



# 2026 Juneau Maritime Festival Vendor Handbook



## Festival Hours

- The Juneau Maritime Festival will begin at 11:00 AM on Saturday, May 9, and end at 7:00 PM
- Vendor hours are 11:00 AM - 5:00 PM or 11:00 AM - 7:00 PM, depending on registration type

## Set-up

- There will **NOT** be a mandatory vendor meeting prior to the festival
- Vendors **ARE** invited to Elizabeth Peratrovich Plaza on Friday, May 8th, after 4:00 PM to ask questions of organizers, familiarize themselves with the layout, and set up gear (if desired)
  - Goldbelt Security will be monitoring the festival grounds overnight, but it is **NOT** advised to leave merchandise overnight
- Vendors may begin to set up at 7:30 AM on May 9th and should be ready for festival opening at 11:00 AM

## Take-down

- The majority of vendors will begin to breakdown at 5:00 PM; the stage area, beer garden, "Zone A", and other designated late vendors will breakdown at 7:00 PM
- If using a festival provided tent, table, and/or chairs please pack up the tent in its case and return all items to a JMF designated location at the end of your vendor closing time
  - If tents get wet during the event, please leave them set up until advised by a crew member of next steps



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## General Information

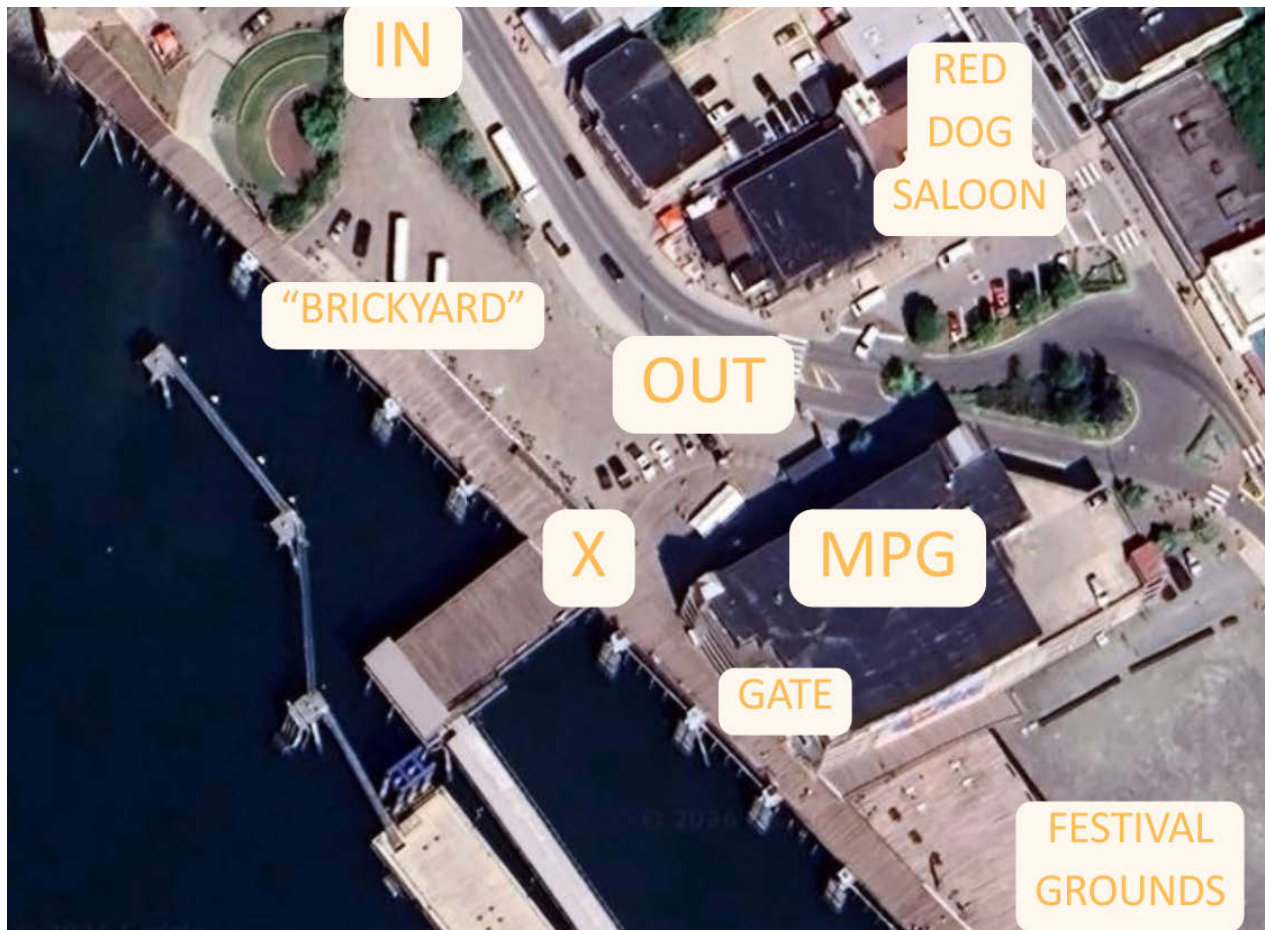
- JEDC will be hosting a booth during the festival, check layout map for our location
  - Festival Lead: Kirstie LaFollette, 907-419-6718
  - Lost and Found will be at JEDC booth
  - Official Maritime Festival T-Shirts, Raffle Tickets and Harbor Cruise Tickets will be sold here as well
- If you are using JEDC tent, table, and chairs please utilize these items gently and return in good condition
- No tablecloths are provided
- Tent sides will be available at the JEDC booth
- Water is not provided to individual booths, but there will be a DEC approved hose at the fish grilling site for limited use
- Please do not create any permanent marks on the decking and infrastructure of Elizabeth Peratrovich Plaza.

## Parking Lot

- **NEW** this year: we no longer have access to the privately owned gravel parking lot adjacent to Elizabeth Peratrovich Plaza. For insurance and liability reasons, please **DO NOT** enter or use this lot in any manner
- Parking passes will **NOT** be issued this year. We will coordinate an unloading zone in the "Brickyard" Docks and Harbors parking lot which is between Marine Park and the Downtown Library, at 254 Marine Way (see photo on next page)
- Vendors **MUST** sign up for a 30-minute unloading time by clicking on this link: <https://www.signupgenius.com/go/10C044BAFAE28A5F5C70-63340462-vendor>
  - This online link will close for entries on May 7th
- Registering through this link will enable you to enter the Docks and Harbors "Brickyard" lot to park your car for 30 minutes so you can unload your gear on festival grounds. After your 30 minute time slot is ended, please move your car to another location
  - The Main Street Parking Garage near the Transit Center is free on Saturdays

## Vendor Handbook

- The Marine Parking Garage (MPG) and all of downtown is free for parking on Saturdays and is first come, first serve
  - There are 280 parking spaces in the MPG over 4 levels. We will also have a gate open on the bottom level of the MPG if vendors wish to park there and load gear through there
- We will have staff monitoring the "Brickyard" lot to ensure adherence to the 30-minute unloading time, and volunteers and carts will be available to help vendors move their gear.
- The "X" on the photo below indicates a vendor check in tent where volunteers will be stationed
  - Youth expeditors will be stationed here to assist vendors as a fundraising exercise, please tip your porters!
  - Vendors may also request assistance from our youth expeditor team during the festival for tasks such as beverage runs or brief booth coverage during breaks. This is a pilot program, and details on how to reach the expeditor service will be sent to vendors by email ahead of the event





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## Booth Decoration Contest

- Prizes will be awarded for the **3 BEST** decorated booths
- Creativity, maritime theme presentation, providing engaging maritime activities for children, and clean surroundings are all elements to be considered
- We will be emailing you a QR code that you can post at your booth, festival attendees can then scan the code to vote for their favorite vendors
- The festival encourages professional looking booths. A great looking booth enhances the appearance of the festival and does much to encourage patronage to your business or activity

## Electricity

- **If** you requested electricity at your booth, you will be provided with **ONE** 110V outlet in your booth space
  - 220V may be available with advance notice, depending on availability
- It is the vendor's responsibility to provide heavy-duty extension cords to transmit electricity throughout their booth. All cords must be waterproof and rated for outdoor usage and gauge appropriate for amps
- Alterations to the festival's electrical system by vendors are not allowed
- Electrical appliances that require large draws of power (space heaters, hot plates, coffee pots) should be used conservatively
  - A costly power failure can result from overloading circuits
  - Please let us know at least two weeks before the festival if you plan to use these types of large electrical appliances



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## Garbage

- Please place garbage in the provided containers and help us to keep the grounds tidy
- We encourage all vendors to participate in the recycling program
  - Aluminum cans and plastic bottles should be disposed of in the properly marked recycling containers placed throughout the grounds
- Vendors are responsible for removing all hazardous refuse in a safe and responsible manner

## Food Vendors

- Food permits are the responsibility of the vendor. Please visit the DEC website to determine if a food permit is necessary;
  - <https://dec.alaska.gov/eh/fss/food/food-service/tfs/>
  - For questions and assistance with this process contact Becky Fletcher (Environmental Health Officer 3) at (907) 465-5087 or email [becky.fletcher@alaska.gov](mailto:becky.fletcher@alaska.gov)
- Please contact festival staff if your food booth components include any of the following:
  - Large electrical power drawing appliances
  - Personal generator
  - Open flame cooking methods
  - Propane
- These components will undergo safety evaluations and contribute to organizing the layout, optimizing the space for everyone
  - If complaints arise during the festival, the operation will be investigated and re-evaluated
- We encourage cooking vendors to bring a fire extinguisher(s)
- The festival encourages the use of sustainable serving options to reduce the environmental impact of food service disposables
- Vendors are responsible for keeping food lines from blocking pedestrian traffic flow or obstructing neighboring booth access



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## Security

- Call 911 for emergencies.
  - Please notify Goldbelt/JEDC if 911 is called.
- Goldbelt Security
  - Uniformed staff will be on site from 8:00 AM - 7:00 PM, headquartered at the beer garden ID check booth
  - Contact Mike Tagaban at 907-321-8800
    - If no answer, text or leave voicemail with issue and location and he will dispatch security
- The festival takes no responsibility for theft, loss, or vandalism of any type.
- Report any serious security issues (theft, vandalism, etc.) to the Goldbelt security team so they can notify the appropriate authorities
- For all vendor-related concerns, please contact the Juneau Economic Development Council (JEDC)

## Additional Services

- The **Alaska Small Business Development Center** supports businesses with licensing, formation, insurance, business plans, financing, etc... and it's all free
  - contact Sandy Hussein for more information
    - [sandy.hussain@aksbdc.org](mailto:sandy.hussain@aksbdc.org)

JEDC is a nonprofit organization managing events on CBJ property. Our goal is to produce a festival that is safe and free from danger, disturbance, and conflict. JEDC management maintains the right to prohibit the sale, distribution, or display of any item, including, but not limited to, products, services, materials, goods, advertising and signs we deem to be actually or potentially objectionable, a nuisance, offensive, obnoxious, creating a public disturbance, or harmful to the safe operation of the festival or the public in attendance at the festival. Prohibited items include, but are not limited to, martial arts items and weapons, swords, racist items, sexually explicit items, any product containing smoking tobacco or marijuana, and electronic devices used for smoking. Any item marketed as an illegal or synthetic drug is prohibited.