



Alaska
Botanical
Garden

2018 VENDOR APPLICATION: FOR: Spring Conference

Thank you for your interest in becoming a vendor at ABG's Spring Conference! This document is designed to ensure a positive experience for all and answer most questions. Please review, complete, and sign this agreement and attached application form. **If you have any questions, please call or email Brooke Wegner at 907-770-3692 ext. 0 or garden@alaskabg.org.** Applications are reviewed to ensure a balance of products and services that complement ABG's mission and programs. You will be contacted within two weeks to confirm selection, or, if you are not selected, to refund your application fee. Thank you again for your interest!

Vendor Information:

Business Name _____

Contact Name _____ Alternate Contact _____

Phone # _____ Alternate Phone # _____

Email Address _____ Business Website _____

Facebook Name _____ Twitter Account _____

Address _____

Product / Service Description: _____

Please email a camera ready logo for cross promotional purposes to garden@alaskabg.org.

NOTE: Please submit photographs of your products with this application for jurying process.

Are you a returning vendor? Yes No

Do you need any special accommodations with regard to site access? Yes No

Please Describe:



Vendor Registration:

- A single site is a 6' or 8' table. A double site is two 6' or two 8' tables.
- One table and two chairs are included in the single site vendor fee and two tables and four chairs are included in the double site vendor fee.
- If you would like to pay business member (vendor) dues please put an x on the business member dues line and add \$100 to your total. To receive the business member rate you must have paid 2015 business member dues of \$100.
- Business Member (vendor) benefits include a discount on vendor fees, two Business Member passes for free entry at ABG and recognition at the events in which you are participating (business name listed in spring conference program). Business members are also entitled to all member benefits. A list of these benefits can be found at <http://alaskabg.org/get-involved/membership/>

Spring Conference: March 3rd 9:30am-4pm
 at Alaska Botanical Garden in Conjunction with Benny Benson Secondary School

Set up 8am; break down 4pm

Please circle the cost and site size for your organization:

501(c)(3) Non-profit or Garden Club	Single Site - \$50.00
ABG Business Member (vendor) (have paid 2017 dues of \$100)	Single Site- \$75.00
All Other Businesses	Single Site - \$100.00
*Business Member (vendor) Dues - \$100	

*If you would like to pay Business Member dues at this time please circle the business member dues.

Please indicate if you would like to purchase advertising space in the program:

<input type="checkbox"/> Full page in program (4.75" x 7.75") - \$375	*Back outside cover - \$425
<input type="checkbox"/> Half page in program (4.75" x 3.8125") - \$200	*Back inside cover - \$400
<input type="checkbox"/> Quarter page in program (2.3125" x 3.8125") - \$150	*Front inside cover - \$400

*Please contact Brooke for availability of these advertising spaces 907-770-3692 ext 0.

Spring Conference Early Bird Registration (price valid until 2/10/18):

If you wish to attend the conference and the sessions please register for the conference below and circle your lunch preference.

\$50 X # of attendees _____

Vegetarian Sandwich _____ Meat Sandwich _____

Total _____



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Vendor Rules: Please read carefully. Your signature constitutes agreement with these rules:

- ❖ Only one business or organization per site (no shared sites), unless authorized by ABG staff.
- ❖ Please maintain clean sites: “Leave No Trace” when packing up. Reuse, reduce, recycle.
- ❖ Booths must be staffed the entire time, and each day, of the event.
- ❖ Vendors will comply with all Municipality codes.
- ❖ Payment must be received in advance to reserve a site. The cancellation fee is \$50. Cancellations received less than 1 week prior to event will result in forfeiture of the vendor fee.
- ❖ ABG encourages the use of paper and biodegradable material for cups, plates, bowls, napkins, stirrers etc., as well as other sustainable practices.
- ❖ Vendors will comply with all federal, state, and local health regulations, as well as any venue-specific guidelines when events are held off-site.
- ❖ ABG cannot guarantee overnight security of goods. ABG is not liable for lost or stolen goods.
- ❖ Vendors will comply with rules and regulations specific to any offsite venues used, i.e., a school, hotel, etc.
- ❖ Electricity is available to a limited number of vendor sites; please contact Brie 907-770-3692 ext 0 or garden@alaskabg.org if you need access to electricity.
- ❖ All ads should be delivered as 300 dpi CMYK PDFs, JPEGs, or TIFFs. All fonts must be embedded or outlined. All ads will be enclosed with a minimum 1 point black stroke.

I've read and agree to the above guidelines for vendor etiquette and good practices:

Name (Please Print): _____

Signature & Date: _____

Please mail form and payment to ABG at 4601 Campbell Airstrip Road, Anchorage, AK 99507. To pay by credit card please contact the office at 907-770-3692 ext 0 Monday – Friday 9 am – 5 pm. To pay online please visit