



2025 Alaska Farm & Garden Show

February 1 & 2, 2025
at the
Menard Sports & Events Center

Office use only

REGISTRATION & CONTRACT FORM

Company Name:	Email:
Contact Person:	Website:
Mailing Address:	Facebook: @
City: State : Zip:	Phone: Fax:

Description of Exhibit: _____

Indoor 10' x 10' booths are ~~\$595~~ ^{\$450.00} and include pipes and drapes, and a 500 watt electrical hookup. You may rent booth furnishings such as tables and chairs from the show decorators or you can provide your own. All spaces are reserved on a first come/first serve basis. Qualified non-profits receive a 10% discount. Approval of any exhibitor, booth, or person is at the sole discretion of MATSU Events LLC.

10' x 10' booth(s) _____ x ~~\$595.00~~ ^{\$450.00} = \$ _____ Preferred space #(s): _____

2nd Choice: _____

3rd Choice: _____

Bulk Display Space (call to discuss): \$ _____

Subtotal \$ _____

2.5% Wasilla Sales Tax = Subtotal x .025 (max. \$12.50) \$ _____

TOTAL \$ _____

A City of Wasilla Business License or Special Event Permit is required for this event. This permit must be in place by no later than January 10, 2025, or you will forfeit all rights to the space and any paid rental fees. If you already have your License/Permit, please enter the number here: _____

After submitting this REGISTRATION AND CONTRACT FORM, please visit <https://akfarmandgarden.com/vendor-info/> and click the "Pay On Account" link if you wish to make a secure payment online. You can either reserve your booth with a deposit, (minimum \$50) or make full or partial booth payment. If paying by check, enter check number _____, payable to "MATSU Events LLC" and mail to the address below. Any remaining balance is due in full by January 1, 2025.

EXHIBITOR OR VENDOR AGREES TO ALL TERMS AND CONDITIONS OF SPACE RENTAL

EXHIBITOR Signature:  _____ Date: _____

(If completing this form on a computer, your typed name in the space above constitutes your acceptance of the terms of this agreement)



MATSU EVENTS LLC

P.O. Box 277, Willow, AK 99688 907-947-9900 Fax: 877-885-8028

JEREMY@MATSUEVENTS.COM

WWW.MATSUEVENTS.COM

TERMS AND CONDITIONS OF ALASKA FARM & GARDEN SHOW SPACE RENTAL

1. USE OF SPACE:

- A. Liability - The Exhibitor is entirely responsible for the space leased and shall not injure, mar, or deface the premises. The Exhibitor agrees to reimburse the Menard Sports and Events Center for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor.
- B. Aisles - The aisles, passageways, and overhead spaces remain strictly under control of the management, and no signs, decorations, advertising materials, or special exhibits will be permitted in these areas except by special written permission of the Management. All exhibits and their personnel must remain within the confines of their own space and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantageously affect the display of other Exhibitors.
- C. Space - The space contracted is to be used solely for the Exhibitor whose name appears on the Contract, and it is agreed that Exhibitors will not sublet or assign any portion of same without the written consent of the management. In the event Exhibitor fails to occupy or use his space or have his exhibit completed and in place before the show opens on Saturday, the Exhibitor will forfeit all rights to that space, all prepaid rents, and Exhibitor will remit upon demand any rental balance owing to the management.
- D. Demonstrations - All demonstrations and/or promotional activities must be confined within the limits of the leased space. Noise resulting from demonstrations and/or promotional activities must not interfere with other Exhibitors.
- E. Restrictions - The management reserves the right to restrict or remove exhibits without refund that may have been falsely entered, or that may be deemed by the management unsuitable or objectionable, including but not limited to noise, PA Systems, persons, animals, birds, conduct, printed matter, alcohol or other drugs, or anything of an objectionable character as deemed by the management. If there are any questions, contact MATSU Events management prior to the event.
- F. Offenses - Any Exhibitor or Representative of an Exhibitor committing any of the above offenses will be asked to leave the area without refund.

2. RULES FOR EXHIBITS

- A. All booths and decorations must concur with Menard Sports and Events Center regulations, Mat-Su Borough ordinances, and local fire codes. Any violation may result in the removal of all materials found to be in violation. Materials for booth decoration and construction must be fire retardant. Contact the Mat-Su Events Management if you have any questions or doubts.
- B. Installation - Any special carpentry, wiring, electrical, gas, steam, water, or drainage connection shall be installed at the Exhibitor's expense, and only with written approval of the Management.
- C. Licenses - All Borough, Municipal, State, and/or Federal licenses, permits, and/or inspections required by law of any Exhibitor for sales or for the installation or operation of display, shall be obtained by the Exhibitor at his own expense prior to the opening of the show. Food vendors are required to display a current food handler's card as well as a State of Alaska business license and DEC food permit (if applicable) while serving food at the show. Food vendors are responsible for complying with all State of Alaska and Mat-Su Borough regulations regarding temporary food service establishments. **ALL EXHIBITORS MUST HAVE A CURRENT CITY OF WASILLA BUSINESS LICENSE OR A 7-DAY SPECIAL WASILLA EVENT PERMIT REGARDLESS OF WHETHER OR NOT ITEMS OR SERVICES WILL BE SOLD AT THE EVENT.**
- D. Rights of Management - MATSU Events LLC shall not be liable for any damage or expense incurred by Exhibitors in the event the show is delayed, interrupted, or not held as scheduled. If the show is not held for any reason beyond the control of MATSU Events, MATSU Events may hold any payments.
- E. Amendments - Exhibitor agrees to abide by decisions of the Management concerning all matters pertaining to the administration and success of the Show, which are not specifically stated.
- F. Attorney Fees - In the event any suit or action is brought by any party under this agreement to enforce any of its terms, it is agreed that the prevailing party shall be entitled to a reasonable attorney fee to be fixed by the trial and appellate courts.

3. SECURITY

MATSU Events wishes to provide the tightest security possible for the protection of your exhibit properties; however, neither MATSU Events LLC, the Alaska Farm & Garden Show, the Show Sponsors, the Menard Sports and Events Center, nor their respective insurance companies are financially liable for the losses or "mysterious disappearance" of property of any kind. We recommend that all Exhibitors contact their own insurance company to confirm proper coverage of exhibit materials. The facility will be locked and secured after show hours, however we recommend that all Exhibitors remove and/or secure valuable inventory or personal property outside of show hours. Neither MATSU Events LLC, the Alaska Farm & Garden Show, nor the Menard Sports and Events Center shall be responsible for items left unattended.

4. LIABILITY

Neither MATSU Events LLC, the Alaska Farm & Garden Show, the Show Sponsors, the Menard Sports and Events Center, nor any member of the above, shall be responsible for any injury, loss, or damage that may occur to the Exhibitor, an Exhibitor's employee, or the property thereof, from any cause whatsoever. Show management and their sponsors shall not be liable for failure to perform their obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. **The Exhibitor expressly releases the aforementioned from any and all claims for such loss, damage, or injury.**

5. CANCELLATION

If the Exhibitor is unable to occupy his space for any reason, **cancellation must be made in writing to MATSU Events LLC, no later than January 15, 2025.** No Exhibitor cancellation refunds will be made after January 15, 2025.

FOR ALL EXHIBITORS

- 1. ANY DISPLAY SPACE CONSISTING OF AN OVERHEAD CANOPY COVER OR ANY MOTOR VEHICLE OR GAS ENGINE MUST HAVE THEIR OWN FIRE EXTINGUISHER WITH A RATING OF 2A:10B:C OR GREATER.**
- 2. ALL DISPLAY SPACES MUST BE MANNED ALL HOURS THE SHOW IS OPEN.**
- 3. THE SHOW ENDS SUNDAY AT 5:00. NO EARLY MOVE-OUTS WILL BE PERMITTED.**
- 4. INDOOR ELECTRICITY IS PROVIDED TO EXHIBITOR BOOTHS. OUTDOOR ELECTRICITY IS NOT AVAILABLE, HOWEVER OUTDOOR EXHIBITORS MY PROVIDE THEIR OWN GENERATORS. GENERATOR NOISE MUST NOT INTERFERE WITH OTHER EXHIBITORS.**
- 5. ALL ITEMS WITHIN YOUR DISPLAY SPACE MUST BE SITUATED SO AS NOT TO IMPEDE PEDESTRIAN TRAFFIC. SAFETY WITHIN YOUR SPACE IS YOUR RESPONSIBILITY.**
- 6. BUSINESS LICENSES AND PERMITS MUST BE AVAILABLE TO SHOW TO OFFICIALS WHEN ASKED. IT IS YOUR RESPONSIBILITY TO CHECK WITH THE APPROPRIATE GOVERNMENT BODIES AND HAVE ALL THE REQUIRED LICENSES PRIOR TO THE SHOW.**
- 7. NO SMOKING IS ALLOWED INSIDE THE MENARD CENTER OR IN OR AROUND ANY EXHIBITOR DISPLAY AREAS.**
- 8. EXHIBITOR BOOTH AND DISPLAY AREA SETUP WILL BEGIN FRIDAY AND AGAIN ON SATURDAY MORNING AT 7AM. THE SETUP SCHEDULE WILL BE ANNOUNCED THE WEEK BEFORE. ALL SETUP MUST BE COMPLETE PRIOR TO SHOW OPENING TO THE PUBLIC SATURDAY AT NOON.**
- 9. THE SHOW ENDS SUNDAY AT 5:00. ALL EXHIBITOR BOOTHS, DISPLAYS, AND PERSONAL PROPERTY MUST BE REMOVED FROM THE MENARD SPORTS AND EVENTS CENTER BY 10:00 SUNDAY EVENING.**