the Business Tab

Under business Licensing click "Purchase or Renew a Business License"

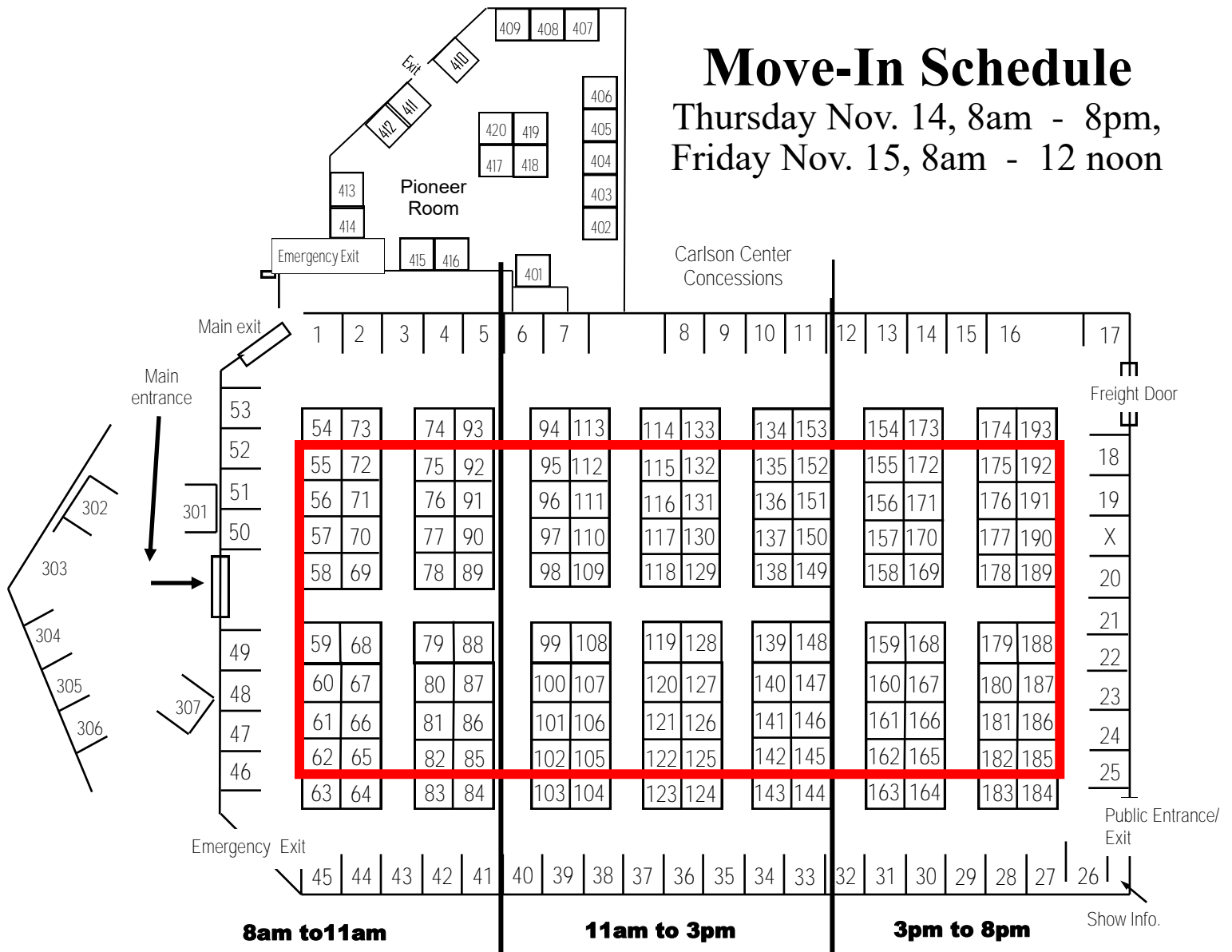
Packaged Food Sales and Food/ Beverage Samples

If you will be selling food during the show the food must be pre-packaged for consumption outside of the facility.

If you will be handing out food or beverage samples from your booth during the show, please contact The Environmental Health Office at 907-451-2120 or fax 907-451-5120. They will provide information on how the samples should be handled.

Move-In Schedule

Thursday Nov. 14, 8am - 8pm,
Friday Nov. 15, 8am - 12 noon



CAN'T REMEMBER YOUR SPACE NUMBER??? SEE PAGES 7 AND 8 IN THIS SHOW PACKET
Red line indicates the edge of the ice surface/insulated floor

MOVE-IN PROCEDURES: To eliminate congestion, a move in schedule has been set up for Thursday. Different move in times have been assigned to blocks of booths and noted above. Move-in will be done through the freight entrance and the Pass Gate entrance at the back of the building. Move your vehicles away from the freight entrance as soon as you have unloaded. Exhibitor parking is in the back half of the rear parking lot. Do not park in any other area. The freight doors will be closed on Friday to warm up the arena and curtain off the door before the public enters at noon. If you need to move in through the freight doors, you must do so on Thursday. If you cannot make your allotted time, that is ok. It's more of a suggestion to create some sort of order.

The Carlson Center will be available for additional move-in times on Friday from 8am to 12 noon. The show will open at 12 noon on Friday and all spaces must be set up at this time. No move-in is allowed during show hours due to a liability to the public. All booths must be set up 30 minutes prior or you risk losing grandfather rights to next year.

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 10 pm, Sunday. Please do not bring any cars or trucks to the freight entrance prior to the close of the show.

Having your product shipped to the Carlson Center? Be sure and read shipping information on page 3.

General Information

Things You Need to Know....

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

The show will not open until the building operations manager and the city Fire Marshall have walked through the trade show and examined each booth.

BOOTH SPACE: Prow and Main arena interior booths are 10'x10' booth with pipe and drape (one 8' high back drape and two 3' high side drapes corner spaces have one 3' high side drape and the corner side is left open). Pioneer Room booths are 8'x8' (one 8' high back drape and two 3' high side drapes). Main arena outer perimeter spaces are 10' wide by 6' deep (one 8' high back drape and two 3' high side drapes). All spaces come with electricity. 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. **Booth roof coverings of any kind will require a working smoke detector.**

Chairs and tables will be available at no charge but you are responsible for getting them to your booth during move-in. I'm afraid we no longer have Carlson Center staff to help with moving these items so if you are not able to move them yourself, please ask Kourtney or Hailey for help. These items will be available on a first come, first serve basis.

Electrical power will be made available as close as possible to each booth space. It is the vendor's responsibility to provide their own 25 foot extension cords. The city Fire Marshall requires extension cords to be 14 gauge or longer with grounded plug. One duplex outlet can provide 2400 watts. However, a continuous load **MAY NOT** exceed 8% of 2400 watts or 1920 watts. Extension cords must be kept out of the aisles. Any cords lying on the floor of a vendor's booth must be taped down.

All merchandise must be confined within your booth space. All aisles must be kept clear and free of any trip hazards. Booth carpet that is provided by the vendor must have all edges taped down to eliminate trip hazards inside vendor booth space. This taping is the vendors responsibility. Please do not use any adhesive except for duct tape.

Exhibitors will be able to restock their booths one hour prior to show opening on Saturday and Sunday.

Storage and freight is not the responsibility of the Carlson Center and will not be accepted unless previously arranged with show promoter. The Carlson Center and KO Productions will not be responsible for goods left in the building after the designated move-out hours.

EXHIBITOR ENTRANCE AND PASSES: Entrance to the Carlson Center will be through the pass gate. Exhibitors will be provided with 4 passes per booth for the three day show (multiple space vendors will receive 8). Each person working the show must have a pass to gain access to the Carlson Center. Passes will be available at the vendor check-in table throughout move-in. Additional exhibitor passes are \$4.00 each. Day passes for your customers and friends may be purchased for \$2.00.

ADVERTISING: This year KO Productions will spend approximately \$7,000 to advertise The Holiday Marketplace. The main medias will be used; newspaper, radio, and social, as well as street signs.

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.

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. 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 personnel on duty to watch over the arena during all open hours. They will be the first ones in and the last ones out when the doors are locked. Also, the alarm system will be activated. The Carlson Center, the Fairbanks North Star Borough, 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.

If you buy food from businesses other than the Carlson Center Concessions you will not be allowed to openly eat it in the main arena.

VEHICLE GUIDELINES: For shows with vehicles inside the arena, the Fire Marshall requires the following: Fuel tanks shall contain no more than one-eighth (1/8) tank or two(2) gallons, whichever is less. Fuel caps must be locked or taped closed. There shall be no fueling or de-fueling in the Center. The electrical systems must be disabled by: a) removing the battery (ies); b) removing the cables; c) disconnecting the battery cables and covering them with electrical tape. The doors will not open until these requirements are satisfied.

Propane and compressed gas tanks are prohibited.

IMPORTANT MISCELLANEOUS:

1. The Carlson center is a smoke-free facility. Ashtrays have been provided outside the entry doors. Vendors caught smoking indoors will be banned from future shows.
2. Exhibitors using sound equipment will limit the volume to their own booth area.
3. Remember to bring an extension cord if you will be needing electricity...the outlets are not always in your booth. Install a surge protector on electrical equipment. The Center will not be responsible for fluctuations or failures.
4. **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 \$150 to cover maintenance costs for removal plus additional costs if there is damage to the ventilation system.
5. All decorations (cut trees, branches, artificial garland, etc.) must be fire retardant or sprayed with a fire retardant.
6. No open flames may be used at any time in a vendor booth.
7. Nothing is to be pinned to the booth drapes. Exhibitors must supply their own hanging racks.

Vendor list as of October 9, 2024

-40 Guitar Shop	101	Borealis Candy Bouquets LLC	48, 49
907 Woodcrafters/907 Main Street	160	Brecht Studio	149
AK Arctic Fireweed	27	Butterflies 2 Go	74, 75
AK Creekside Design	175	C ME Designs AK	78
AK Cupcakes	71	C&D Perfect Pudding Parfaits	152
AK Dips	171	Cady's Creations	156
AK Furbabies Boutique	134	Carol & Company	84
AK Ulu Sales	408	Chainsaw Chic Carving	150
Ak Venture + Ak Mamas	132	Color Street - Forget Me Not Nails	416
Alaska Aurora Arts	32,33, 34	Costco Wholesale	412
Alaska Blacksmithing	58	Cross Rifle BBQ	125
Alaska Dream Adventures	66	Crowded Garage Workshop	179
Alaska Fur Enterprises	148	Curvy Mermaid Clothing Boutique	64, 65
Alaska Horn & Antler	63	Cutco Cutlery/P	135
Alaska K9 Comforts	7	Damsel in Defense/T	5
Alaska Life Designs	8, 9, 10	Deb's Upcycled Designs	146
Alaska Nut House	41	Delightful Fudge	168
Alaska Spiritwear LLC	139, 140, 141, 142	Denali Dreams Soap Co.	128
Alaska Wildlife Images	103	Denali Tactical Knives	178
Alaskan Creations	177	Doggy Decadents	44
Alaskan Dream Botanicals	153	Dogwood Studio Alaska	92
Alaskan Expressions	185	DoTerra/DB	43
Alaskan Gun Guard, LLC	89	Durham School Services	404
Alaskan Tile Setting Inc	145	Edward Jones/SL	411
Allstate - Terri Olsen	120	Eira Cosmetics	183
Amber's Crafty Things	137	Eli's Dyes	76, 77
An Artistic Awakening	114	Emmy Arts	307
Angel Donkey Designs	17	Ezina Designs	180, 181
Arbonne/G	138	Fairbanks Snowmobile Fun Lions Club	305
Arctic Pups Dog Gear	159	Fairbanks Wellness Coalition	187
Arctic Wax Art	13, 14, 29, 30, 31, 56, 57, 192, 193	Firesafe Chimney Service	6
Arcticfox 3d Printing	81	Foiled Again Stained Glass	124
Audrey's Womenswear	302, 303	Forever Linked	50
Aunt Alice's Old Time Sugar Corn	130	Fox Sauce LLC	93
Bag & Boujee	104	Frank's Menswear	302, 303
Beaver Sports	39	Fresh Grab (5\$ Gift Shop)	70
Becky G Dustin	108	Frozen Puddle Artworks	107
Beeswax Bags and Wraps	62	Fruit Bat Studios	60
Beloved Luciole Photography	59	GG Macs	28
Birdhouse Cosmetic Tattooing	40	Granny's Goat Soaps	115, 116
Bitter Sweet Pastries LLC	414	Hand Stitched Furs	419
Blobbify	51, 52	Happy AK	69
Boreal Forest Kiln and Lathe	67, 68	HIS Designs	98
		Hook'd Crafts & 49 Cups	121, 122
		Ice Aged Charcuterie	112
		Icebreaker Creations	401
		J&G's Honey Bees	402

Jams, Jellies and Things	79	Santa Fe Gallery	54
Jan Robson Eide	87	Saucy Sisters	173
Jazzy Gourmet Popcorn LLC	82	Scentsy/T	24, 25
KB Designs 907	21, 22	SeneGence/DM	15
Knotty Little Things	306	Sev's Kennel	117
Koyukuk River Woman & Family	85	Sharp Art Studio LLC	409
Labrador Tea Shop	158	Sipping Streams Tea Co	99
Lady "E"	164	Smell This	157
Lady Blue Lucky Bamboo	42	Solaris Studios	405
Lala Bead Wrap Bracelets	88	Sour Sisters AK	182
Last Otaku	167	Spiral Studio	174
Laura Lyn Photography	169, 170	Starry Dreams Boutique	147
Let Them Eat Cake	35	Stickleback Laser Designs, LLC	86
Lichen	186	Sweet Carolines	144
Little Dipper Boutique - Dot Dot Smile	118	Sweet Rose	111
Little Dipper Chocolates	304	Tammy Holland	109
Lotto Alaska	38	TDT Dog Sports	406, 407
M&H Treasures	131	The Bond Bar	136
Make A Moose AK	45	The Bowtree	3, 4
Malea Inspirations	176	The Cats Meow	83
Mama Kim's Stuffies	403	The Fallen Outdoors	23
Mary Kay/NE	110	The Great Alaskan Bowl Co	18, 19
Midnight Sun Mobile Detailing	37	The Himalayan	162, 420
Moosetard	119	The Scrap Yard	80
My Father's Quilt	172	Theresa Anders Pottery	113
New U Life	413	This & That AK	184
Nice & Bella Fashion Jewelry/J	417	TMD Fine Art	126, 127
Nightingale Goods	20	TNT ENTERPRISE	163
Northern Freeze	189, 190	To the 9s Door Décor/Rebel Wreaths	90
Northern Lotus Designs	188	Tricia Brown Books	301
Northern Whimsy Art Studio	151	Tundra & Associates	53
Old Traditions	55	Tundra Walker Studio	46
Pampered Chef/D	410	Two Fat Chickadees	72, 73
PaperPie/T	94	unBEARied Treasure	106
Permafrost Beards	100	Vibrance Metal Art	161
Perspectives & Possibilities Alaska	418	Wall Art, LLC	105
Phillimore Leather	165, 166	Wandering Turtle Glass Art	95
Powerful Creations	413	We Are Dip Alaska	123
Prince Chiming	154, 155	Wendy Bags and Creations	143
Quinntessentially Crafted	47	Whalebone Watercolors	133
Raven City Studio	1, 2	What the Fluff!	61
Raven Moon Studios	11, 12	Wild Starr Creations and Gifts	129
Renewal By Andersen	102	Wildhaven Wools	91
Revival Designs	191	Wow Jewelry Collection	36
RLC Arts	26	Young Life / YoungLives	415
Robbie Carver / Danger Island Studios	96, 97		
Sample Alaska	16, 16a		