



**Deadline to Apply: June 1, 2019**

**Business Expo Entry Fees:** Promoting business/selling non hand crafted items & products. A great opportunity to give your business more exposure and expand your customer base. Business Vendors cannot sell products that compete with Artists products or Sponsors products.

\$175 for Business Expo Vendors (10'x10' Booth)

\$320 for Business Expo Double Space (10'x20')

**NOTE:** \$20 late fee may be assessed for applications submitted after June 1, 2019. Payment is non refundable unless application is denied.

**Date & Hours:**

SET UP: Friday, June 21 TIME: 3:00pm to 6:00pm and

Saturday, June 2 TIME: 6:00am to 9:30am

EVENT: Saturday, June 22 TIME: 10:00am to 5:00pm

EVENT: Sunday, June 23 TIME: 11:00am to 4:00pm

Vendors must be set up by Saturday at 9:30am. **No tear down until Sunday 4pm.**

**Registration & Payment Options:**

**PAYPAL OPTION:**

1) Select "Register Now" Button on Vendor Invite page

2) Fill Out Application/Registration Form

3) Select "PayPal" as Payment method (You will be taken to Paypal site to complete Vendor payment.) You should receive an email confirmation that payment has been made. Your Vendor Application will be automatically submitted after payment is complete.

**CHECK OPTION: \*Only available through 06-01-2019**

1) Select "Register Now" Button on Vendor Invite page

2) Fill Out Application/Registration Form

3) Select "Check" as Payment method

4) Select "Register" at end and Send Payment to AABA

**ADDRESS:** AABA / Afton Strawberry Festival P.O. Box 102 Afton, MN. 55001



**Vendor Acceptance & Confirmation:**

AFTER YOUR APPLICATION AND VENDOR FEE HAVE BEEN RECEIVED, THE FESTIVAL COMMITTEE WILL REVIEW YOUR APPLICATION FOR ACCEPTANCE. AABA CANNOT ASSIGN A BOOTH OR CONFIRM ACCEPTANCE UNTIL VENDOR FEES ARE RECEIVED.

ACCEPTANCE All applicants selected to participate in the Afton Strawberry Festival will receive an "Acceptance Confirmation" email. If you do not have an email address you will be notified by phone.

REJECTION All applicants who are not selected will receive an email or phone call as soon as possible and a refund will be issued immediately.

NOTE: Applications missing required documentation will not be considered. Please use checklist on the application to ensure a completed application.

**Advertising:**

Afton Strawberry Festival will be heavily promoted in local newspapers, direct mailings, email list serves, flyers, media alert/press releases, social media, radio, Upper Midwest print publications and online Festival sources.

**Vendor Parking:**

Vendor Parking is NOT allowed on St. Croix Trail or the side streets of Afton. We need to leave accessible parking for guests. Vendor Parking is available at Afton City Hall (4 blocks north of Town Square Park). We will offer free vendor shuttle service prior to and after the event each day. We reserve the right to tow away any vendor vehicles found in violation of this request at the vendor's expense.

**Security:**

Overnight security is provided, however, the AABA is not responsible for lost or missing items. Please plan accordingly.

**Damages:**

The Afton Area Business Association (AABA) or any representative of the AABA shall not be held responsible for any loss or damage to goods or equipment during this event, including damage incurred due to inclement weather.



**AABA Vendor Details:**

Booths Spaces are pre-assigned and are approximately 10 x 10 feet. Each participant must provide his/her own display materials, canopy or tent, table and chairs. Additional booth space is available and may be requested on the registration form for an added fee. Requests for placement will be considered, but cannot be guaranteed.

**Taxes:**

Each vendor must handle sales and collect sales tax as applicable. All participants must provide a completed copy of the Minnesota Department of Revenue ST-19 form, regardless if you are required to pay taxes or not. This form can be found at:

[http://www.revenue.state.mn.us/Forms\\_and\\_Instructions/st19.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf)

St-19 forms can be sent via mail OR scan & email. MAIL: AABA/Afton Strawberry Festival P.O. Box 102, Afton, MN. 55001 EMAIL: [aftonstrawberryfestival@gmail.com](mailto:aftonstrawberryfestival@gmail.com)

**Electrical:**

AABA Participant booths do not include electricity. If you need power, please indicate this on special requests area of application.

Insurance All vendors that hold a Certificate of Liability Insurance should send a copy along with their application. If you do not have Liability Insurance, your signature on the application/waiver will be accepted in lieu of a policy.

**Photos:**

Include a clear photo of your items for sale or provide us with your website. No more than 2 photos please. Photos will be returned if an SASE is provided.