

## StrawberryFields MarketPlace Exhibitors

June 17-18, 2016

(Previously the BizExpo)



It's time again to prepare for the Cottage Grove Strawberry Fest and we are excited to invite you to participate in this year's StrawberryFields MarketPlace!

The BizExpo has been great but this year we plan to make some changes that are intended to increase the traffic through the Expo. We are bringing together the old BizExpo with an Art Fair and Craft Fair. The CG Arts Commission be coordinating the Art Fair and we will be working with Gingerbread Shows <http://www.gingerbreadshows.com/> to add 30-40 craft booths and that is why we felt it appropriate to rename the BizExpo to StrawberryFields MarketPlace this year and make it more of a shopping destination.

The entire event will still be held at Kingston Park Friday and Saturday, June 17-18, 2016. Participation in the event will give you the opportunity to showcase your business or organization and reach many **more** of the area residents. You'll have the chance to meet many of your existing customers and get your message out to existing and many potentially new clients.

### Eligibility

All Strawberry Fest vendors that plan to sell a product must have a valid Minnesota State Tax Identification Number. If you do not have one, one may be applied for by calling Minnesota State Sales Tax and Excise Division at (800) 657-3777 or (651) 296-6181. All vendors must collect and pay sales tax on each taxable sale made at the Strawberry Fest. A Minnesota form ST-19 must be completed and returned with your application and fee. It must be completed and returned to us before any sales can be made. The festival reserves the right to review entries and ask a vendor to leave the festival should their behavior be deemed inappropriate by the festival. The Strawberry Fest staff reserves the right to refuse or stop sales or free distribution of products before or during the festival, which it deems inappropriate to the festival.

### Vendor Space

The Fest will allot space for each vendor in the designated area of the area that has been deemed appropriate. Payment of the application fee must accompany each application in order to reserve a space. Applicants must supply their own power, electrical cords, tents, tables, chairs, cleanup, safety rope, lighting (if needed) etc. Generators or other portable power supply units need to be stated in this application and may need to be inspected by the State Electrical Inspector. It is the vendor's responsibility to contact the electrical inspector at 651-493-1599, to arrange for an inspection, if required.

When you are filling out your application, please be sure to specify your specific space size requirements. If your set-up runs between sizes, you will need to go with the larger size. Within one week prior to the expo, each registered exhibitor will receive a number along with their assigned space within the mapped area. Remember, if you signed up for a 10x10 space that is the space you will receive. Set-up times will be 2 hours before the fest opens each day. (2-4pm on Friday and from 8-10am on Saturday) There will be individuals available to assist you to your designated area. Location priority will be recorded when the application and check is received.

### Under the Big Top

We will be doing the Big Top again this year (a large tent that exhibitors can set up their booth under). It will cost \$1/sqft in addition to the normal booth fee. **ie: a 10x10 booth would cost an additional \$100.** If you are interested please check the appropriate box on the application form. We have a max of 12 spaces under one 40x60 tent and need a minimum of 8 exhibitors to do a Big Top tent. If we are not able to put you under the Big Top your Big Top fee will be refunded.

### Vendor Hours

Events at the park will run from 4:00pm to 12:00am on Friday, June 17 and from 10:00am to 12:00am Saturday June 18. StrawberryFields MarketPlace will run **Friday and Saturday** from start to SUNSET as there is no direct pre-existing lighting in the StrawberryFields MarketPlace. Booth sizes are 10x10, 20 or 30 and you are responsible for your own shelter and power (if needed – generators are allowed but need to be approved ahead of time to properly assign booth locations).

### Charitable and NonProfit Organizations

Charitable and nonprofit organizations may be eligible to receive a discount if they have the proper certifications. A 50% discount will be provided once the application is approved.

**Cottage Grove Strawberry Fest  
StrawberryFields MarketPlace Exhibitor Application  
June 17-18, 2016**

Business/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # (Cell – contact on event day) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

All communication will be by email except when urgent when you will be texted or called by cell phone.

DESCRIPTION OF PRODUCTS/SERVICES:  
\_\_\_\_\_

**Generator?** \_\_\_\_\_

	Size	Booth Cost	Discount*	Under the tent adder
SPACE SIZE REQUIREMENTS:	( ) 10 X 10	\$ 100.00	-\$25	( ) Big Top \$100.00
(The fee is non-refundable)	( ) 10 X 20	\$ 150.00	-\$25	( ) Big Top \$200.00
	( ) 10 X 30	\$ 200.00	-\$25	( ) Big Top \$300.00

**\*Previous participants in the BizExpo will receive the discount listed. (example 10x10bigtop = 100-25+100=\$175 that includes Friday if you want it.)**

Applications received after June 3, 2016, will **not** receive the discount and may not be able to be included on the website or any printed material.

Total submitted - \$ \_\_\_\_\_

**Priority for Booth Location and under the Big Top space will be based on the order we receive applications AND money.**

*\*\*Applicants must supply their own power, lighting, electrical cords, tents, tables, chairs, cleanup, safety rope, etc. Keep in mind the concessions are set up along the walking path east of the building/shelter.*

I hereby indemnify the "Strawberry Fest" committee and the City of Cottage Grove; and I accept the participant guidelines and requirements included with this application regarding participation in the event.

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Indemnity**

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the City of Cottage Grove and their respective volunteers against all claims, losses, damages to persons or property and costs (including attorney's fees), arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of park premises or a part thereof, by vendor, except those claims arising out of the sole negligence or willful misconduct of the Fest volunteers.

**Warranties**

While the committee of the Strawberry Fest will make every effort to produce a successful festival, they cannot warrant the level of attendance, weather conditions, sales or any circumstances beyond their control.

Please mail your completed application along with your check and ST-19 Form **no later than June 3, 2016 to:**  
Make checks payable to: Cottage Grove Strawberry Fest. Online payment is available for a \$3 additional fee.

Cottage Grove Strawberry Fest  
Attn: StrawberryFields MarketPlace  
P.O. Box 512  
Cottage Grove, MN 55016

If you should have questions or need more information, please contact David Thiede at 651-331-9995 or via email [bizexpo@cottagegrovestrawberryfest.com](mailto:bizexpo@cottagegrovestrawberryfest.com) or visit [www.cottagegrovestrawberryfest.com](http://www.cottagegrovestrawberryfest.com)