



# CITY OF FAIRBANKS

(DATE STAMP)

## MULTI-VENDOR EVENT PERMIT APPLICATION

800 Cushman Street, Fairbanks, AK 99701  
(907) 459-6702 | cityclerk@fairbanks.us

PERMIT TYPE: 20+ Vendors      <20 Vendors      Recurring Event      FEES DUE/COLLECTED: \_\_\_\_\_

Sponsor's Name:	
Email Address:	
Mailing Address:	City, State Zip:
Phone:	Fax:

Application Requirements	
<p><b>\$500.00* Permit Fee if the Event Involves 20 or More Vendors or is a Recurring Event</b>  <b>\$250.00* Permit Fee if the Event Involves Less than 20 Vendors</b>  <b>Current State of Alaska Business License</b>  <b>Current City of Fairbanks Business License</b>  <b>Complete Application with Signature of Sponsor</b>  <i>*Starting April 1, 2024, the City of Fairbanks will charge a 2.9% convenience fee on credit and debit card transactions not related to garbage collection.</i></p>	
<p>All required documents must be submitted with the signed application. The City Clerk's Office cannot accept incomplete applications. Pursuant to the City's Schedule of Fees and Charges for Services, multi-vendor event permit fees may not exceed \$1,200 per calendar year for multiple events by the same applicant. In order for permit fees to be capped at \$1,200 by the same applicant/sponsor, all permit applications must be submitted at the same time.</p>	

Business Information	
Name of Business (if applicable):	
Business Owner:	
Physical Address:	City, State Zip:
Mailing Address:	City, State Zip:
Phone:	Fax:

Special Event Information	
Name of Event:	
Location of Event:	
Date(s) of Event:	
Number of Vendors Participating in Event:	
(NOTE: If the event is recurring or involves less than 20 vendors, you must provide a complete list of vendors on page 3 of this application)	

<b>Other Considerations</b>
Does the event require closure of City streets and/or sidewalks?
If yes, have you completed an application for a Special Event? (see FGC 78-572 pertaining to Special Events)

<b>Sponsor's Statement</b>						
<p><b>AS SPONSOR OF THE DESCRIBED MULTI-VENDOR EVENT:</b></p> <p>I certify that I have notified those vendors that are selling food and/or beverages that they are <b>not</b> exempt from the regulations imposed by the State of Alaska Department of Health. I certify that I have reviewed Fairbanks General Code Sections 14-71 through 14-74 and am aware of the restrictions and requirements therein.</p> <p>I certify that the information provided in this application is true and correct to the best of my knowledge.</p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; text-align: center;">_____</td> <td style="width: 33%; border: none; text-align: center;">_____</td> <td style="width: 33%; border: none; text-align: center;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Printed Name of Sponsor</td> <td style="border: none; text-align: center;">Signature of Sponsor</td> <td style="border: none; text-align: center;">Date</td> </tr> </table>	_____	_____	_____	Printed Name of Sponsor	Signature of Sponsor	Date
_____	_____	_____				
Printed Name of Sponsor	Signature of Sponsor	Date				

The Fairbanks General Code (FGC) is attached to this application for your convenience; it is provided as a courtesy, but is the distinct responsibility of the applicant to understand and comply with the requirements. Signing of the above oath acknowledges having read the FGC and certifies that he/she understands it. If the sponsor has any questions regarding those responsibilities the questions should be asked prior to the issuance of a permit.

Please make all necessary copies for your records before submission of your application to the City Clerk's Office. There will be a per page charge for any copying requested in accordance with FGC 2-775.  
Thank you in advance for your cooperation.

<b>Administrative Use Only</b>	
Approved By:	Date:
Denied By:	Date:
Reason for Denial:	

For additional information and/or forms, please visit the City of Fairbanks website at:  
[www.fairbanksalaska.us](http://www.fairbanksalaska.us)

**Vendor List**

**You must submit a list of participating vendors *IF* your event is recurring or involves less than 20 vendors. Attach additional pages if necessary.**

Vendor/Business Name	Vendor Phone
1.	
2.	
3.	
4.	
5.	
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