

Business Expo Exhibitors

August 20, 2016



St. Paul Park Heritage Days is hosting a Business Expo this year and we are excited to invite you to participate in this years' event!

The Expo will be held under the big tent on Broadway and 4th Street on Saturday, August 20th, 2016. 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

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 purpose of the business expo is to make residents aware of what you offer. **It is not intended for the purpose of sales.** The Heritage Days committee 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. If you wish to have a booth and make sales, please contact Linda Hunter at Gingerbread Shows (www.gingerbreadshows.com) for more information about a booth in our Heritage Days Street Fair which will be open on Saturday and Sunday from 10 a.m. to 4 p.m.

Vendor Space

The festival 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. Please note there will be no electricity provided in this area. 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 7:30 a.m. to Expo opening at 9:00 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 are received.

Vendor Hours

Events at the Expo will run from 9:00 a.m. until 4:00 p.m. on Saturday, August 20th. PLEASE NOTE: The Business Expo will be for one day only and all vendors MUST be set up and be ready for business at 9:00 a.m.

Indemnity

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the City of St. Paul Park 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 festival volunteers.

Warranties

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

Please direct questions to Sandi Dingle at 651.329.0373 or via email to sandi.dingle@metc.state.mn.us

St. Paul Park Heritage Days Business Expo Exhibitor Application August 20, 2016

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

		Size	Booth Cost
SPACE SIZE REQUIREMENTS:	()	10 X 10	\$ 25.00
(The fee is non-refundable)	()	10 X 20	\$ 50.00

Total submitted - \$ _____

Applications received after August 5, 2016, will be charged a \$25.00 late fee.

****Applicants must supply their own tables, chairs, cleanup, safety rope, etc.**

I hereby indemnify the "St. Paul Park Heritage Days Festival", committee, and the City of St. Paul Park; and I accept the PARTICIPANT GUIDELINES AND REQUIREMENTS attached to this application regarding participation in the event.

SIGNED _____ DATE _____

Please make checks **payable to: St. Paul Park/Newport Lions Club** and mail your completed application along with your check **no later than August 5, 2016 to:**

City of St. Paul Park - Heritage Days
Attn: Business Expo
600 Portland Avenue
St. Paul Park, MN 55071

If you should have questions or need more information, please contact Sandi Dingle at 651-329-0373 or via email sandi.dingle@metc.state.mn.us

