



# CITY OF FAIRBANKS

(DATE STAMP)

## MULTI-VENDOR EVENT PERMIT APPLICATION

**800 Cushman Street, Fairbanks, AK 99701  
(907) 459-6702**

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

**\$500.00 Permit Fee if the Event Involves 20 or More Vendors or is a Recurring Event**

**\$250.00 Permit Fee if the Event Involves Less than 20 Vendors**

**Current State of Alaska Business License**

**Current City of Fairbanks Business License**

**Complete Application with Signature of Sponsor**

All required documents must be submitted with the signed application. The City Clerk's Office cannot accept incomplete applications. Pursuant to the City's Fee Schedule, 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.

### 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)

### Other Considerations

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)

### Sponsor's Statement

#### AS SPONSOR OF THE DESCRIBED MULTI-VENDOR EVENT:

I certify that I have notified those vendors that are selling food and/or beverages that they are **not** 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.

I certify that the information provided in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
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.

### Administrative Use Only

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.	
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