



16th Annual *Minnesota Scottish Fair & Highland Games*

Greetings,

It is our pleasure to invite you to exhibit at the July 19 & 20, 2019 MSFHG ~ *"Where the Highlands meet the Prairie"* ~ . We value our vendors and the important role they play in our success.

As we did last year, we have planned musical entertainment on Friday evening. Some food & beverage vendors will be open as will the MSFHG info/jumble sale tent. You are welcome to be open for the evening (4 – 9 pm.) This is not a requirement, just an opportunity for you to increase your sales. There is no extra charge for you to be open on Friday.

Your exhibitor registration form, rules & regulations follow. Please be mindful of the stated deadlines. Receipt of this packet does not guarantee you a space unless your registration & insurance certificate are received in a timely manner and your merchandise categories fit our criteria and are not full.

Our move to Eagan's Central Park Festival Grounds last year and the move to an open, free fair was a huge success with attendance at least triple that of 2017. Exhibitors will still be flat fee based and not charged a percentage of sales. The Minnesota Scottish Fair & Highland Games Board of Directors & volunteers look forward to having you join us this year ~ *"Where the Highlands meet the Prairie."*

If you have questions don't hesitate to ask.

Liz Michaelson ~ CFM – Exhibits Coordinator
952-994-8355 Cell

Please remove 952-470-6300 from your records. It is no longer an active number.

emichaelson@mnsctishfair.org or liz@uncommongatherings.com

Please send your registration to:

MN Scottish Fair & Highland Games (MSFHG)
C/O Liz Michaelson
4827 Acorn Ridge Road
Minnetonka MN 55345-3102

Minnesota Scottish Fair & Highland Games

Scottish Market Vendor Application for

Saturday, July 20, 2019 (including Friday evening July 19)

Deadline – No registrations will be accepted after May 15, 2019

Please complete this form and return with your **check payable to MSFHG**

Post form to:

Minnesota Scottish Fair
C/O Liz Michaelson
4827 Acorn Ridge Road
Minnetonka MN 55345

Business Name _____

Contact Person/s _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Event Period Phone _____

Cell _____ E-mail _____

Website _____

List the merchandise categories you offer – see info in letter – Artisans see info on back of this form

Minnesota Tax ID # _____ Tax #s from other states cannot be used.

Visit www.taxes.state.mn.us to apply for a tax ID #. It will be issued on line.

List here any special needs you have:

PLEASE COMPLETE THE BACK OF THIS FORM

For Use By Vendor Committee

Postmark _____ Received _____ Accepted _____

Check # _____ Check Amount _____

Date Notified if Not Accepted _____ via Phone E-mail USPS

Tent/Display Size		TOTAL
_____ 10' x 10'	250.00	_____
_____ 10' x 20'	400.00	_____
_____ 15' x 15'	450.00	_____
_____ 20' x 20'	500.00	_____
_____ 20' x 30'	600.00	_____
_____ Upcharge to be in communal tent \$50.00 per 10 x 10 space		_____

TOTAL FOR SPACE RENTAL _____

_____ Check here if you exhibit with a back wall. We will try to position you for optimum visibility.

Tent & Other Equipment Rentals:

Quantity			
_____ 10' x 10' Canopy	200.00		_____
_____ 9' x 20' Canopy	295.00		_____
_____ 15' x 15' Canopy	295.00		_____
_____ 20' x 20' Canopy	350.00		_____
_____ 20' x 30' Canopy	475.00		_____
_____ Tent Walls (1 20' wall)	35.00		_____
_____ 8' x 30" Table	15.00		_____
_____ Folding Chair	2.50		_____
_____ 51# weight	6.00		_____

TOTAL FOR RENTAL EQUIPMENT _____

ELECTRICAL NEED

of circuits _____ # of amps _____ of 220

Please list here the equipment you need power for. _____

TOTAL FOR ELECTRICAL 50.00 x _____ circuits = _____

TOTAL FEES ENCLOSED _____

FEES SENT VIA PAYPAL TO: admin@mnscttishfair.org _____

_____ I will set up on Friday _____ I must set up on Saturday & understand the limited access.

Note: Saturday set up is carry/cart on only from a drop off area. paved paths. Please be prepared, bring your own cart.

I have read and agree to comply with all terms set by MSFHG (shown on the Rules & Information page):

Signature _____

Date _____

Minnesota Scottish Fair & Highland Games

"Where the Highlands Meet the Prairie"

www.mnscottishfair.org

Merchandise Vendor Rules & Information

Date & Hours

Saturday, July 20, 2019 9am – 5:30 pm - Ceilidh from 5:30 – 9:00 pm

Vendors are required to be open from 9 – 5:30

Rain or Shine, unless vendor coordinator authorizes an early shutdown due to severe weather conditions

Optional Extra Hours

Friday, July 19, 2019 4 – 9 pm

Location:

Eagan's Central Park Festival Grounds

1501 Central Parkway, Eagan MN

Directions:

Please visit the FAQs on our website www.mnscottishfair.org for a map and directions.

Acceptance of Application:

MSFHG will cancel the reservation of any vendor whose Check is returned NSF. Commercial merchandise vendors will not be accepted if the majority of vendor merchandise is not of a Scottish/Celtic nature or application is received after the deadline or the merchandise categories already have sufficient representation. Get your application in early. Returning vendors will be automatically accepted if registration is postmarked by the deadline.

New vendors please consider your application accepted unless we e-mail within 10 days of receipt to decline your registration.

Use of MSFHG Logo:

MSFHG grants vendors the permission to use our logo on promotional materials including websites. Permission is not granted for use of the Scottish Fair logo on any merchandise.

Space:

Our new venue will lay out quite differently from the last. We are working to optimize your visibility. Sizes shown on the form refer to your tent size. All vendors will automatically be sited with appropriate walk around space & space between vendors to facilitate easy access from all 4 sides.

Vendors who expand beyond the limits of their assigned space will be required to make adjustments. For example, if you hope to add other display or support fixtures/covering/etc. outside the perimeter of your tent please contact the vendor coordinator to ensure the appropriate exhibit size is rented.

Refunds:

No refunds of booth or rental equipment fees will be made for any reason after acceptance of application.

Set-up:

Friday, July 19 10:00 am – 8:00 pm

Saturday, July 20 6:30 am – 8:30 am

For your ease of access & to create the safest situation for everyone, we prefer that you set up on Friday. **No drive on Saturday.** Be prepared to cart things to your space.

Because of the Friday evening entertainment no vehicles will be allowed to drive into the actual exhibit area after 5:00 pm. If you must set up late please empty and move your vehicle to designated parking not later than 5 pm.

All set-up must be complete before 9 am Saturday. **All vehicles must be removed to the designated parking areas by 8:15 am.** When you arrive, please check in at the information tent with the vendor coordinator. We are still negotiating with the city of Eagan how they will allow us to label spaces.

Artisans Please Note:

If you are an artisan offering only merchandise you have created, we ask at least 50% of the items offered for sale be of Scottish/Celtic theme. Prospective artisan vendors can be juried from a website if it accurately represents your current work. If you do not have a website, please submit representative photos via email to the coordinator. If the vendor coordinators are already familiar with your work, it is not necessary to submit photos.

Overnight Security:

Overnight security details are still in the planning, but professional security will be provided. Details will be provided as they are confirmed. Vendor has the sole responsibility for security of vendor property. MSFHG has no responsibility for damage or loss regardless of the cause

Safety Requirements:

Due to underground utilities all tents must be weighted. They cannot be staked. We recommend a minimum of 40lbs. per leg. Weights can be PVC tubes that have been loaded with cement, sandbags or steel weights. Concrete blocks can be used but multiples will be needed to meet the 40 lb. minimum. They must be approved in advance of set up by the vendor coordinator. #51 steel weights can be rented from the fair. Please see the rental list. See following FAQs about tent weighting.

All tent ropes & stakes must have brightly colored ribbons attached. All tents must have fire-rating tags attached.

Electricity:

**Use of private generators is not allowed.
NO EXCEPTIONS.**

Provide complete info about your electrical needs on the application form and pay the fee to be linked to our generator or other available electricity.

Inspection:

Vendor committee members will inspect all vendors for compliance with rules throughout the fair. Vendors will be asked to modify their set-up if safety codes or fair regulations have not been followed .

Teardown:

No vehicles can be moved from parking lots to the Paved pathways adjacent to the exhibit area until 6:00 pm

This is a component of our event safety/crisis management plan.

Vendor property must be removed by noon Sunday, July 22.

Resale Requirements:

All vendors are responsible to collect and pay Minnesota sales tax on the appropriate categories. Please provide Minnesota Tax ID # on application. Resale numbers from other states are not acceptable. If you do not have a MN resale number, you can apply online at www.taxes.state.mn.us. Your number will be issued electronically.

GREENING OF THE FAIR:

The fair is a zero waste event. If you have not participated in a zero waste event feel free to contact Jack MacMillan at jacmacm@aol.com for procedures.

We ask that you use recycled content or reusable packaging whenever possible.

Please contain your "real" trash in plastic bags & take it with you. We are happy to accept your flattened boxes, cans/bottles, etc. Compostable recycling is an important part of our program, but must be appropriately separated from boxes, can/bottles. There will be several compost stations on the grounds.

Before you leave the fairgrounds take your sorted recyclables to the designated dumpsters. Location of the dumpsters will be on the site map you receive when you set up.

Do not leave trash or recyclables in your space when you leave.

Dogs

Dogs are now allowed at the fair. They must be leashed and under voice command.

City of Eagan Participation Requirements – see the city application form. (fillable PDF)

The following items must be sent to the City of Eagan before June 15:

City of Eagan Vendor Permit Application and \$38 payment as indicated on the form

Certificate of Insurance with City of Eagan as additional insured

ST-19 MN Sales Tax form

Insurance & Hold Harmless:

Commercial vendors must provide certificates of general business liability insurance (minimum \$500,000 per occurrence, \$1,000,000 aggregate). Please submit insurance certificates before July 1, 2019. Certificates can be included with your application, or emailed to liz@uncommongatherings.com or emichaelson@mnscttishfair.org

If you have employees, who are not family members, working at MSFHG, proof of workers compensation insurance is also required.

All vendors must defend & hold harmless Minnesota Scottish Fair & Highland Games, the directors & employees of the Minnesota Scottish Fair & Highland Games and the City of Eagan from any claims, demands, actions or causes of action arising from any products sold, work or services provided, performed or furnished by the vendor at the Minnesota Scottish Fair & Highland Games.

Certificates must show Minnesota Scottish Fair & Highland Games, and City of Eagan as "additional insureds" for the period of July 19 – 21, 2019

Certificates must reference the following entities & addresses:

Minnesota Scottish Fair & Highland Games
1366 Camelback Drive
Eagan, MN 55121

City of Eagan
3830 Pilot Knob Rd
Eagan MN

Hotels:

See our website for a list of our host hotels at various price points. Reserve asap in the Scottish Fair blocks of rooms. Typically, hotels hold our blocks only until June 1.

Liquor Consumption:

Consumption of alcoholic beverages purchased at the Scottish Fair's McCracken Pub is allowed throughout the grounds.

Buy your adult beverage wrist band at the tent near the fair's food booth.

NO outside alcoholic beverages may be brought onto the site. Please drink responsibly.