

Welcome!

Thank you for your interest in the Made in Skagway program. At the core of our mission, the Skagway Development Corporation (SDC) seeks to assist in the enhancement of Skagway's local economy. To that end, SDC has developed and administers the Made in Skagway program with the purpose to increase exposure and sales of locally made products, thus boosting our local economy.

All qualified local artisans are encouraged to apply for annual membership to the Made in Skagway program. Membership to the program is obtained through submission and acceptance of a completed application, **with an annual renewal**. Once a completed New Member application has been submitted to SDC, it is subject to review by SDC staff, possible site inspections or other verification procedures.

Upon acceptance into the Made in Skagway program, members may identify their locally produced product/s as being "Made in Skagway" by using the Made in Skagway mark. The mark is a registered certification mark held by the Skagway Development Corporation. The Made in Skagway mark depicts the Harding glacier and surrounding mountain outline, including seal face, with waves below and "Made in Skagway" above.

#### **Criteria for Membership:**

- Locates and maintains the handicraft or manufacturing operations within the boundaries of the Borough of Skagway.
- The value-added processes of artisan's handicraft or manufactured product must take place within the boundaries of the Borough of Skagway.
- Must have a current and up to date permitting and business licensing from the State of Alaska and the Municipality of Skagway.
- Submittal of completed application with fees for initial membership or submission of annual fee and renewal application to SDC.
- Permit inspection of production or manufacturing facility by SDC representative
- All products must be legally obtained and produced
- For handicraft and manufactured products that relate to Food & Beverages: all products must be packaged and labeled for sale.

A finished product that is only partially manufactured within the boundaries of the Borough of Skagway may be authorized if:

1. The artisan demonstrates that no manufacturing facility exists in Skagway with the capacity or expertise to do the work being accomplished outside of Skagway; *the SDC representative will not consider cost alone as a valid justification for using manufacturing facilities outside of Skagway*; and
2. The majority of the value-added processes are accomplished in Skagway.

### **Application Process:**

In order to become a member of the Made in Skagway program, a completed New Member application must be submitted to SDC along with the one-time \$25 application fee **and** \$10 membership fee. To maintain membership, Made in Skagway members must complete and submit an annual renewal application as well as the \$10 annual membership fee. These fees are subject to change dependent on program offerings. Membership is valid from the date of acceptance into the program until August 31 of the current year or following year, whichever comes first. (i.e. if you become a member on Jan. 1 2019, membership is to be renewed August 31<sup>st</sup> 2019. If you become a member Sept. 1st 2018, your membership is to be renewed August 31<sup>st</sup> 2019).

Membership may be renewed by:

1. Submitting a completed renewal application each year by August 31.
2. Paying required annual fees by August 31.

\*Membership renewal is subject to potential production site inspection\*

**Unless waived by the SDC Board, failure to renew by August 31<sup>st</sup> will require you to reapply for membership including the \$25 application fee. All use of the Made in Skagway mark must be discontinued until membership is reinstated.**

Based on completed application review and verification, an SDC representative will make determination as to whether the artisan's products meet the Made in Skagway program requirements for membership. The SDC representative must approve or disapprove an application or renewal application for membership to the Made in Skagway program within 30 days from the date of receipt of a completed application.

If the application or renewal is denied, the applicant may appeal the decision within 30 days of receiving notification. The applicant's exclusive recourse shall be as follows:

1. The applicant may request reconsideration by the SDC Board of Directors.
2. The request for reconsideration must specify grounds that would support reversal of the denial.
3. Within 30 days after receipt of a written request for reconsideration, the SDC Board of Directors will issue a written decision. The Board's decision on reconsideration constitutes final administrative action by SDC.
4. The applicant shall have no direct claims against SDC.

### **Utilizing the Made in Skagway Mark:**

Upon approval, the member will receive a digital copy of the Made in Skagway mark.

- Mark to be used **ONLY** on products in which the value added process occurs within the Boundaries of the Borough of Skagway. If a member's work is created or the value added process occurs outside of Skagway, the mark is not permitted for use on that product. \* It is the artisan's responsibility to properly label their products. And all labels and sale locations are subject to potential inspection by SDC representative.
- The mark may be in the form of tags, stickers, rubberstamps, etc.
- Members may use the mark on labels, letterheads, business cards, in-store and other advertising and for other similar purposes.

- Mark may be attached to product labels but **NOT** used as the dominant feature of the label on your product.
- Mark cannot be modified in any way.
- The mark may not be used in manner that is false or misleading.
- The mark may not be incorporated into any business or company logo or label. The mark may only be incorporated on product labels of those products meeting Made in Skagway criteria.
- The mark may not be sold as art or as a dominant feature of a product logo or label unless approved by SDC in writing.
- The mark may only be used after annual acceptance into the Made in Skagway program.

#### **Definitions:**

- ❖ “Artisan” – the Made in Skagway program defines “artisan” as a skilled handicraft person or manufacturer who creates a small quantity of products that require individual attention, usually as a home occupation or small shop unless given written permission from the SDC Board;
- ❖ “Handicrafts” means products that are produced for sale by a skilled craftsman, usually as a home occupation or in a small shop; each product requires individual attention, is produced in small quantities, and utilizes a minimum number of power tools;
- ❖ “Manufactured Product” means a product that is built, formed, fabricated, or assembled from a raw or semi-finished material which is changed in character in the final product;
- ❖ “Value-added Process” means a process that changes a raw material or a basic industrial material into a more finished product or alters the function, shape, or appearance resulting in a product with increased value.

#### **Reporting Misuse of the Made in Skagway Mark:**

The Made in Skagway mark is registered with the U.S. Patent Office as a certification mark, held by SDC (registration number 5,315,075). The Made in Skagway logo is intended for use only by members of the Made in Skagway program, and only on their products that are physically produced in Skagway.

If you have reason to believe the Made in Skagway logo is being misused, please contact SDC at 907.983.3414 or [info@madeinskagway.org](mailto:info@madeinskagway.org) to file a complaint form.

# Made in Skagway

## New Member Application

Please submit completed applications & photos to [info@madeinskagway.org](mailto:info@madeinskagway.org). Mail payment/s to PO Box 1236, Skagway AK 99840

### Programs applying for membership in

**Made in Skagway (\$35)**  **Buy Alaska (free program offered by AKSBDC)**

### Creator's Information

Creator's First Name: \_\_\_\_\_ Creator's Last Name: \_\_\_\_\_

Brief Artist Bio:

### Business Information

Business Name: \_\_\_\_\_

Mailing Address: PO Box \_\_\_\_\_ Skagway, AK 99840 Physical Address: \_\_\_\_\_, Skagway AK 99840

State of Alaska Business License #: \_\_\_\_\_ Municipality of Skagway Business License #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Does your business have:

Facebook page: Yes  No  Etsy Shop: Yes  No  Instagram page: Yes  No  Other: \_\_\_\_\_

Website: Yes  No  If Yes, Please Provide: \_\_\_\_\_

### List Vendor Names and Locations

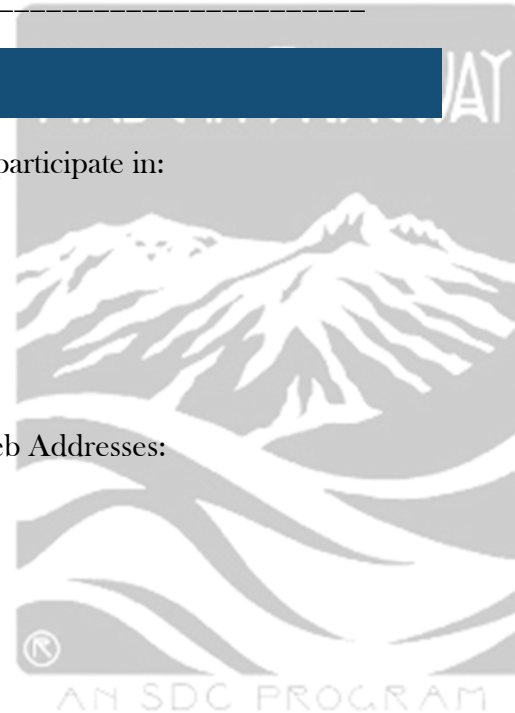
Skagway Vendors:

Skagway Markets you participate in:

Non-Skagway Vendors & Locations:

Online Vendors & Web Addresses:

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## Product Information

Product type/s (Check all that apply): Ceramic Pottery & Glasswork     Fibers & Textiles     Jewelry

Bath & Body     Sculptures & Carvings     Food & Drink     Imagery Artwork     Other  \_\_\_\_\_

Describe your manufacturing operation in Skagway, i.e. home, shop, garage, etc. Describe who handcrafts or produces the products and where do they reside? If non-Skagway residents are involved in the manufacturing or packaging of your products, please explain their involvement:

If any, describe any part of component of the handcrafted items or products manufactured outside of Skagway. Is this item available from a Skagway origin or resource? If so, explain why you do not obtain these items from a Skagway origin or source:

## Economic Data \*Optional\*

Please help SDC understand the role our creators have in the economy of Skagway so that we can help your business grow & prosper by providing the following information.

*All information provided will be kept confidential, individual information will not be shared.*

New or established business: New  Established (Year Est. \_\_\_\_\_)    # of Employees (including self): \_\_\_\_\_

Estimated gross sales for previous 12 months: \$ \_\_\_\_\_ (Leave blank if new business)

Estimated expenses for previous 12 months: \$ \_\_\_\_\_    Avg % of revenue made off of each item sold: \_\_\_\_\_

I, the undersigned, do hereby certify that I produce a handcrafted or manufactured product within the boundaries of the Borough of Skagway and that these products satisfy the requirements for the Made in Skagway program as specified by this membership application. I request authorization to use the Made in Skagway mark on my products created within the boundaries of the Borough of Skagway. I take full responsibility for the proper use of said mark in accordance with the above guidelines. I consent to an on-site inspection, by appointment, of my facility by an SDC representative.

Name (Print): \_\_\_\_\_    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

**Include with the Application:**

- One-time Application fee (\$25.00) & Annual Membership fee (\$10.00): **\$35**       Product Pictures (at least one of each product type) & business logo (if you have one)

Make Checks Payable to "Skagway Development Corporation"

**Do Not Write Below This Line**

Approved     Disapproved     on \_\_\_/\_\_\_/\_\_\_ by: \_\_\_\_\_    Initial: \_\_\_\_\_