

Business Expo Exhibitors

June 16, 2012

It's time again to prepare for the **Cottage Grove Strawberry Fest** and we are excited to invite you to participate in this years' **Business Expo!** Once again, the Expo will be held at Kingston Park on Saturday, June 16, 2012. Participation in the event will give you the opportunity to showcase your business or organization and reach thousands of area residents. You'll have the chance to meet many of your existing customers and get your message out to many potentially new clients. The residents that attend our event love to spend time learning more about what the community and surrounding area has to offer, so don't miss out on this exciting opportunity!



Eligibility

All Strawberry Fest vendors 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 jury entries and to 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 give away 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 may need to be inspected by the State Electrical Inspector. It is the vendor's responsibility to contact the electrical inspector, William Dietrich 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 as space is limited. Within one week prior to the expo, each registered vendor will receive a vendor 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 available from 8:00 a.m. to Expo opening at 10:00 a.m. There will be individuals available to assist you to your designated area. Location choice will be determined on when the application and check is received.

Vendor Hours

Events at the park will run from 10:00 a.m. until 4:30 p.m. on Saturday, June 16th. PLEASE NOTE: The Business Expo will be for one day only and all vendors MUST be set up and be ready for business at 10:00 a.m.

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 direct questions to David Thiede at 651-331-9995 or via email bizexpo@cottagegrovestrawberryfest.com

**Cottage Grove Strawberry Fest
Business Expo Exhibitor Application
June 16, 2012**

Business/Organization Name: _____

Contact Person: _____ Phone # (Required) _____ (Cell) _____

Email _____ Website _____

Address _____

City _____ State _____ Zip Code: _____

Best Way to Reach you (mark with an X) : Email (Preferred) Phone Cell Phone

DESCRIPTION OF PRODUCTS: Include everything that you plan on offering or having at your booth, including free giveaways

SPACE SIZE REQUIREMENTS:	()	10 X 10	\$ 50.00
(The fee is non-refundable)	()	10 X 20	\$ 85.00
	()	10 x 30	\$ 120.00

Applications received after May 21, 2012, will be charged a \$25.00 late fee.

***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 attached to this application regarding participation in the event.

SIGNED _____ DATE _____

Please mail your completed application along with your check and ST-19 Form **no later than May 21, 2012 to:**

Cottage Grove Strawberry Fest
Attn: Business Expo
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.