



# Potato Days Festival

Friday, August 26 - Saturday, August 27, 2022

Barnesville, Minnesota 56514

PO Box 345

[www.potatodays.com/](http://www.potatodays.com/)

Hello Street Fair Vendor,

I am writing to you today as the new Executive Director of Barnesville Potato Days and would like to invite you to be a Street Fair Vendor at Barnesville Potato Days in August 2022!

Some things will be changing in this application process as we reassess and refresh the festival structure. Eventually, the application form, as well as payments, will be filled out and processed online. Until that time, you can apply via email or mail, but you must send a check to obtain a booth space. If you are interested in being a Street Fair Vendor at Barnesville Potato Days Festival: **Friday, August 26<sup>th</sup> 10am-8pm** and **Saturday, August 27<sup>th</sup> 9am-4pm, 2022:**

1. – Send us an e-mail with this completed Vendor application and ST19 form to [Vending@potatodays.com](mailto:Vending@potatodays.com)

**Or**

Mail us this completed Vendor application and ST19 form, with enclosed check, to:

Potato Days Vending  
PO Box 345  
Barnesville, MN 56514

2. – Wait for approval. After processing your application, Potato Days will contact you establishing your approval to participate in this year's Potato Days Street Fair. Denial may occur, almost always to avoid an abundance of vendors selling too similar of items.

3. – Send Payment. If you applied via email, upon approval, you will be prompted for payment. Mail us your enclosed check to:

Potato Days Vending  
PO Box 345  
Barnesville, MN 56514

**Or**

If you already mailed a check with your application form, **upon approval, your payment will be processed.**

Once approved, you will receive follow up information regarding arrival, check in, and your booth spaces.

**Be aware: Payment for a Street Fair booth space is Non-Refundable**

**Rates:** this one-time fee covers street fair hours for the whole festival - both Friday and Saturday

11' x 11' booth space = **\$100**

11' x 22' booth space = **\$150**

11' x 33' booth space = **\$200**

\$25 Late Fee for applications postmarked after August 15, 2022. Please include late fee in your payment.

Booths spaces are 11 feet deep from the curb and 11, 22, or 33 feet wide.

Booth numbers will be assigned and given out at check in on August 26<sup>th</sup>.

**PLEASE NOTE:** Trailers will only be allowed in certain spaces. Blocks 3 and 4 will be the only spaces that allow trailers for merchandise display only. Trailers must fit lengthwise in the requested space.

Personal vehicle/trailers allowed in your booth space for set-up and tear-down only, unless trailer is part of your booth. Parking is available off street and in the vendor parking area two blocks away.

### **Some Rules:**

Vendors are strongly encouraged to remain open until 8 pm Friday and 4 pm Saturday

Vendors are not allowed to pound anchors into the asphalt or concrete. You must have weights of some kind (cement, sand, etc.) if you need to anchor your table or tent. Vendors pounding anchors into asphalt or concrete will be subject to a \$500 fine

Vendors are not allowed to plug power cords into outside outlets of nearby businesses

Vendors are allowed to use relatively small, quiet generators as long as neighboring vendors and customers do not complain about noise, fumes, or space constraints

Vendors must staff their booths during festival hours

Vendors are responsible for providing their own equipment

No moving vehicles allowed in the Street Fair area during operating hours

Alcohol and illegal drugs are not allowed in the Street Fair.

Vendors will not disturb or harass other vendors in any way.

Only one vendor per booth space rented. Signage for each booth is limited to the group or business name only.

The Street Fair terms and conditions set by the Potato Days Board of Directors prohibit the display and/or sale of merchandise of a political nature

## **Some Notes:**

The State of Minnesota requires that ALL exhibitors complete and return the enclosed Operator Certificate of Compliance ST19 with their registration. If you do not have a tax number, please call the Minnesota Department of Revenue at 651-282-5225

Overnight security will be provided from 8pm Friday to 8am Saturday

Potato Days does not provide electricity

Vendors are allowed to use relatively small, quiet generators as long as neighboring vendors and customers do not complain about noise, fumes, or space constraints

It is advised that exhibitors carry their own insurance. Neither Barnesville Potato Days Festival nor the City of Barnesville is responsible for accidental loss or damage of any kind

Vendors should be prepared to protect their merchandise in case of inclement weather

Vendors are responsible for collecting their own sales tax

Potato Days does not provide Internet access.

Cellular Data coverage varies in Barnesville from carrier to carrier. Please check with your cell phone provider or have a connectivity plan in place before arriving, if necessary

Vendors should not block traffic areas with vehicles or trailers. Corner booths are especially an issue.

Vendors must be torn down and off of Front Street ASAP after 4 pm, as the Potato Days Parade goes down Front Street immediately thereafter

Vendors will be denied booth space expressing religious, moral, or political opinions. Only materials approved by the Potato Days Festival will be allowed. Displaying information that has not been approved by the Potato Days Festival will result in expulsion from the event without refund.

Vendors are solely responsible for collecting and submitting any sales taxes to the State of Minnesota

Product exclusivity is guaranteed only to vendors representing nationally known and/or MLM companies. Only one vendor per nationally known/MLM company is allowed to exhibit in the Street Fair on a first come-first serve basis.

I agree that Potato Days Festival reserves the right to revoke or refuse to grant space at any time, without recourse by the participant. The Potato Days Festival shall not be liable to anyone for this action.

Vendors are fully responsible for their booth and all property including exhibited and personal property, set up and tear down, sales, and trash disposal.

# Vendor Application Form - Barnesville Potato Days Street Fair

Please select booth space:

11 x 11 = \$100 \_\_\_\_\_

11 x 22 = \$150 \_\_\_\_\_

11 x 33 = \$200 \_\_\_\_\_

Enclosed is my check in the amount of \$\_\_\_\_\_ payable to the Potato Days Street Fair and my ST19 Operators Certificate of Compliance.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Business Name**

\_\_\_\_\_

Filled Out ST19 Form? Yes\_\_\_\_ You must fill out the MN ST19 Form with a valid MN Tax ID

You must list sale items on the ST19 form. Otherwise, list any special sale items here:

\_\_\_\_\_  
\_\_\_\_\_

By signing this document, I acknowledge and agree to the notes and rules outlined in this document, and therefore, I release Barnesville Potato Days Festival from all liability for any loss, damage or theft of my property. I understand the application fee is non-refundable:

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature and date required for registration to be valid

**We are eager to re-invigorate the Street Fair in 2022! E-mail or call us with any questions you might have, or to apply.**

**[Vending@potatodays.com](mailto:Vending@potatodays.com)** - best way to contact or apply

**218-354-2888** - checked every 2 – 3 weeks