



2026
A Woman's
Affair

Sponsored by
Borealis Med Spa

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

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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 17.

What are the hours of the show?

Move in :	Friday, April 17,	8am - 5pm
Show Hours :	Friday, April 17,	6pm - 9pm
	Saturday, April 18,	10am - 5pm
	Sunday, April 19,	11am - 5pm
Move out :	Sunday, April 19,	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

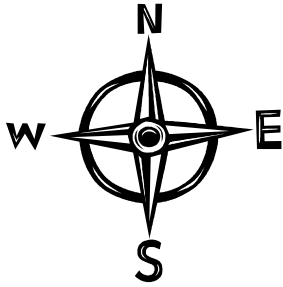
PLEASE READ THE FOLLOWING!!!

- 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.

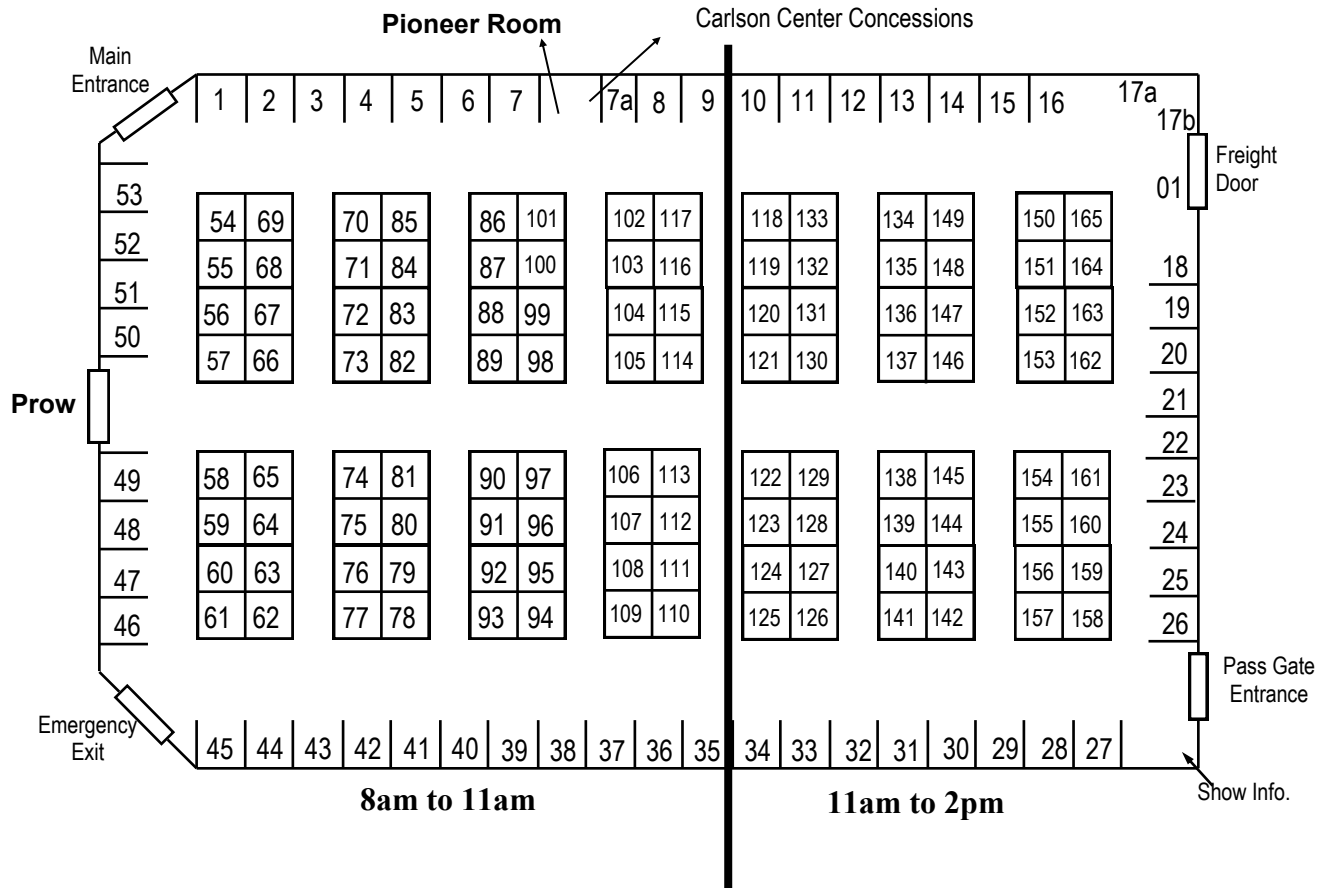
Shipping Information

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 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 16 or Friday, April 17.
4. Schedule pick up of any unsold merchandise for 8am Monday, April 20.
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**

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

Contact us with any questions! Kourtney@fairbanksevents.com

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 management will be onsite at all times while people are in the building and the building secured when the last person exits. 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.

2026 Woman's Affair Vendor List as of March 13

ABLEMIDWIFE LLC	56	Durham School Services	88
Adventure Harvest LLC	140	Edward Jones Investments/D	5
Alaska Behavioral Health	42	Effulgence Electrolysis	165
Alaska Goldworks LLC	8	Eirwen's Nature LLC	154
Alaska Vein Care	123	Elevate Higher Wellness and Beauty	95
Alzheimer's Resource Agency	76	Elevate Wellness Center	79
An Artistic Awakening	137	Enchant Away Travel with Angela	100
Ann Marie Sweeney MTOM, Dipl OM, Lac	17a	Fairbanks Daily News-Miner	152
Anne's Creations	46	Fairbanks Hearing and Balance - ENT Clinic	53
Arbonne/HB	101	Fairbanks Wellness Coalition	34
Arctic Wax Art	12, 13, 15, 16, 134, 135, 148, 149	Far North Tinctures LLC	106
AT&T	60	Fireweed & Cedar Wellness Collective	7
Audrey's Womenswear	90, 91, 96, 97	FNSB Air Quality	36
Aurora Bakery	61	Foundation Health Partners	83
Aurora Counseling	48	FYNDout Free	85
Bee Line Espresso	44	Gluten Free Frontier	115
Beloved Luciole Photography	157	Happy AK	126
Birdhouse Cosmetic Tattooing	77	Hobbs3D	80
Bishop's Jewelry Gallery	105	Hot To Trot	99
Blooming Integrative Psychiatry	143	Inner Strength Physical Therapy	47
Body Bright	68	Integrative Support Solutions	4
Borealis Med Spa	54, 55	Interior Alaska Center For Non-Violent Living	38
Breast Cancer Detection Center	118	J&G's Honey Bees	66
Building Blocks	67	Jams, Jellies and Things	158
C&D Perfect Pudding Parfaits	84	Jazzy Gourmet Popcorn LLC	124
Cady's Creations	94	Jilly's Jellies/Crowley Crafts	151
Candy's Northern Creations	6	Jmac Creations	147
Carol & Company	109	Journey Christian Church	92
Caroline's Caramel Co	102	Kalia Jewelry	51
Chuck Wagon	71	KB Designs 907	162
CJ Studios	117	Knotty Little Things	49
Color Street - Forget Me Not Nails	98	Kris Yoder State Farm	141
Confident by Olivia Yvonne	136	Laborers Local 942	14
Costco Wholesale	18	Lala Bead Wrap Bracelets	69
Curvy Mermaid Clothing Boutique	155, 156	Lathrop Football Booster Club	159
Damsel in Defense/T	9	Lifewave Patches	112
Delight Within Transformative Nurse Coaching	30	Little Dipper Boutique - Dot Dot Smile	73
Dirty Blonde Pottery	33	Lotto Alaska	78
DoTerra - That Essential Place/DB	41	Make A Moose AK	45
Doxies2Danes	138	Mary Kay/LM	39
		Medical Arts Collaborative	119, 120, 131, 132
		Midnight Sun Mobile Detailing	31
		Midnight Sun Prints	19

Vendor List Continued...

Moosetard	145	The Bowtree	58
Mountain View Eye Center	113	The Cats Meow	114
My Father's Quilt	50	The Dainty Marigold	69
NAMI	24	The Happy Hippie	129
Nanny's Notions	59	The Himalayan	133
Natural Alaska	82	The Ivy Bookshop	87
Nice & Bella Fashion Jewelry/J	11	The Mineshaft AK	146
Nixx Crochet	75	The Scrap Yard	144
North Pole Craft Queens	46	The Tattooed Stylist	26
Northern Freeze	163, 164	TheraVibe Health & Wellness LLC	127, 128
Northern Lotus Designs	27	Thick Madame Body Oil	108
Northern Prism & Sew Alaska	110	This & That AK	142
Northern Whimsy Art Studio	57	TMD Fine Art	21, 22, 23
Old Traditions	52	Trailblazer Expeditions LLC	160, 161
Ook-Wick	10	Trinkets & Treasures AK	32
Pamela's Cottage	43	Trueheart	122
Pampered Chef/MT	17b	Tundra Walker Studio	125
PaperPie / Annie's Bookshelf	89	We Are Dip Alaska	81
Passionate Gem	1	Wendy Bags and Creations	130
Perspectives & Possibilities Alaska	37	Whalebone Watercolors	121
Pillows by Amy	104	Wild Alaska Thread Co.	70
Powerful Creations	153	Wildfire Bookshop	111
Pure Haven/MT	17b	Windancers	107
Quintessentially Crafted	2	Woodland Wellness Center	116
Renewal By Andersen	150		
Resource Center for Parents & Children	103		
Rustic Sage Trading Co.	62, 63		
Salsa of the North	35		
Santa Fe Gallery	86		
Save Our State	29		
Scentsy/T	25		
Sipping Streams Tea Co	28		
Smell This	3		
Star Glow USA	72		
Starry Dreams Boutique	93		
Stone Soup Café	01		
Sweet Rose	74		
TAKENYA	64, 65		
Tanana Valley State Fair Association	139		
The Barren Co	57		
The Bond Bar	40		



Friday night at

A Woman's Affair

Sip & Shop!

April 17 - 6pm to 9pm

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 previous years, 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 26 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.



We strongly recommend all 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 17-19, 2026, naming KO Alaska LLC dba KO Productions (P.O. Box 10705 Fairbanks, AK 99710) as the certificate holder. The following should be named as additional insured: KO Alaska LLC dba KO Productions, and FNSB 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=o9fhdTEYMpo\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=o9fhdTEYMpo$)

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