



CITY OF FAIRBANKS

(DATE STAMP)
Revised August 2024

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

\$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

**The City of Fairbanks charges a convenience fee up to 3.6% (minimum \$2.50) on credit and debit card transactions not related to garbage collection.*

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.

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

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
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