

KO Productions

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2025 Outdoor Show Vendor Packet

Welcome and thank you for participating in the Outdoor Show. We have an incredible lineup of businesses and agencies in this year's show and we know with your help and enthusiasm, we will produce a very successful event. This is the official Outdoor Show packet and it should answer most, if not all, of your questions about the event.

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|----------|---|
| Page 2 | Important Info and Advertising |
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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, Apr 24 8am -7pm

Friday, Apr 25 8am - 2pm

Show Hours:

Friday, Apr 25 2pm - 7pm

Saturday, Apr 26 10am - 6pm

Sunday, Apr 27 11am - 5pm

Move-out:

Sunday, Apr 27 5pm -10pm

*** Booth fees were due in full Mar 1. For those of you that have an outstanding balance, we have emailed a statement. If you do not receive a statement, you are paid in full.**

REMEMBER: All exhibitors must have an Alaska State Business License and a 2.5 lb. ABC rated fire extinguisher their booth.

Important Information

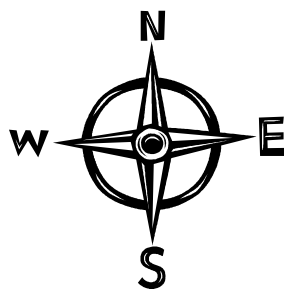
PLEASE READ THE FOLLOWING!!!

- If you require the loading bay for move-in, please know that we will close the loading bay to set up for opening at 11am on Friday. We need to curtain that area and warm the arena up before doors open to the public at 2pm. If you need to use it, you **MUST** be moved in before 11am.
- 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 a bulk vendor and would like to move in on Wednesday afternoon, please contact us to set up a time.
- If you are not present 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 the show opens on Friday. Once the show is open to the public, extra items will be put away and not easily accessible.
- Do not use any type of tape other than duct tape on the floor of the arena,
- 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.
- When parking for show days, only park in the back half of the back lot. Leave the full front lot and the half of the back lot closest to the building for your customers. The parking lot fills up for this event and you don't want to lose business because people couldn't find good parking. Park as far back as you are physically able and save the good spots for the public!

Advertising

This year KO Productions will spend approximately \$7,000 to advertise The Outdoor Show 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 @ 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 at this time.

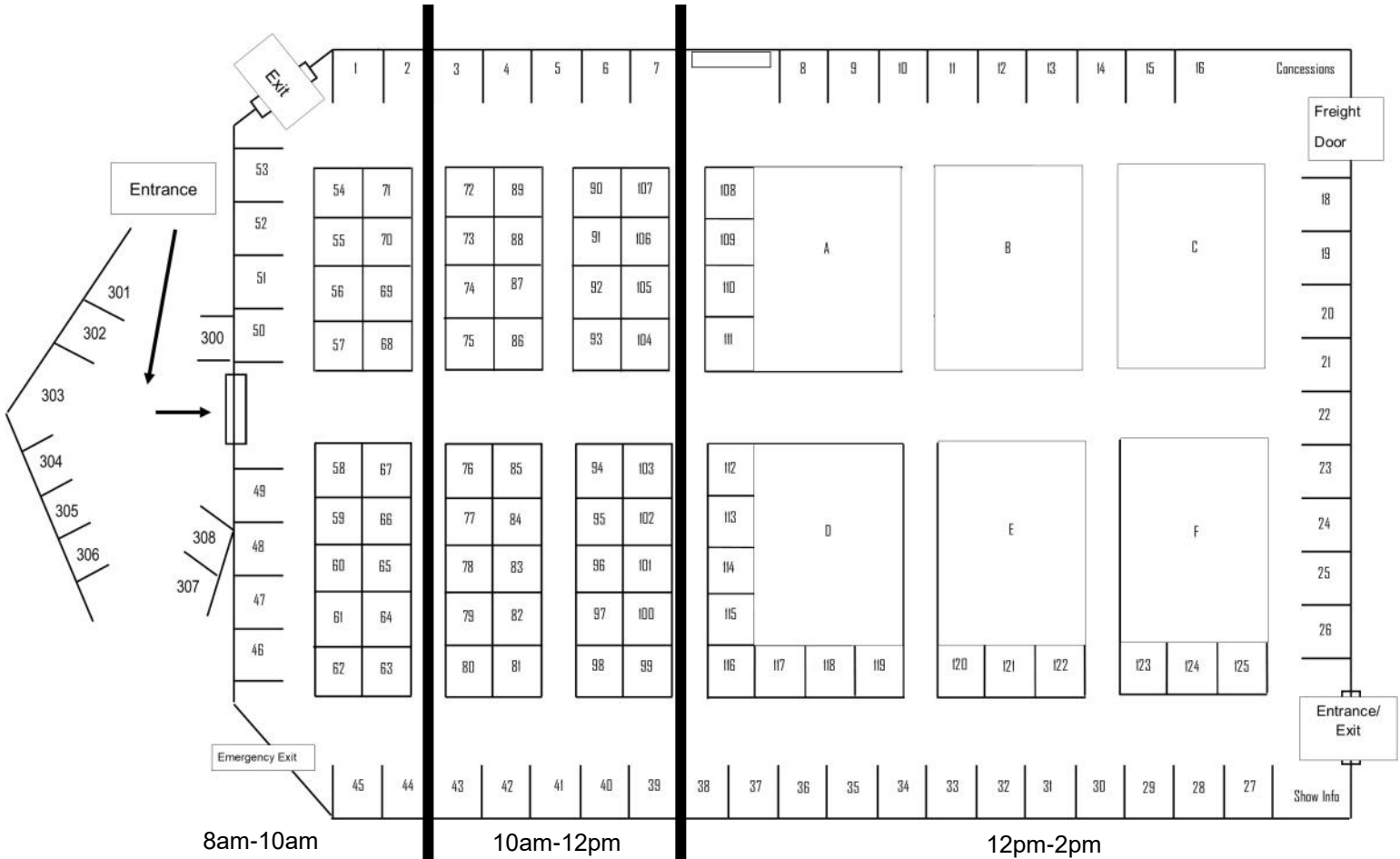
Shipping Information

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 Wednesday, April 23 or Thursday, April 24
4. Schedule pick up of any unsold merchandise for 8am Monday, April 28
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**

Give us a call 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.

Thursday, April 24 Move-In Map



Can't remember your space number? See page 7 and 8 of this packet.

MOVE-IN PROCEDURES: To ease congestion, a move in schedule has been set up for Thursday, April 24. Different move-in times have been assigned to blocks of booths and noted above. If your time does not work for you, you are welcome to move in whenever you'd like between 8am and 7pm. The schedule is not set in stone, just an attempt to create some sort of order. Please enter through the back entrance (Pass Gate) or loading bay when moving in. The front entrances will not be open and available for move-in. **The freight door will be closed at 11am on Friday and only the Pass Gate will be available for move-in until 2pm when doors open to the public.** Move your vehicles away from the 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. Save the front lot and the half of the back lot closest to the building for your customers.

The Carlson Center will be available for additional move-in times on Thurs. from 4pm to 7pm and Fri. from 8am to 2pm (loading bay until 11am). The show will open at 2pm on Friday and all spaces must be set up at this time. If you are a bulk vendor in spaces A-F and would like to move in on Wednesday afternoon, please contact us to schedule a time.

MOVE-OUT PROCEDURES: Per show policy and 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 27. 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? See shipping information on page 3.

Confused.....questions.....call us.....907-474-9082

**Dates
And
Times**

General Information

MOVE-IN HOURS

**Thurs., April 24
8am - 7pm**

**Friday, April 25
8am - 2pm**

SHOW HOURS

**Friday, April 25
2pm - 7pm**

**Saturday, April 26
10am - 6pm**

**Sunday, April 27
11am - 5pm**

MOVE-OUT HOURS

**Sunday, April 27
5pm - 10pm**

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

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: Main arena and Prow booth rental at the Carlson Center includes 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 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. **Booth roof coverings of any kind will require a smoke detector inside.**

Tables and chairs are available on a first come, first serve basis at the Carlson Center. We urge you to get them promptly as there are limited quantities available....if you are a late, last minute move-in, we can't guarantee that there will be one there for you. Extra items are put away and no longer accessible 30 minutes prior to show opening on Friday.

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 vendors booth must be taped down with duct tape only.

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 vendor's responsibility. Please only use duct tape as other adhesives leave a residue that the vendor may need to pay the Carlson Center to have removed.

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

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. Single space exhibitors will be provided with 4 three day passes and bulk/multi-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 by vendors at a discounted rate of \$2.00 (full price is \$5). If you're interested, let us know how many you need and we will get them to you.

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.

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 451-2111.

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 provide S hooks for hanging from the pipe and drape.

2025 Outdoor Show Vendor List as of March 14

| | | | |
|---|-----------------------------|-----------------------------------|-----------|
| Advocates for Safe Alaska Highways | 59 | Carol & Company | 85 |
| Afishunt Charters | 57 | Catch A Lot Charters | 63 |
| Alaska Army National Guard | 42 | Chitina Dipnetter's Association | 53 |
| Alaska Copper Ammo Challenge | 23 | Class 5 Boatworks, LLC | Bulk A |
| Alaska Correctional Officers Association | 101 | Clear Water Docks LLC | 84 |
| Alaska Department of Natural Resources | 308 | Copper River Guides | 62 |
| Alaska Dept of Fish & Game | 87 | Costco Wholesale | 18 |
| Alaska Diesel Electric | 64 | Craig Taylor Equipment | 44 |
| Alaska Division of Forestry & Fire Protection | 77 | Cutco Cutlery/P | 71 |
| Alaska Dream Adventures | Front Lot | Delightful Fudge | 81 |
| Alaska Fishing and Raft Adventures | 306 | Denali Park Zipline | 72 |
| Alaska Fun Center | 120, 121, 122, Bulk Space E | Denali Raft Adventures | 123 |
| Alaska Lakes and Rivers Guided Expeditions | 124 | Denali Tactical Knives | 107 |
| Alaska Mental Health Trust Land Office | 105 | Diamond Spear | 61 |
| Alaska Outdoor Council | 8 | Discover Valdez | 78 |
| Alaska Spiritwear LLC | 36 | Doggy Decadents | 33 |
| Alaska Trappers | 52 | Durham School Services | 39 |
| Alaska Unlimited | 118 | Eagle's Rest RV Park & Cabins | 108 |
| Alaska Vein Care | 100 | Epic Kayak Ultimate, NPO | Front Lot |
| Alaska Waste | 32 | Explore Fairbanks | 89 |
| Alaska Wildlife Images | 25 | Fairbanks Police Department | 66 |
| Alaskan Adventures Unlimited, LLC | 47 | FINN | 117 |
| Anderson Products | 109 | Fish Central | 125 |
| Ankhiale Outdoors | 10 | Fishe llc | 95 |
| Arbonne/G | 41 | Fox Sauce LLC | 116 |
| Arctic Pups Dog Gear | 106 | Gene's Chrysler Jeep Dodge | Bulk F |
| Arctic Wax Art | 35 | Global Credit Union | 68 |
| Arcticfox 3d Printing | 92 | Great Alaska Tree Cutting | 13 |
| Asgard Accessories | 307 | Great Alaskan Holidays | Front Lot |
| AutoScott Services LLC | 90 | Handy Bonk Landing Net, LLC | 15 |
| Beloved Luciole Photography | 40 | Homer Baycrest KOA | 55 |
| Big Ray's | 79 | Hydrovac Pro & Septic Pro | 60 |
| Blackhawk Works | 29 | Interior Gas Utility | 24 |
| Boat Alaska | Front Lot | Interstate Batteries of Anchorage | 302 |
| Boat Shop Inc | Bulk D | Jams, Jellies and Things | 94 |
| Bottom Line Charters | 111 | Jazzy Gourmet Popcorn LLC | 91 |
| Bureau Of Land Management | 305 | Kris Yoder State Farm | 300 |
| C&D Perfect Pudding Parfaits | 113 | Kuiu | 26 |
| Camper Valley RV | Bulk B | Kumon of Fairbanks | 1 |
| Captain Steve's Fishing Lodge | 20 | Labrador Tea Shop | 86 |
| | | Lotto Alaska | 112 |
| | | MAC Federal Credit Union | 4 |
| | | Mahay's Jet Boat Adventures | 7 |

| | |
|--|-----------|
| Mat-Su Convention & Visitors Bureau | 73 |
| Midnight Sun Mobile Detailing | 56 |
| Moana Crystals And Beauty | 114 |
| Moosetard | 76 |
| Mosquito Authority | 88 |
| Mr. D's Pest Solutions | 104 |
| Northern Freeze | 69 |
| Old Traditions | 2 |
| PacBak Inc | 16 |
| Powered By Green Fuel | 304 |
| Powerful Creations | 19 |
| Renewable Energy Systems | 50 |
| Renewal By Andersen | 93 |
| Resident Hunters of Alaska | 54 |
| Robbie Carver / Danger Island Studios | Front Lot |
| RW's Fishing/ Big Eddy Resort | 83 |
| Santa Fe Gallery | 119 |
| Scentsy/S | 67 |
| Soldotna Chamber of Commerce | 58 |
| Stan Stephens Glacier & Wildlife Cruises | 46 |
| SubZero Holsters | 82 |
| The Fallen Outdoors | 3 |
| TMD Fine Art | 21 |
| Trike Alaska | 303 |
| Vernon L Nash Antique Auto Club of Fairbanks | 11 |
| Victorinox Knives From ENDEAVORS | 98 |
| Villa Del Palmar Loreto | 97 |
| Visit Anchorage | 74 |
| We Are Dip Alaska | 116 |
| White Spruce Trailer Sales | Front Lot |
| Wild Coast Alaska | 301 |
| Woody's Alaskan Adventure | 43 |



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 23-27, 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

Email us at the address below to request coverage and we will reply with the link to purchase. Liability Insurance Pricing starts at \$99 and may slightly increase depending on the state your company is domiciled.

Sales@rainprotection.net

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.

Rainprotection is an Authorized Official Insurance Supplier for KO Alaska LLC dba KO Productions.