



2025
**A Woman's
Affair**

**Sponsored by
Borealis Med Spa**

KO Productions
PO Box 10705
Fairbanks, AK 99710
(907)474-9082

kourtney@fairbanksevents.com
www.fairbanksevents.com

Welcome and thank you for participating in this year's A Woman's Affair. We have an incredible line up of vendors in this year's show and I know with your help and enthusiasm we will produce a very successful event. So, lets get on with the show!!!

You are looking at the official Woman's Affair packet. It should answer most, if not all, of your questions about the event.

Page 2 **Important Info** PLEASE READ

Page 3 **Licenses, Shipping, Food & Beverage Samples**
What to do if you're handing out samples

Page 4 **Move In Schedule** Move in times and directions.

Page 5&6 **General Information** Times, dates, & the rest of the what-to-do's

Page 7&8 **Vendor List & Space #** List of participating vendors & booth #

Page 9 **Friday Night Sip & Shop** All the Friday night details and changes

Page 10 **Rainprotection Insurance Program information**

FREQUENTLY ASKED QUESTIONS

Where can I get my exhibitor passes?

Passes are to be picked up at check-in during move-in on Friday, April 4.

What are the hours of the show?

Move in :	Friday, April 4,	8am - 5pm
Show Hours :	Friday, April 4,	6pm - 9pm
	Saturday, April 5,	10am - 5pm
	Sunday, April 6,	11am - 5pm
Move out :	Sunday, April 6,	5pm - 10pm

Also don't forget your 2.5 lb. ABC rated fire extinguisher and, if you need electric, a 25' extension cord.



Important Information

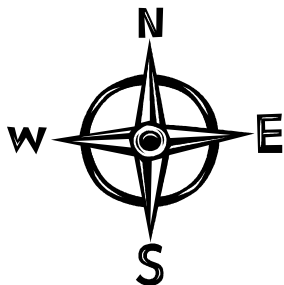
PLEASE READ THE FOLLOWING!!!

- If you require the loading bay for move-in, please know that we will close the loading bay to set up for opening at 3pm on Friday. We need to curtain that area and warm the arena up before doors open to the public at 6pm. If you need to use it, you **MUST** be moved in before 3pm.
- All vendor move-in must take place through the back entrance (Pass Gate) or the loading bay. The front doors will not be open during move-in due to the damage that vendor move-in causes on the carpet in the front lobby. Please park in the back parking lot and come through one of the back entrances.
- If you are not set up and checked in 30 minutes before doors open on Friday, we may give away your space.
- 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.
- If you need to borrow tables or chairs from the Carlson Center, they are available first come, first serve and must be picked up before 5:30pm on Friday. Once the show is open to the public, extra items will be put away and not accessible.
- Do not use any type of tape other than duct tape on the floor of the arena.
- PLEASE take note of the changes to the Friday evening event (page 9).
- Do not break down or move out before the doors close to the public on Sunday. Doing so may result in you losing your space for next year. It is a liability to have vendors moving out while the public is still in the building. Absolutely no carts are allowed through while the public is present.

Advertising

This year KO Productions will spend approximately \$7,000 to advertise A Woman's Affair on the radio, in the newspaper, on social media, and with signage around town. Media co-sponsors bring our advertising value up to nearly \$10,000!

The Radio Station will be our radio co-sponsor. We'll be all over the radio with great coverage before and during the show. Free passes will be given away on the air and the show will be highlighted during these give-a-ways. **Vendor Opportunity** Pre-show radio advertising is a way to let people know you're involved in the event and post radio advertising is a great way to bring customers into your business after the event.. For prices and information call Paul Stitt @ 907-451-5910.



Directions to the Carlson Center

The Carlson Center is located at 2010 Second Avenue

FROM THE:

Airport - take Airport Road East turn North (left) on Wilbur St.

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.

The Center is at the end of Wilbur Street (approx. 3 blocks from Airport Road).

Business Licenses

Remember you must have a copy of your current state and city Business License and any other licenses/endorsements your business requires. 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 Juneau (907) 465-2550
 Or purchased online at www.commerce.state.ak.us/occ/
 Click the Business License...
 Under "Business Licensing"
 Click "Purchase or Renew a Business License"

We will let you determine what other licenses you require based on where your business is located and the type of business you are in but please make sure to do so by the event.

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 Outdoor Show 2010 Second Ave, Fairbanks, AK 99709
2. Put your business name, space number, and my name (Kourtney Shannon) on your shipping form.
3. Schedule delivery for Thursday, April 3 or Friday, April 4.
4. Schedule pick up of any unsold merchandise for 8am Monday, April 7.
5. **Bring a roll of plastic wrap to secure your goods on the pallet for the shipment home and make sure your name and the freight forwarders name is clearly labeled on your return shipment**

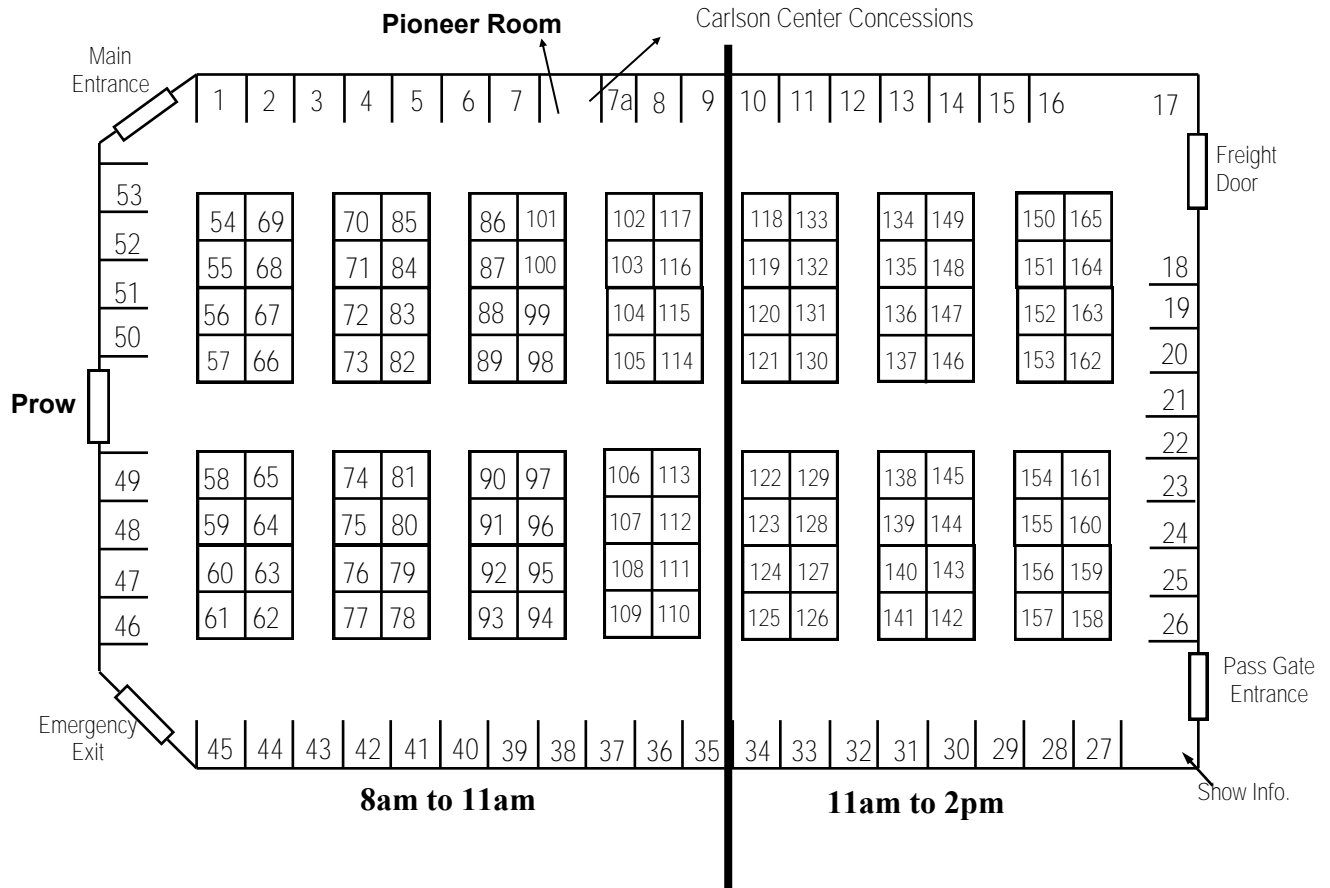
Food and Beverage Samples

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

Give us a call 907-474-9082 if you have questions or need help with anything from accommodations to freight shipping. We want this to be easy and fun for you, as well as profitable.

Move in Schedule

**Can't remember your space number??
It's listed on page 7 and 8 of this packet.**



MOVE-IN PROCEDURES: A move-in schedule has been set up for Friday, April 4. Different move-in times have been assigned to blocks of booths and noted above. These are not requirements, more suggestions to control the flow of traffic coming in. We like to start from front to back. If your time slot does not work for you, come whenever you can between 8 and 5. Move your vehicles away from the entrance as soon as you have unloaded. Only the back entrance (Pass Gate) and loading bay will be open for move-in so please park in the back. The front doors will be locked and not available for vendor move-in.

Exhibitor parking is in the back half of the rear parking lot. Do not park in any other area. Please save the front lot and spaces close to the building in the back lot for customers.

The Carlson Center will be available for additional move-in times on Friday from 2pm to 6pm. The loading bay will be closed at 3pm so we can curtain it off and warm up the arena before doors open. The show will open at 6pm on Friday and all spaces must be set up and ready at this time. If you are not checked in and set up 30 minutes prior to opening, we reserve the right to fill your space without refund.

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, April 6. Please do not bring any cars or trucks to the freight entrance prior to the close of the show.

Confused.....questions.....call us.....474-9082

DATES & TIMES

MOVE IN HOURS

Friday, April 4
8am - 5pm

SHOW HOURS

Friday, April 4
6pm - 9pm
Sat., April 5
10am - 5pm
Sunday, April 6
11am - 5pm

MOVE OUT HOURS

Sunday, April 6
5pm - 10pm

General Information

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. The Fire Marshall checks for fire extinguishers.

BOOTH SPACE:

10'x10' booth rental at the Carlson Center includes: 8' back and side pipe & drape partitions (perimeter 10x10 spaces have 3'side walls) and electric. Tables and chairs are available for use free of charge on a first come, first serve basis. Please arrive early if you need to borrow anything. We will put the stacks of tables and chairs away 30 minutes prior to show opening and they will not be accessible again all weekend so please don't delay if you need one.

There are no height restrictions on constructed booth walls, however **all side walls that are constructed and over drape height must be finished and presentable 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 not be allowed without a battery smoke/fire/co detector inside.

Electrical power will be made available as close as possible to each 10x10 booth space. If you plan on using electricity, be sure to bring a 25' extension chord. The city Fire Marshall requires extension cords to be of 14 gauge 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 placed on the floor of a vendors' 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. Any 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 and duct tape is the only type allowed by the Carlson Center. Some heavy duty adhesives leave a residue that requires professional cleaning and the cost for this would be the responsibility of the vendor.

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, FNSB, and KO Productions will not be responsible for goods left in the building after the designated move out hours. **Exhibitors will be able to restock their booths one hour prior to show opening on Saturday and Sunday.**

EXHIBITOR ENTRANCE AND PASSES: Vendor entrance to the Carlson Center will be through the pass gate. Single space exhibitors will be provided with 4 three day passes and multi-space exhibitors 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 each.

DAY PASSES: Ten day passes have been sent out to all vendors. They're a great way to encourage customers to attend the show. Additional day passes may be purchased for \$2.00. General admittance is \$5. These are not the exhibitor passes that you will use to work your booth. Those you will pick up at check-in so please give these day passes out to customers. **Please note these passes are good for Saturday and Sunday only...they will not be valid for the Friday Night Sip & Shop event.**

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. Carlson Center staff as well as KO Productions will be onsite at all times while people are in the building and the alarm system will be activated when the building is empty. 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 do not have insurance in place, see the last page of this packet.

FOOD & BEVERAGE SAMPLES: The Carlson Center concessionaire reserves the right for all concessions in the facility. Promotional food or beverages are not allowed by vendors without prior approval by Carlson Center management. If you will be handing out food or beverage samples at the show you must contact the Environmental Health Officer at 907-451-2120.

If you buy food from businesses other than the Carlson Center Concessions, please be discreet if you eat the food 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.
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. KO Productions will supply S hooks for hanging from the pipe and drape.

2025 Woman's Affair Vendor List as of February 18

14U Alaska North Stars Softball Team	99	Fairbanks Daily News-Miner	160
ABLEMIDWIFE LLC	56	Fairbanks Hearing and Balance - ENT Clinic	53
AK Buttons and Beads	100	Fairbanks Wellness Coalition	34
Alaska Unlimited	51	Far North Tinctures LLC	106
Alaska Works Partnership	4	FiberFunk	75
Alaskan Beauty Cosmetics	10	Foundation Health Partners	83
Alzheimer's Resource Agency	2	FYNDout Free	85
Amy's Pillows	104	GG Macs	36
An Artistic Awakening	137	Go Easy Sweets and Treats	119
Angel Donkey Designs	17	Goddess Hour	44
Arbonne/G	101	Happy AK	126
Arctic Pups Dog Gear	133	Inner Strength Physical Therapy	47
Arctic Wax Art	12, 13, 15, 16, 134, 135, 148, 149	Integrative Support Solutions	1
Arcticfox 3d Printing	123	Interior Alaska American Legion Post 99	02
Audrey's Womenswear	90, 91	Interior Alaska Center For Non-Violent Living	38
Aurora BOREALIS Ent, LLC	67	J&G's Honey Bees	66
Aurora Counseling & Neurotherapy	48	Jams, Jellies and Things	158
Bag & Boujee	110, 111	Jazzy Gourmet Popcorn LLC	124
Bah Bah Yarn Studio	107	Jmac Creations	147
Beaded Creations Alaska	49	Journey Christian Church	92
Becky G Dustin	27	KB Designs 907	162
Beloved Luciole Photography	157	Knezek.art	150
Beyond the Mirror	43	Knotty Little Things	79
Birdhouse Cosmetic Tattooing	77	Kris Yoder State Farm	141
Body Bright	68	Laborers Local 942	14
Borealis Med Spa	54, 55	Lala Bead Wrap Bracelets	69
Breast Cancer Detection Center	118	Little Dipper Boutique - Dot Dot Smile	73
C ME Designs AK	8	Lori Jean Pottery	117
C&D Perfect Pudding Parfaits	84	Lotto Alaska	78
Cady's Creations	94	Luna's Nocturnal Crafts	95
Carol & Company	97	Make A Moose AK	45
Caroline's Caramel Co	102	Mary Kay/LM	39
Color Street/Faithful Chaos	98	Medical Arts Collaborative	151
Costco Wholesale	18	Midnight Sun Mobile Detailing	31
Curvy Mermaid Clothing Boutique	155, 156	Moana Crystals And Beauty	115, 116
Damsel in Defense/T	9	Moosetard	145
Delightful Fudge	161	Mountain View Eye Center	7
Designs by J	11	My Father's Quilt	24
Dirty Blonde Pottery	33	NAMI	23
Doggy Decadents	42	Napa Auto Parts	138
DoTerra/DB	41	Natural Alaska	82
Doxies2Danes	146	Nightingale Goods	19, 20
Durham School Services	87	North Pole Physical Therapy	103
Edward Jones Investments/D	5	Northern Freeze	163, 164
Effulgence Electrolysis	165	Northern Whimsy Art Studio	93
Eira Cosmetics	57	Obelus Designs & Delights	88
Elevate Wellness Center	74	Old Traditions	52
Fairbanks Barbell Club	108	PaperPie / Annie's Bookshelf	89
		Party Planet	32
		Passionate Gem	109
		Perspectives & Possibilities Alaska	37

Vendor List Continued...

Peters Ranch	140
Powerful Creations	153
Prospector Outfitters	60, 61, 62, 63
Raven Moon Studios	113
Renewal By Andersen	152
Resource Center for Parents & Children	120
Revival Designs	50
Rodan & Fields/R	96
Salsa of the North	49
Santa Fe Gallery	86
Scentsy/T	25
Simple Alaskan Soap Suds	105
Sipping Streams Tea Co	28
Smell This	3
Solaris Studios	6
Solstice TaeKwon-Do Club	coat check
Stone Soup Café	01
Sweet Rose	35
Tamara Martz Designs	144
Tanana Valley State Fair Association	136
Tangled Ptarmigan Fibers	50
That Stranger You Know LLC	76
The Barren Co	93
The Bond Bar	40
The Bowtree	58
The Cats Meow	114
The Dainty Marigold	69
The Happy Hippie	129
This & That AK	142
TMD Fine Art	21, 22
TNT ENTERPRISE	122
Tundra Walker Studio	125
Two Fat Chickadees	64, 65
UAF Cooperative Extension Service	26
We Are Dip Alaska	81
Wendy Bags and Creations	130
Whalebone Watercolors	121
Wild Alaska Thread Co.	70
Wildhaven Wools	139
Young Life / YoungLives	46

Friday night at

A Woman's Affair

April 4 - 6pm to 9pm

Sponsored by
Robinson & Ward, Certified Public Accountants



Sip & Shop

The Sip & Shop will take place from 6pm to 9pm and all booths will be open for business during the event. There will be multiple food and drink stations around the arena for people to purchase from as well as a few rolling snack/beverage carts. People will have the choice between cocktails and mocktails and they will walk around and shop while they sip! If your friends ask about the changes from last year, please let them know that we have added more drink stations and the rolling carts to reduce wait times in lines.

Purchasing Food or Drinks

There is no additional cost for you or your staff to man your booth on Friday night; however, if you intend on drinking the alcoholic/non-alcoholic options or eating the food, you must purchase those items. In the past we have offered vendor pricing on the wine tasting tickets. Now that tickets are \$20 and include entry, a weekend pass, and a free drink coupon, it doesn't make sense for you as a vendor to buy a ticket from us. You don't need to pay entry or receive the weekend pass because you are a vendor and already have your exhibitor pass. Even if we discounted vendor tickets to \$15, you'd basically be paying more for the free drink coupon than it would cost to just go buy a drink. We hope this makes sense but if you have questions, just ask!

We will have someone checking vendor IDs at our table from 5pm-6pm so you can get a wristband if you'd like to purchase alcohol. You will not be able to purchase alcohol without a wristband and we don't want you to have to stand in the entrance line with the public to get your ID checked so we are giving you the chance to get it done early. Again, if you want to drink that evening, you MUST come to the Show Info table between 5pm-6pm to get your ID checked and get a wristband.

Door Prize

If you'd like to give away a door prize on Friday night, we'll mark your location with a balloon so the public knows you have a drawing. You will be responsible for supplying your own door prize tickets as well as collection of the entries and the distribution of the prizes. This is a great way to be part of the fun and draw attention to your booth. Just let us know by March 15 if you will be having a door prize drawing so we can order the correct number of balloons. **Please do not bring your own balloons.** We accept the responsibility with the Carlson Center for the balloons we place but vendors are not allowed to bring their own.



Exhibitor Liability Insurance Program

We strongly recommend that all our show exhibitors carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance should be in force during the lease dates of the event, April 2-7, 2025, naming KO Alaska LLC dba KO Productions (P.O. Box 10705 Fairbanks, AK 99710) as the certificate holder. The following must be named as additional insured: KO Alaska LLC dba KO Productions and Carlson Center.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for \$99 (plus any applicable taxes).

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=AazvoUxM0Zc\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=AazvoUxM0Zc$)

After reading the above information, you may still choose to provide your own insurance. Please have proper coverage for events such as this to protect yourself.

Sales@rainprotection.net