

WELCOME

KETCHIKAN DOCK BOOTH SALES VENDOR PROGRAM INFORMATION SESSION

WEDNESDAY, JANUARY 15, 2025

-
- ✓ Be here – please silence electronics, step out if necessary
 - ✓ Speak one at a time
 - ✓ Speak to this topic only – if you go off topic you will be asked to stop
 - ✓ Be respectful – no criticizing others
 - ✓ Offer specifics – say more than “this is good” or “this is bad”
 - ✓ Keep comments concise to allow everyone to participate



PURPOSE OF THE DOCK VENDOR 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.

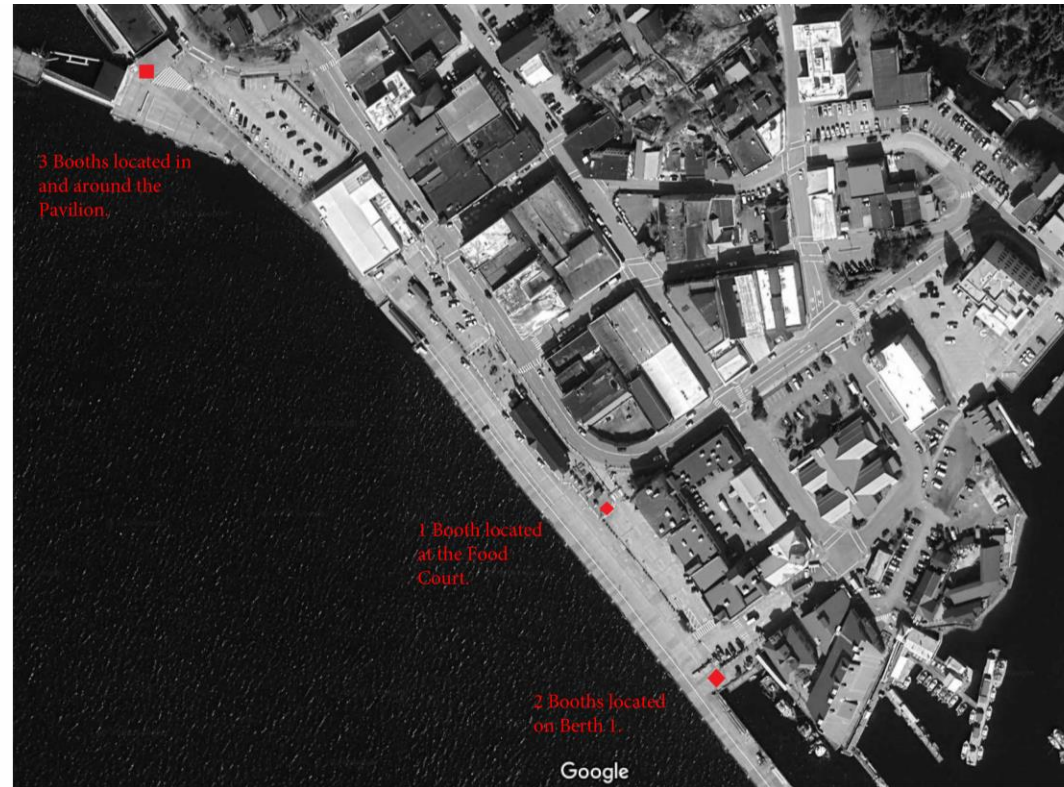


ELIGIBILITY REQUIREMENTS



- 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

2025 BOOTH LOCATIONS





BERTH 1



BERTH 2



BERTH 3

IMPORTANT REMINDERS

- ✓ \$30,000 minimum season bid
- ✓ Vendors may advertise all tours sold at booth
- ✓ First ship at Ward Cove – Thurs. April 17 Nor Bliss
First ship Downtown – Sat. April 19 Carnival Spirit
- ✓ Last ship at Ward Cove – Sun. Oct 19 Nor Sun
Last ship Downtown – Tues. Oct 7 Noordam

BOOTH CONTRACT ROTATION

	3-2-1 year rotation								
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

BID PROCESS TIMELINE

- **Monday, Jan. 6** - bid packets available
 - Pick-up in person at Clerk's Office
 - Apply online at Ketchikan.gov/bids
- **Thursday, February 6** - 10:00 am bids due to Clerk's Office
- **Thursday, February 6** – 10:15am bids open/award letters sent to bidders
- **Thursday, February 20**- bids presented to City Council for approval
- **Tuesday, April 1**- lease packets due to Clerk's Office
- **Thursday, April 10** – 10:00am leaseholder meeting
- **Tuesday, April 15** – first lease installment payment due to the Port

Ketchikan.com/bids

City of Ketchikan ALASKA

Select Language

ENHANCED BY Google

Bid Listings

Active Bids

Category: Ports & Harbors Status: OPEN Search

Bid Name	ID	Status	Categories	Start Date	End Date
General Documents That Pertain To Bids	001	Open	• General Documents	January 6, 2016 9:57 AM	January 6, 2030 9:57 AM
23-35 Ketchikan Police Dept. Vehicle Towing, Storage and Disposal	23-35	Closed	• Public Safety- Police • Public Works- Solid Waste	December 16, 2023 6:00 AM	January 2, 2024 2:00 PM
23-37 Berth IV Yokohama Replacement	23-37	Closed	• Ports & Harbors	December 21, 2023 8:00 AM	January 2, 2024 10:00 AM
23-36 Port & Harbors Janitorial Services	23-36	Closed	• Ports & Harbors	December 1, 2023 1:00 PM	December 26, 2023 2:00 PM
23-26 Schoenbar Culvert Rehabilitation	23-26	Closed	• Public Works- Engineering • Public Works	October 28, 2023 12:00 AM	December 21, 2023 10:00 AM

GOVERNMENT SERVICES BUSINESS VISITORS RESIDENTS I WANT TO...

Government
Mayor and City Council
City Attorney
City Clerk
City Manager
Tourism
Civic Center
Finance
Fire Department
Human Resources
Ketchikan Public Library
Information Technology
Museums
Police
Port & Harbors
Public Works
Public Utilities
Services
Business
Visitors
Residents
I Want To...

Tourism

Ketchikan, Alaska, Port of Entry in Alaska.

Postcard circa 1910

Welcome ... The Tourism Department mission is to collaborate with internal and external stakeholders and government agencies to effectively recommend policy decisions, and proactively advance community goals related to the impact of tourism in Ketchikan.

2024 Port Dock Vendor Lease Program Information Session

Tuesday, January 16 6:00pm - 7:00pm
Ted Ferry Civic Center 888 Venetian Way, Ketchikan

Community is invited to learn about the program & how to submit a bid proposal.
Discussion will be held on vendor booth locations.
Free & open to public.

Resources

- [2024 Cruise Line Agencies Cruise Ship Calendar](#)
- [2024 Ketchikan Cruise Passenger Daily Capacities Calendar](#)
- [Travel Alaska](#)
- [Visit Ketchikan](#)
- [Alaska's Inside Passage](#)
- [US Travel Association](#)
- [Destination Development Association](#)
- [Tourism Best Management Practices - Ketchikan](#)
- [The Ketchikan Story Project](#)

Information & Research

Ketchikan Cruise Calendars - see below for calendars from 2000 to present
[Alaska Visitor Industry Research](#)
[Port Dock Vendor Lease Program Feedback to City Council 2023.11.08.pdf](#)
[Ketchikan AK Dept. of Transportation road projects map & timelines](#)

Contact Us

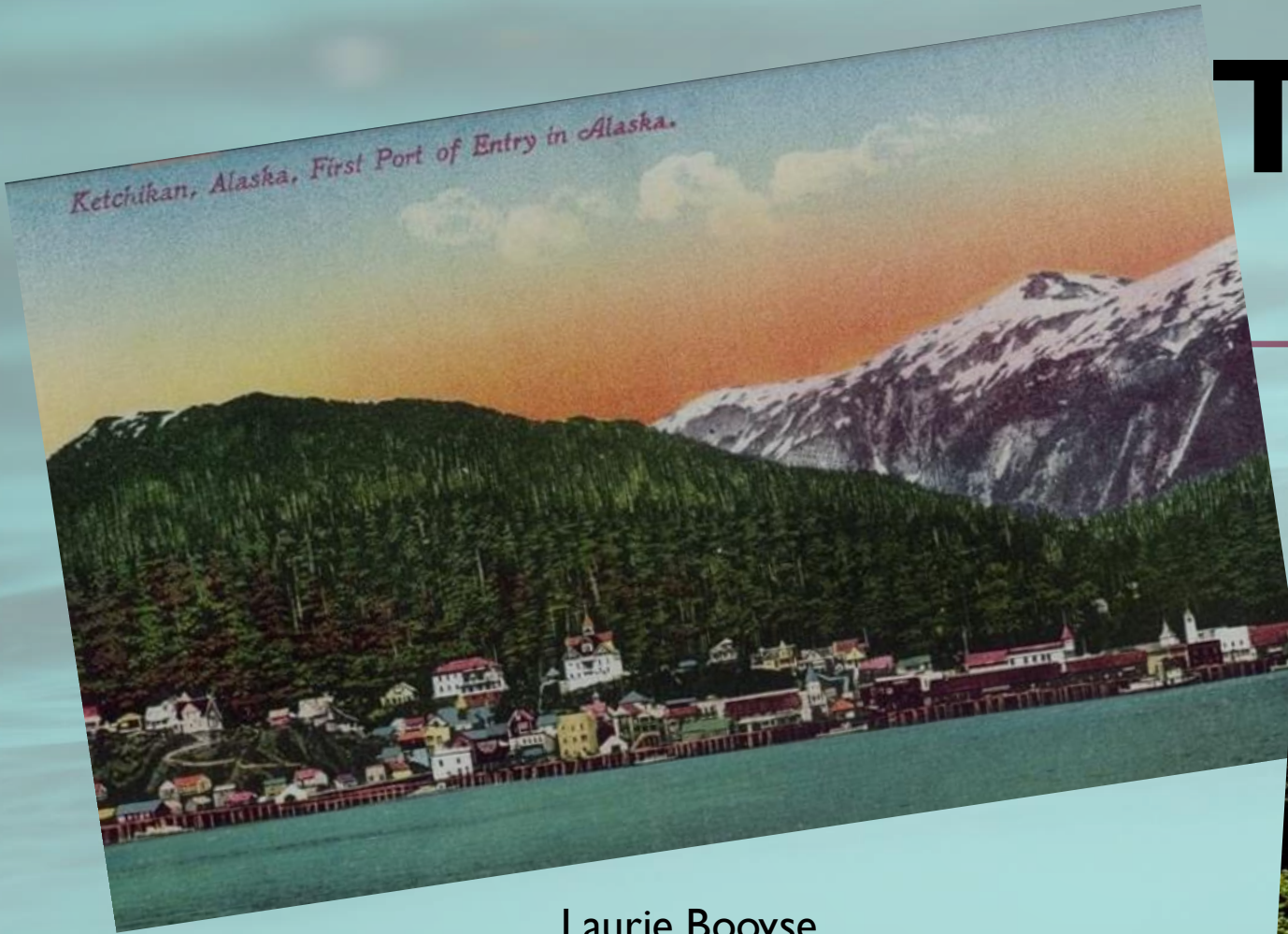
Laurie Booyse, Tourism Manager (907) 228-5661 lauriebooyse@ketchikan.gov

Tourism/Ketchikan Cruise Calendars

Name	Size
2000 KTN Cruise Calendar.pdf	7.0 MB
2001 KTN Cruise Calendar.pdf	3.6 MB
2002 KTN Cruise Calendar.pdf	3.8 MB
2003 KTN Cruise Calendar.pdf	3.4 MB
2004 KTN Cruise Calendar.pdf	3.8 MB
2005 KTN Cruise Calendar.pdf	3.4 MB
2006 KTN Cruise Calendar.pdf	3.8 MB

Ketchikan.com/tourism

THANK YOU



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