

# FAIRBANKS PRINCESS RIVERSIDE LODGE

## Vendor Request/Instruction Form

Company Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Function Name: \_\_\_\_\_

Setup Date: \_\_\_\_\_

### YOUR NEEDS:

\_\_\_\_\_ Number of Electrical Outlets

Returned? \_\_\_\_\_

staff initials

\_\_\_\_\_ Number of Extension Cords

#### \_\_\_\_\_ Phone Line

\_\_\_\_\_ analog

\_\_\_\_\_ digital

#### \_\_\_\_\_ Wireless Access

\_\_\_\_\_

#### \_\_\_\_\_ Number of Chairs per Table

\_\_\_\_\_

\_\_\_\_\_ Display Height

\_\_\_\_\_ Table Top

\_\_\_\_\_ Free Standing

1. FPRL Extension cords used and not returned will be charged replacement fees.
2. FPRL offers wireless internet access throughout the Lodge.
3. Shipped materials are to arrive no more than one week prior to your function. Your name and the function name are to be easily visible on all labels.
4. You must take delivery of all boxes at the same time. Storage of your supplies and materials is to be in your guest room. FPRL assumes no responsibility for any materials or displays left on, behind or beneath your vendor table.
5. You may not affix anything to the walls in the public spaces. Only trained FPRL employees are allowed to stand on ladders at this property. The art on the walls must remain on the walls. Large decorative trees may not be moved. Vendor tables and displays may not block aisles or fire exits or interfere with the proper operation of automatic fire doors.
6. You are responsible for unpacking your boxes, repacking your boxes and properly disposing of any trash that results from these actions. Boxes, packing materials, tape, etc. can be purchased at local stores located within one mile of FPRL. All boxes to be disposed of must be broken down. Labor and disposal fees will be charged if FPRL staff is required to pack or dispose of materials.
7. You must make your own shipping arrangements. All of your materials must be packaged, labelled and ready for pick up. Neither FPRL's front desk nor receiving department is authorized to make these arrangements for you. Labor and handling fees will be charged on boxes for which you do not make arrangements.

Return form to: Aviation North Expo 213 SE Stotsbery Rd, Shelton WA 98584 or fax• 360- 868-2211  
TOLL FREE 877-427-5599 [rachel@aviationnorth.org](mailto:rachel@aviationnorth.org)  
or register online at [www.AviationNorth.org](http://www.AviationNorth.org)

## VENDOR CHECKLIST

**Electricity** - Electrical outlets are located throughout the building. Extension cords are available from FPRL. If you will need an extension cord, please notify us at least a week in advance. Cords must be used in a safe manner. Failure to return our equipment will result in replacement & handling fees. Excessive electrical needs must be communicated to FPRL 30 days prior to start date and such usage may result in additional charges.

**Phone Lines** - There are a predetermined number of phone jacks available. Please notify us at least 2 weeks prior to your arrival of the number of lines you will need. If you will need more lines than we have, it will be your responsibility to contact a service provider to have additional lines brought in at your cost. To assist with your communication needs, FPRL has wireless internet throughout the Lodge.

**Shipping & Receiving** - Vendors are welcome to ship their materials to FPRL to arrive no more than 1 week prior to the function. The onsite person's name and function name should be clearly visible on all labels. Please collect all packages at once. Storage of your belongings and materials will be limited to your guest room.

**Set Up** - Please do not start setting up until the time agreed upon. We schedule catering staff to assist you based on the contracted set up time. Please notify us a week in advance if you will need to have any banners hung. Only trained FPRL staff are allowed on ladders in our property. At no time are you allowed to affix posters, banners or flyers to the walls of public space with tape, staples, pins or in any other manner. Wall art is not removable. Large decorative trees may not be moved. Vendors are responsible for properly disposing of boxes and packing materials. All boxes must be broken down by the vendors. Fees may be assessed to the planning organization if vendors do not properly maintain their own areas.

**Safety** - Four foot aisles must be maintained at all times. Clear access to all fire exits must be maintained at all times. Tables and displays must stay clear of automatic fire doors. All cords must be taped down. If you wish to move your table from where it has been set, please contact the catering or sales manager.

**Displays & Materials** - When vendor tables are located in public spaces, we strongly recommend that you remove nightly any materials or displays that are not meant for public consumption or distribution. FPRL will not accept responsibility for the loss of any items left on, behind or beneath any display. Sponsoring organizations may choose to bring in security at their own expense if loss is a concern.

**Breakdown & Shipping** - Vendors are responsible for packing up all of their items. Repacking of materials, and the supplies needed to do so, are the responsibility of the vendor. Local stores are located within 1 mile of the property if one needs to purchase boxes, packing materials, tape, etc. Baggage carts are available for moving boxes. We will hold your boxes for pick up, but all packaging and arrangements must be made by the shipper. Neither the Front Desk nor the Receiving Department are authorized to make shipping arrangements for the vendors or organization planners. Handling charges will be assessed for any materials left for which the vendor has not made proper arrangements. Again, proper disposal of boxes and related materials is the responsibility of the vendor. All boxes must be properly broken down. Failure to comply with this request could result in additional charges to the sponsoring organization.

signature

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printed name

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organization

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