



8100 Arctic Blvd. Anchorage, AK 99518  
(907) 522-3636 ALSalaska.org

## 2020 Vendor Application for Anchor Lutheran Bazaar

### Personal Information:

Name: \_\_\_\_\_  
Name of Business (if applicable) : \_\_\_\_\_  
Mailing Address : \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Product Information:

Specific type of products to be sold at the Bazaar (please list all items):  
\_\_\_\_\_  
\_\_\_\_\_

Will you be selling food?: \_\_\_\_\_ If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Are your products handmade? \_\_\_\_\_  
\_\_\_\_\_

### Questionnaire:

1.) Booth cost is \$75 per space. Each booth is approximately 80 square feet (all sizes vary between 8' wide x 10' deep and 10' wide x 8' deep). Will you need more than one booth space? \_\_\_\_\_

If yes, how many? \_\_\_\_\_

2.) A 5' table with a chair can be provided for you at an additional \$15. Will you need us to provide a table and chair for you?  
\_\_\_\_\_

If yes how many? \_\_\_\_\_

3.) Electricity can be provided for you at an additional \$15 per booth space. Will you need electricity at your booth? \_\_\_\_\_

4.) Are there any questionable, controversial, or offensive items that you may be selling from your booth? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

5.) Are there any religious items that you may be selling or advertising from your booth (including nativities, angels, New Age materials, church group information, etc.)? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

6.) Are you an Anchor Lutheran, Beautiful Savior Lutheran, Zion Lutheran, or Anchorage Lutheran family/member? \_\_\_\_\_



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## Anchor Lutheran Bazaar

Bazaar Details:

**When:** Move in is on Saturday, March 21st from 7:30 - 10:00 a.m. The bazaar hours are on Saturday, March 21st from 10:00 a.m. - 5:00 p.m.

**Where:** At Anchor Lutheran School, 8100 Arctic Blvd., Anchorage, AK 99518. Anchor is located on the corner of 81st and Arctic Blvd, just down the street from Gallo's.

**Why:** All profits from booth rentals will be directly supporting Anchor Lutheran School.

**How:** If you need more information, please email [office@alsalaska.org](mailto:office@alsalaska.org) or call the office at (907) 522-3636.

Each booth space will be approximately 80 sq. ft. and will be located in the main hallway and multipurpose room of Anchor Lutheran School. No vendor can sell items deemed offensive or controversial, which will be at the bazaar official's discretion. No vendor can sell any food or drink without prior approval from bazaar officials, as these items will be sold in the food court. Any vendor selling such items will be asked to immediately cease sales and may not be invited back the following years. Each booth is one empty space, but a table with a chair can be provided for an additional \$15. Electricity is not included in the booth fee but may be provided to your booth space for an additional \$15. These items, as well as other special accommodations, must be requested no later than one week prior to the date of the bazaar, (pending availability). No vendor can take down their booth prior to 5:00 p.m. on Saturday, March 21st, as this can disturb other vendors and shoppers. Please make sure the booth is cleared in a timely manner, so the building may be set for church service the following morning. Live and recorded music will be played throughout the duration of set-up and bazaar hours; vendors are asked not to have sound in their booths unless prior authorization is given. Each vendor is required by the fire marshal to obtain a fire extinguisher for each booth space; inspections will take place approximately 30 minutes before show opening. Failure to follow these and all rules as outlined may result in penalties assigned to the offending vendor and may not allow them back to future Anchor Lutheran Bazaars.

Signature of Vendor: \_\_\_\_\_

Printed name of Vendor: \_\_\_\_\_

Business Name of Vendor: \_\_\_\_\_



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Date of Application: \_\_\_\_\_

Dear Vendor,

Thank you for applying for the Anchor Lutheran School Bazaar! Your application and booth fees have been received and will be processed shortly.

Vendor packets will follow this letter to all confirmed vendors, and the booth assignments will be included.

Happy crafting!

Allison Chandler  
Anchor Lutheran School Administrator/Principal



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Dear Vendor,

We are so excited about the 1st Annual Anchor Lutheran Bazaar! It is coming up soon and we can't wait to see what you are bringing!

Move in will take place on Saturday, March 21st, from 7:30 - 10:00 a.m. We have included a map with booth spaces indicated. You will be notified of your space soon.

Enclosed are some important documents that will help you to be comfortable and confident in your sales experience as well as let you know a little about us and this event. Here's what we've given you:

Page 1:

- 1.) Setup, Take down, and Show Times
- 2.) Booth Information

Page 2:

- 1.) Booth Locations

Page 3:

- 1.) Vendor Reminders
- 2.) Map to Anchor Lutheran School

Page 3:

- 1.) Vendor Invoice

Also included in this packet is a flyer for you to hang up around town. We hope you are as excited as we are for this fun event!

See you on Saturday, March 21st!



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Allison Chandler  
Anchor Lutheran School Administrator/Principal

## Setup, Take Down, and Show Times:

Move In/Setup Times: Saturday, March 21st, 7:30 a.m. - 10:00 a.m.

Show Times: Saturday, March 21st, 10:00 a.m. - 5:00 p.m.

Take Down Times: Saturday, March 21, from 5:00 - 7:00 p.m.

Please, do not take down your booth before 5:00 p.m., on Saturday as this will disrupt the other vendors and shoppers around you (this isn't usually a problem, because there are generally shoppers still purchasing just before 5:00 p.m.). All displays must be down before 7:00 p.m.!

## Booth Locations and Information:

1.) There will be booths throughout the entryway, main hallway, and multipurpose room.

2.) The booth spaces are approximately 80 square feet. Generally speaking the booths are averaging 8 ft wide and 10 ft long. Please plan to bring your own backdrop, if you mind the varied backdrops. Please do not encroach your booth into the aisle way or into a neighboring booth space.

3.) Every vendor is required to bring a fire extinguisher. This is a federal fire marshal requirement. Please set your extinguisher in a visible spot for the safety check 10 minutes before the doors open at 10 a.m.

4.) Unless you have reserved a table and chair (additional \$20 fee), your booth space will be empty. Only vendors who have reserved electricity (additional \$15 fee), will have access to electricity. There are a limited number of booths with electricity running to them, so please make your arrangements as early as possible. If you need either of these services, please make arrangements no later than one week before the show.

## Vendor Reminders:

1.) No vendor can sell food or drinks directly to the customer without prior approval. There will be food and drinks available for purchase at the food court. There will also be a complimentary continental breakfast available to vendors from 8:00 - 10:00 a.m. on Saturday morning. Sampling of pre-packaged food may be allowed, but please ask for permission.

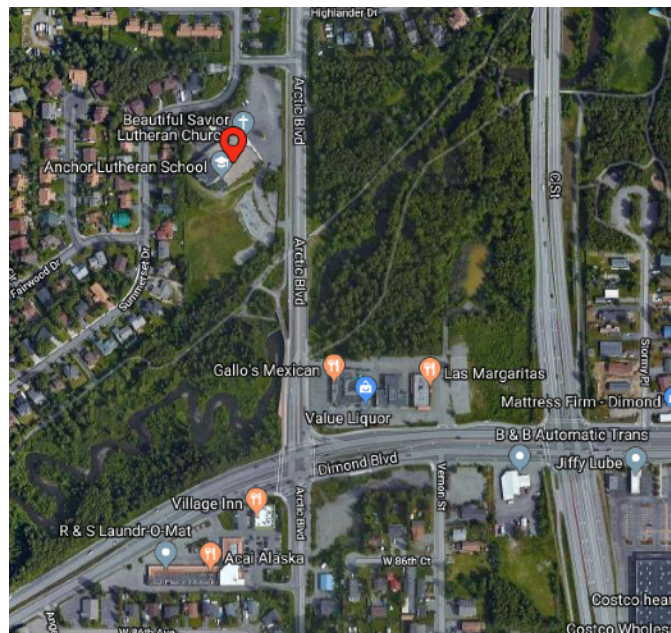
2.) Live and recorded music will be played during the setup and bazaar times. Please do not have sound in or coming from your booth without written prior approval from the management.

3.) Offensive and/or controversial items may not be sold at the Anchor Lutheran Bazaar. No exceptions will be made to this rule. All religious materials must be approved before being sold.

Failure to follow these and all rules as outlined may result in penalties assigned to the vendor and may not allow them back to future Anchor Lutheran Bazaars.

## Map to Anchor Lutheran School:

1.)





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Vendor:

Service	Amount	Quantity	Total:
Booth Space	\$75.00		
Electricity	\$15.00		
Table & Chair	\$15.00		
		Subtotal	
		Amount Paid	
		Amount Due	

If you have not already paid the balance for your booth, please make checks payable to: Anchor Lutheran School and mail to: 8100 Arctic Blvd, Anchorage, AK 99518. Or you can drop the payment off at Anchor Lutheran School office.

Thank you for your business and we look forward to seeing you on Saturday, March 21 st.