



The Man Cave in Market Place Fair 2018 Rules & Regulations for Retail vendors

A completed and signed application is required to be considered for admittance to the 2018 Little Falls Man Cave in Market Place during the Little Falls Arts & Crafts Fair. The signature indicates that the vendor has read and agrees to abide by the following Rules & Regulations.

Dates and Times

Saturday, September 8, 2018: 8:00 a.m. - 6:00 p.m.

Sunday, September 9, 2018: 9:00 a.m. - 4:00 p.m.

Vendors are required to be open during these hours. The Fair is held rain or shine. Set-up will start after 5:30 p.m. on Friday, September 9th. A Block Host will be on-site to assist in set-up and answer questions.

Application Process

Applications are to be postmarked by March 31, 2018 for returning retailers and May 31, 2018 for new retailers. No immediate confirmation will be issued upon receipt of an application. *Applications must be complete, signed, and accompanied by the appropriate fees.* Only one vendor will be accepted per trade name or parent company. New applicants will be notified by June 10, 2018 of their status. Checks will not be cashed until acceptance has been made.

Fees

Application Fee: \$10.00

City of Little Falls Large Scale Street Fair License Fee: \$15.00

Entry Fee: \$195.00 per space for 1 or 2 spaces; \$100.00 per space(s) for each additional space beyond 2.

Make checks payable to Little Falls Area Chamber of Commerce.

Payments may also be made over the phone by Visa or MasterCard. (320) 632-5155

Post-dated checks and incomplete applications will be returned to the applicant.

Any applications received after May 31, 2018 must include a \$50 late entry fee.

Refunds

The City of Little Falls Large Scale Street Fair License Fee (\$15.00) and the space fee, minus a \$25.00 administrative fee, are refundable prior to May 31, 2018. Anyone who finds it necessary to cancel out of the Fair and wishes to request a refund must do so in writing.

Booth Spaces

Booth spaces are 10' x 10'. Canopies must be adaptable to hard-topped or grassy surfaces. There are no guarantees regarding preference for space locations. **NOTE:** Vendors cannot sell part or all of their space to another vendor. Selling from areas other than your licensed booth space, hawking or soliciting passersby is not allowed and sale signs are prohibited. Vendors may only sell items that they were approved to sell.

Parking

Free parking of vehicles and trailer is available on nearby side streets and city parking lots on a first come basis. Select private property owners in the immediate area have spaces available for a fee.

By City of Little Falls Ordinance, all Recreational Vehicles (live/sleep-in vehicles) are not allowed to park on public streets or parking lots in areas marked NO RV PARKING. Other high profile vehicles are requested to be parked away from the Fair district or in areas specified for RV's. Towing will be enforced.

Set-Up

- ~ Vendors must not block business doorways or extend beyond their assigned booth footage.
- ~ Vendors must display their Little Falls Man Cave in Market Place Fair Booth License in the front upper left hand corner (as one looks into a booth) of the booth throughout the Fair.
- ~ All vendor vehicles must be unloaded and away from the exhibit areas before 8:00 a.m. on Saturday and 9:00 a.m. on Sunday. Violators will be ticketed and towed. **Vehicles may not return to the booth area until after official closing time each day.**
- ~ Each vendor is responsible for their own display materials, including tables, chairs, canopies, backdrops, and especially rain and sun protection.
- ~ Vendors are responsible for their own security measures. The Fair provides for limited night security. Liability is the responsibility of the vendor.
- ~ A 5# fire extinguisher is required in every booth by the Little Falls Fire Chief.
- ~ **Prohibited-** any noise generating mechanical or electromechanical device (such as a generator) that produces sound levels at or exceeding 65 dBA (with a tolerance of 5 dB at the discretion of Fair staff.) ***Generators at or below this level are permitted by arrangement but may affect your booth placement.*** Attention will also be paid to the exhaust produced by any device and its effect on nearby vendors and/or their products. The measurement is done with the Chamber's sound level meter using A-weighting and SLOW response. Measurements will be three-feet or more from the booth perimeter and at a height above the ground of ear level of the Little Falls Area Chamber of Commerce sound monitor. The measurement taken by Chamber staff with the Chamber's sound meter will be considered the official measurement.
- ~**Electricity is not available for booths.**

Minnesota Sales Tax

- ~According to law, it's the sponsor's responsibility to notify vendors that they must have a Minnesota Sales Tax number, collect 7.38% Minnesota and Morrison County Sales Tax and maintain records regarding Sales Tax numbers.
- ~**Applicants MUST provide a completed ST-19 form whether they must collect sales tax or not.** *Vendors will not be allowed to sell without this form on file.*
- ~The MN Dept. of Revenue will be furnished a list of registered vendors and may attend the Fair to check vendors concerning compliance with sales tax laws.
- ~To register and obtain a MN Sales Tax number, contact the MN Department of Revenue at 1-800-657-3777 or www.taxes.state.mn.us and click on Sales & Use Tax for additional information.

Food Vendor Permitting

All vendors selling processed and packaged food products must have a Minnesota Department of Agriculture Mobile Food Handling license and comply with all necessary requirements provided by the Dept. of Ag. This includes hand washing and food handling requirements for those who give samples during the fair. Proper refrigeration as defined by the Department of Agriculture is also required. All numbers will be verified and an inspector will be onsite during the Fair. You may find more information by contacting our inspector, Jacob Schmidt, directly at (320)262-1172 or online at <http://www.mda.state.mn.us>.

Questions: Please contact Mary at the Chamber of Commerce Office at 320-632-5155 weekdays from 8:30 a.m. to 2:30 p.m. or e-mail to assistance@littlefallsmnchamber.com