Please read the following information before completing the application. If you have any questions, contact Jessica Currier, Recreation Assistant, at jessica.currier@cityvadnaisheights.com or 651-204-6061.

**Event Information:**

- We are looking for unique items and gifts to sell (non-perishable items). A limited number of vendors are permitted to participate in the Vadnais Heights Heritage Days Festival. Vendors must sell only their approved product. You will be notified if you have been selected as one of our vendors.
- Location: Indoors at the Vadnais Heights Commons, 655 East County Road F, Vadnais Heights
- Hours: Saturday 8/14, 12 pm – 8 pm; Sunday 8/15, 10 am – 5 pm. Vendors may set up on Saturday morning (details to come later).
- Exhibitors are assigned a 12x12 foot space for both days. One 8 foot table may be rented for an additional fee and will be set up in advance, or you may bring your own.
- Providing a safe experience is critical to the success of Heritage Days. Vendors are encouraged to take measures to reduce waiting/crowding in lines. Visit the State of Minnesota’s Industry Guidance page for guidance and helpful tips: [https://staysafe.mn.gov/industry-guidance/index.jsp](https://staysafe.mn.gov/industry-guidance/index.jsp)
- **Vendors must comply with all CDC, MDH, and local COVID-19 regulations in place at the time of the event.**
- Vendors are required to clean the immediate area around their booths.

**Exhibitor Requirements:**

- Exhibitors are responsible for set-up and take-down of their display and for having on-hand cash. Exhibitors are required to collect and pay appropriate sales tax.
- Exhibitors are expected to exhibit items throughout all of the scheduled hours and days.
- Setup may be left overnight. The City of Vadnais Heights and the Heritage Days Committee are not responsible for any lost or stolen articles.
- Sellers are required to provide a completed Form ST19, Operator Certificate of Compliance, or other similar written statement for this purpose. You can get Form ST19 at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and type ST19 into the search box.

**Marketing and Crowd Information:**

The event will be advertised on the City’s website (www.cityvadnaisheights.com), in the City’s newsletter (Press Publications), quarterly newsletter and with signs throughout the community. Event turnout can vary greatly with the weather; however, we estimate approximately 3,000 people attend over the weekend.

**Selection Process:**

Please complete the registration form on the second page and submit with payment. A limited number of vendors and crafters will be selected. Refunds will be granted with written notice 30 days prior to the event minus a $5.00 refund service charge. No other refunds will be issued. If your application is not selected, your check will be returned. **Registrations must be received by July 31, 2021. Early bird discount of $10 is offered to exhibitors that register before June 30, excluding non-profits, which are already discounted.**
Merchandise Mart Application
August 14 & 15, 2021

Register by July 30, 2021 (early bird rate through June 30)

Application Fee:

_____ $75 – business exhibit (or $65 early bird rate through June 30)
_____ $75 – merchandise, crafts and handmade items (or $65 early bird rate through June 30)
_____ $25 – non-profit exhibit

Table Rental Fee (8 foot rectangle table):

_____ Yes, one table set up in advance for $5.
_____ No, I will bring my own table.

Business Name: ____________________________________________________________

Contact Person: ____________________________________________________________

Address: _________________________________________________________________

City: ___________________________ State: ___________ Zip: ______________________

Day Phone: _____________________ Cell Phone: _______________________________

Email: __________________________

Description of your display and merchandise: __________________________________

________________________________

Please return this form, a completed Form ST19, and payment check made out to:

City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127
P: 651.204.6000

I understand and agree to all of the attached conditions:

Signature __________________________ Date __________________________

Office use only:

Application Accepted: _____ Yes _____ No

Entered: ______________ Confirm Sent: ______________ By: ______________________

Payment type: □ Cash □ Check #________ Date: ______________ Amount: ______________