

Maker Fair minnesota

7th Annual
Saturday, October 13, 2018
9:00am – 4:00pm
Nicollet County Fairgrounds
Saint Peter, MN



2018 Maker Fair Minnesota – Food Seller Registration

Maker Fair Minnesota invites food sellers to participate in the 2018 event held Saturday, October 13th from 9am-4pm at the Nicollet County Fairgrounds in Saint Peter, Minnesota. The event showcases a variety of handcrafted arts, crafts and foods from South Central Minnesota Makers. **Alcohol sales are not permitted.** Food sellers are required to have and display their **Food License**. If you do not already have a Food License, you must obtain one. Please contact:

David Reimann
Email: david.reimann@state.mn.us
Phone: 507-344-2727
FBL Licensing/Inspections
MHP/RCA Licensing/Inspections

Minnesota Department of Health
Mankato District Office
12 Civic Center Plaza, Suite 2105
Mankato, MN 56001-375

Please complete the registration form below AND submit your seller payment online or via check. If you need assistance please email: makerfairmn@gmail.com or call: 507.340.1721. Food seller space is limited so early registration is encouraged. Please note that food vendors will be assigned a space that measures 12' deep x 15' wide or 12' deep x 30' wide. We reserve the right to charge an additional fee for vendors that require a larger space and to limit the number of food sellers in each category in order to provide a range of food and beverage options to our attendees. Sellers will be notified as to their acceptance status once their completed registration form, copy of food license, ST19 or statement of Isolated and Occasional Sales Tax Exemption, and fee are received. Please note this is a rain or shine event and no refunds will be issued.

Your Contact Details

- 1) Name _____
- 2) Business Name _____
- 3) Website or Facebook Page _____
- 4) Email _____ 5) Phone _____
- 6) Address _____

7) Food & Beverage Menu – Please list all food and beverage items you intend to sell at Maker Fair Minnesota.

8) Power will be available at your assigned site at the listed rates. You will need to provide your own power cords from the electrical boxes. Please select your power requirements (generators are not allowed):

- 15 amp \$10.00
- 30 amp \$20.00
- 50 amp \$35.00
- None

9) The event is scheduled to be open from 9:00am to 4:00 pm. Vendors are required to be open and serving for the duration of the event. Any exceptions are at the sole discretion of Maker Fair Minnesota staff.

10) The first 50 adult shoppers at Maker Fair Minnesota receive cotton tote Goodie Bags filled with freebies from our sellers and event sponsors. Goodie Bags are a great way to engage shoppers and promote your business. Maker Fair Minnesota will provide a sign to display at your stand designating you as a Goodie Bag contributor. Would you like to contribute 50 items (samples, business cards, flyers, coupons, etc.) to the Adult Goodie Bags?

- You bet! Sounds like fun. I will have my 50 items ready when I check in at Maker Fair Minnesota.
- No. I am not interested.

11) The first 50 kids to line up in the early afternoon at Maker Fair Minnesota receive cotton tote Goodie Bags filled with freebies from our sellers and event sponsors. Kid's Goodie Bags are a great way to engage shoppers and promote your handcrafted business during the afternoon of the event. Maker Fair Minnesota will provide a sign to display at your stand designating you as a Goodie Bag contributor. Would you like to contribute 50 items (business cards, coupons, samples, etc.) to the Kid's Goodie Bags?

- You bet! Sounds like fun. I will have my 50 items ready when I check in at Maker Fair Minnesota.
- No. I am not interested.

12) The State of Minnesota requires that all Maker Fair Minnesota sellers submit an Operator Certificate of Compliance (ST19) or a statement of Isolated and Occasional Sales Tax Exemption. If you need to obtain a free MN State Tax ID number please call 651-282-5225 or 1-800-657-3605.

- I have a MN Tax ID Number and have completed the included ST19 form.

13) I would like to reserve a:

- Food Seller Outdoor Space 12' deep x 15' wide (Provide your own cart/tent) \$ 110.00 USD
- Food Seller Outdoor Space 12' deep x 30' wide (Provide your own cart/tent) \$ 150.00 USD

The following items must be completed and included for your submission to be complete:

- Registration Form
- ST19
- Copy of proper Food License
- Payment (Please include site and electrical)

14) Liability Waiver

It is hereby agreed and understood that the food vendor will carry any necessary insurance during Maker Fair Minnesota on October 13, 2018 and hereby exonerates Maker Fair Minnesota Organizers, Nicollet County Fairgrounds, and Nicollet County Fairgrounds Board of Directors from all liability of any nature before, during and after the event.

Signature

Date

Mail to: Maker Fair MN 2018, PO Box 4245, Mankato, MN 56002

FAQ's for Maker Fair Minnesota Food Sellers

1.) How can I register as a food seller? Food seller registration and payment can be completed online. If you would rather complete a paper form or pay via check please print off the application from the www.makerfairmn.com website.

2.) What is the registration fee and what does it cover? The registration fee for a food seller is \$100 for a 12' deep x 15' wide space or \$140 for a 12' deep x 30' wide space. Electricity is an extra charge depending on what is needed. (110v, 30 amp, or 50 amp). All food vendor booth locations are outdoors and you must provide your own tent, shelter, trailer, etc. All vendor fees are used to pay for venue rental and extensive advertising of the event. Maker Fair Minnesota aims to keep our fees affordable to boost your profits so there are no refunds for cancellations. This is a rain or shine event!

3.) What do I have to provide at my booth? Food sellers must provide their own tent, shelter, trailer, etc. If you are registered for electricity, please remember to bring your own extension cord and power strip.

4.) When is Maker Fair Minnesota and what time can I set up? Maker Fair Minnesota is 9am – 4pm Saturday, October 13, 2018. Artisans can set up their booths the afternoon the day before on Friday, October 12th, from 12pm – 6pm and the morning of the event Saturday October 13th, from 6:45am – 8:45am. All vehicles and trailers must be moved to vendor parking by 8am Saturday morning. All sellers must be completely set up at least 15 minutes prior to the opening of the event and stay until it ends at 4pm. Booths are not to be taken down or removed until after 4pm. No unauthorized vehicles will be allowed in the selling area prior to the end of the event. Any vendors that stop selling earlier than 4pm will not be invited back to participate in future Maker Fair Minnesota events. Food vendors are encouraged to set up Friday and sell food during the vendor set up time on Friday. There are many vendors and helpers onsite that day and this is a great bonus time to boost your sales.

5.) Where is Maker Fair Minnesota and is the event accessible? Maker Fair Minnesota will be held at the Nicollet County Fairgrounds in St. Peter, Minnesota. This beautiful venue is located in Nicollet County and accommodates all of our attendees and vendors. There is ample parking, no stairs, and easily accessible restrooms.

6.) Is Maker Fair Minnesota kid-friendly? Maker Fair Minnesota is a family event! In addition to the handcrafted artisans, we offer adult and kids make-and-take crafts, kids goodie bags, and food vendors. There is no childcare provided at the event and children are to be supervised by adults.

7.) How will Maker Fair Minnesota be advertised? Maker Fair Minnesota 2018 will be advertised on websites and social media, in regional newspapers and magazines, on hundreds of posters and flyers, signs, and on the radio. Makers are also sent promotional flyers to distribute in their communities. Sellers are encouraged to allow event organizers to use photos of their handcrafted items on the website, on social media, and in media press releases.

8.) How do the Goodie Bags work? To encourage early attendance, the first 50 adult shoppers at Maker Fair Minnesota will receive a free Goodie Bag filled with freebies from our artisans and sponsors. To encourage afternoon attendance, the first 50 kids to line up at the designated time in the afternoon will receive a free Goodie Bag filled with freebies also contributed by our artisans and sponsors. Contributing to the Goodie Bags is optional. Maker Fair Minnesota will provide a sign to each vendor that contributes to these bags. The bags are a big hit and a great way to engage shoppers. Take this opportunity to provide samples, coupons, or business cards to encourage shopping at your booth. If you donate to the Goodie Bags please have your items ready when you check in either during set up the afternoon before the event or the morning of the event before 8:00am.

9.) What is the anticipated attendance at Maker Fair Minnesota? The event welcomed over 190 handcrafted sellers and over 4,000 customers in 2017 and this year we hope to continue to grow. Maker Fair Minnesota is an outdoor event that has been blessed with wonderful weather in its first 6 years. With fun programs, unique handcrafted artisans, and extensive advertising we aim to have a great crowd in 2018.

12.) Who can I contact if I have questions? Please contact Maker Fair Minnesota by one of these ways:

Contact page on the event website: www.makerfairmn.com

Email: makerfairmn@gmail.com

Phone: 507.340.1721