

DOCK VENDOR LEASE PROGRAM

The goal of the Ketchikan Port Dock Vendor Lease Program is to provide an opportunity for local independent tour operators to reach potential customers as they disembark cruise ships.

TELL ME ABOUT THE BOOTHS

- 6 tour operator booths; 2 booths on Berth I; 1 booth on Berth II; 3 booths on Berth III
- **All booths will rotate on a multi-year contract**
- 6 foot x 5.5 foot aluminum booth
- **Plus 6 foot area beyond perimeter (space avail)**
- Vendors rotate booths on a weekly basis
- **Leases run April 15 to October 31**
- Vendors sell only tours, no other goods/services
- **Vendors may sell and advertise only their own tours, and those of two other operators who DO NOT participate in the dock vendor lease program**
- Vendors must carry at least a \$1 million liability insurance policy and worker's compensation insurance as required by the State of Alaska.
- **Vendors are required to provide a list of all tour names and employees.**

HOW TO BID FOR A BOOTH

- Booths awarded through a sealed bid process.
- Minimum bid is \$30,000 for each season.
- Lease is paid in 5 equal installments beginning April 15, 2024.
- Pick-up a bid packet at City Clerk's office on January 29, 2024 or online at Ketchikan.gov/bids.
- Completed bid packets due at the City Clerk's office by **10:15am on February 22, 2024.**



ELIGIBILITY REQUIREMENTS

- a) Business must hold a current Alaska business license;*
- b) Maintain a place of business under the name on the Alaska business license within the boundaries of the Ketchikan Gateway Borough (KGB);*
- c) Maintain a year-round mailing address within the KGB;*
- d) Designate a single person to be the primary contact for the lease.*



CITY OF KETCHIKAN

334 Front Street
Ketchikan, AK 99901
www.ketchikan.gov
Port: (907) 228-5632
Tourism: (907) 228-5611