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2026 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 12, 8am – 8pm
Friday, November 13, 8am – 12pm

Show hours: Friday, November 13, 12 noon - 7pm
Saturday, November 14, 10am - 6pm
Sunday, November 15, 11am - 5pm

Move-out: Sunday, November 15, 5pm -10pm

REMEMBER:
All exhibitors must have a 2.5 lb. ABC rated fire extinguisher in their booth. Make sure it's not expired!
If you will be using electric, please bring a 25' extension cord. Your plug may be in the neighboring booth.

Important Changes and Rules

- We no longer have the option to pay to take the ice out for our events. Therefore, … 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 ice perimeter (please see the outline of the ice perimeter on page 4), you will have a 2-3" lip between you and your neighbor. There will be ramps at each aisle and the sides of each ramp will be marked to eliminate trip hazards. To the vendors on the outer edge of that lip… if you'd rather not have a garbage, cone, 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.

- WiFi is provided but service is not guaranteed so if you depend on it for your sales, we suggest a backup plan such as a personal hotspot or cellular service.

- If you are in a 10x6 perimeter space, please see the map and look for the green lines. The bleachers stick out a bit more than planned when they remodeled the arena so if you can make use of that within your space, that would really help to keep aisles as wide as possible. If it's just not possible, you can come out your full 6' but that could cause more congestion. We have table risers if you'd like to put the back legs of your table on the step and risers under the front legs. It's also deep enough to house a shelf or other shallow display. Sorry for all of these inconveniences… we don't like them either!

- 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 stay within your allotted space. This includes your booth setup and your workers. We cannot allow you to be out, even if it's just a little, because if everyone comes out a little, we lose a lot of aisle space. When the aisles are too congested, customers get annoyed. No pulling people out of the aisles and away from other vendors unless they are already at your booth.

Please read the rest of this packet in full as there are more important rules to follow.

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 12.
4. Schedule pick up of any unsold merchandise for 8am Monday, November 16.
5. **Be sure and bring a roll of plastic wrap to secure your goods on the pallet for the**
6. **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”

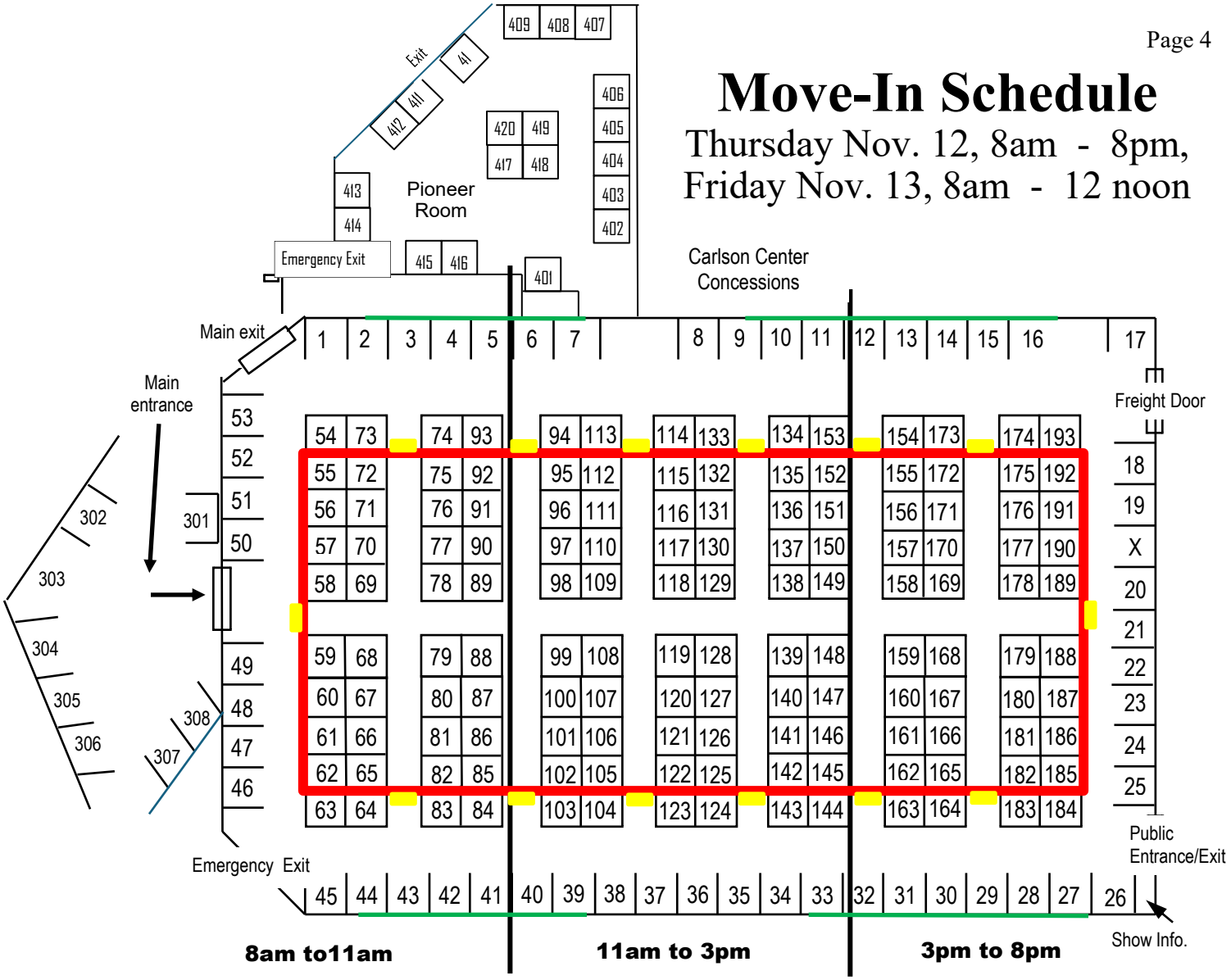
Packaged Food Sales and Food/ Beverage Samples

If you are selling food or drinks, please note that all food and beverage items must be sold prepackaged and intended for off-site consumption. No items may be made to order. No cooking, warming, cooling, mixing, or preparation of any kind may take place on-site at the Carlson Center.

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. Full sized promotional food and beverage items must be approved by Carlson Center management.

Move-In Schedule

Thursday Nov. 12, 8am - 8pm,
Friday Nov. 13, 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. **Yellow boxes** indicate ramps onto the ice. Green lines indicate bleachers that stick out a little into perimeter booths. We have table risers if you'd like to put your table up on the bleacher step. It can also be used for a shelf or other narrow display. Phew… a lot of specifics in this show!

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. If you are not fully set and ready by opening, 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. No carts of any kind are allowed in the building before 5pm.

General Information

Things You Need to Know....

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 (and checks their expiration dates).

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. We utilize radio, social media, street signs, and other local forms of advertising. Please like and share the Facebook event to help spread the word even more!

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. 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 AND BEVERAGE CONSUMPTION: 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 or vaping indoors will be banned from future shows.
2. Exhibitors using sound equipment will limit the volume to their own booth area.
3. **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.
4. All decorations (cut trees, branches, artificial garland, etc.) must be fire retardant or sprayed with a fire retardant.
5. No open flames may be used at any time in a vendor booth.
6. Nothing is to be pinned to the booth drapes. Exhibitors must supply their own hanging racks.

Vendor list as of October 13, 2026

-40 Guitar Shop 164
Adventure Harvest LLC 61
AK Creekside Design 177
AK Ulu Sales 408
AK Venture + AK Mamas 300
AK-GAL Designs 190
Alaska Aurora Arts 90, 91
Alaska Blacksmithing 58
Alaska Dream Adventures 66
Alaska Fur Enterprises 148
Alaska Goldworks LLC 127
Alaska Horn & Antler 62
Alaska Life Designs 8, 9, 10
Alaska Powerful Creations 415
Alaska Snowflakes 179
Alaska Spiritwear LLC 139, 140, 141
Alaska Vein Care 76
Alaska Wildlife Images 134
Alaskan Creations 174
Alaskan Dream Botanicals 75, 76
Alaskan Expressions 48
Alaskan Gun Guard, LLC 89
Alaskan Native Treasures LLC 4
An Artistic Awakening 114
Angel Donkey Designs 17
Arbonne/HB 138
Arctic Skin Co. 419
Arctic Wax Art 13, 14, 29, 30, 31, 56, 57, 192, 193
Art by Chantelle Marie 36
Audrey's Womenswear 106, 107
Aurora Bakery 129
Aurora Metal and Glass 47
Beauty Way Alaska 35
Beloved Luciole Photography 59
Biome Bakery 406
Birdhouse Cosmetic Tattooing 150
Bishop's Jewelry Gallery 72, 73
Blobbify 51, 52
Bluebirds Golden Jewels 152
Boreal Forest Kiln and Lathe 67, 68
Brecht Studio 149
Butterflies 2 Go 1, 2
C&D Perfect Pudding Parfaits 71
Cady's Creations 156
Candy's Northern Creations 136
Carol & Company 84
Caroline's Caramel Co 144
Chugiak Creations 3
CJ Studios 118
Color Street/Christina 416
Crafted in Chaos 301
Crowded Garage Workshop 74
Cruise Planners - Tropics and Beyond 38
Curvy Mermaid Clothing Boutique 64, 65
Cutco Cutlery/P 103
Damsel in Defense/T 5
Debra Lynne Designs 417
Deb's Para Cord 407
Denali Dreams Soap Co. 128
Denali Tactical Knives 178
Doggy Decadents 44
Dogwood Studio Alaska 173
DoTerra - That Essential Place/DB 43
Durham School Services 404
Eirwen's Nature LLC 69
Ellen Million and Elva Birch 49
Emmy Arts 162
Enchant Away Travel with Angela 23
Fairbanks Collects 16, 16a
Fairbanks Wellness Coalition 405
Fireweed & Cedar Wellness Collective 159
Fitzpatrick's Fine Woodworking 105
Flowers Under Candlelight 157
Foiled Again Stained Glass 124
Forever Linked 50
Fox Sauce 93
Frozen People LLC 37
Geekery Handmade 186
Gluten Free Frontier 142
Golden Heart Granola 27
Goodies by Gabby 160
Grizzly Stitches LLC 34
Hanalima AK Co 70
High Latitude Style LLC 401
HIS Designs 98
Holy Dog Pet Boarding, Inc. 410
Homestead Handicraft 307, 308
J&G's Honey Bees 402
Jams, Jellies and Things 79
Jan Robson Eide 87
Jazzy Gourmet Popcorn LLC 82
Jmac Creations 131, 132
KB Designs 907 21, 22
Kinuko and Friends LLC 191
Kismet Art and Soul 137
Lady "E" 167, 168
Lala Bead Wrap Bracelets 88
Last Otaku 109
Laura Lyn Photography 169, 170

Lotto Alaska 153
M&H Treasures 120
Make A Moose AK 45
Malea Inspirations 176
Mama Kim's Stuffies 403
Mari in the Sky LLC 15
Matanuska Pens with WTF Laser Designs 85
Midnight Sun Prints 171
Monty's Mink Blankets 303, 304, 305
Moonflower Fiber Art 6
Moosetard 119
My Father's Quilt 172
Nanny's Notions 95
Nena's Creations 180, 181
Nice & Bella Fashion Jewelry/J 94
North Pole Cracker Company 418
Northern Freeze 189
Northern Lights Sugar & Spice 420
Northern Lotus Designs 188
Northern Wolf Pack Studios LLC 92
Old Traditions 55
Orra Butter 411
Pamela's Cottage 147
PaperPie / Annie's Bookshelf 104
Permafrost Beards 100
Phillimore Leather 165, 166
Prince Chiming 154, 155
Qiveut Designs 158
Quinntessentially Crafted 60
Raven Moon Studios 11, 12
Renewal By Andersen 102
Riverboat Discovery 130
RLC Arts 26
Robbie Carver / Danger Island Studios 96, 97
Rod's Alaskan Guide Service 302
Salsa of the North 86
Santa Fe Gallery 306
Santa's Helpers 40
Scentsy/T 24, 25
Senior Wish Tree/Emblem Club 02
Sev's Favorite Flavors 117
Shyine Designs 151
Sipping Streams Tea Co 99
Smell This 108
Solstice TaeKwon-Do Club coat check
Someday is Today, LLC 39
Star Glow USA 182
Starry Dreams Boutique 81
Stepping Out 183
Stetson Sisters LLC 7
Stone Soup Café 01
Sweet Rose 412, 413, 414
The Alaska Nut House 41
The Bond Bar 135
The Bowtree 121, 122
The Cats Meow 83
The Dainty Marigold 101
The Great Alaskan Bowl Co 18, 19
The Ivy Bookshop 175
The Mineshaft AK 125, 126
The Scrap Yard 80
The Tattooed Stylist 32, 33
Theresa Anders Pottery 113
This & That AK 184
Tide and Timber Salt Co 28
Tiny Toad Trading Co 409
TMD Fine Art 110, 111, 112
TNR Group 187
Trailblazer Expeditions LLC 115, 116
Trueheart 163
Tundra & Associates 53
Tundra Walker Studio 46
UAF Face-off Club 42
unBEARied Treasure 78
Vibrance Metal Art 161
Wandering Turtle Glass Art 133
We Are Dip Alaska 123
Wendy Bags and Creations 143
Wildfire Bookshop 145, 146
You-Pick Crafts 20

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, November 12-15, 2026, 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 Fairbanks North Star Borough 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=4jFdbPWCKX4$

While completing the online application, DO NOT check any boxes unless it specifically relates to what you will be doing at your booth at the event

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.

sales@rainprotection.net