

Dear Exhibitor:

Thank you for your interest in the 2024 Friends School of Minnesota (FSM) Plant Sale. The Garden Fair will be held Thursday, May 9–Sunday May 12, 2024 outside the Grandstand on Dan Patch Avenue on the Minnesota State Fairgrounds. Exhibitor space within the Garden Fair during the plant sale will connect you with thousands of Minnesotans who are interested in the unique character of our annual event and who support our school's core values of peace, justice, simplicity, integrity, and community.

Please note the following:

- **Exhibitor sale dates:** Thursday, May 9 (optional; 2:30 pm–8:30 pm), Friday, May 10 (9 am–8 pm), Saturday, May 11 (10 am–6 pm), and Sunday, May 12 (10 am–2 pm). The volunteer pre-sale (by invitation only) is on Thursday, May 9 (2:30–8:30 pm). While you may open for business that afternoon/evening, feedback from Exhibitors is that Garden Fair sales are very small during that period. As a result, many Exhibitors wait to open until Friday morning when the sale opens to the public. You may sell on Thursday, though, if you wish. Each Exhibitor is issued 2 complimentary tickets for the Thursday pre-sale as well as 2 coupons for the discount plant sale on Sunday.
- **No unsealed food or beverages may be sold** or offered for consumption on site or from Exhibitors' booths without additional permits. Application for offering samples is by separate application through the Minnesota State Fair and the State of Minnesota. More information is available upon request.
- **Selection process:** Exhibitors in the Garden Fair are chosen from applications reviewed and accepted by the FSM plant sale committee. We seek Exhibitors who provide products or services that do not duplicate those offered by the Friends School of Minnesota. Uniqueness of product can be determined by comparing your stock to offerings in our previous plant sale catalogs. The catalog is available online at <https://www.friendsschoolplantsale.com/catalog>
- **Submission of an application does not guarantee entry** into the Garden Fair. To apply to exhibit, please send your registration fee along with your application (found at <https://www.friendsschoolplantsale.com/gardenfair-apply> as soon as possible. We will acknowledge your application and deposit your payment if accepted. We will notify you and return your registration fee if you are not selected to participate in the Garden Fair.
- **Exhibitor check-in and set-up** are 10:30 am to 2:00 pm on Thursday, May 9, 2024 at the wristband station outdoors on Block 39 across from the Grandstand. Please make alternative arrangements with the on-site Garden Fair coordinator, Huong Nguyen, if you are unable to deliver your stock and get it loaded onto your assigned site during those times.
- **Parking and unloading space** will be unavailable to Exhibitors Thursday between 2 pm and 8 pm. If you choose to open for sales Thursday, you must be completely set up by 2 pm. Or you may decide to attend the plant sale pre-sale instead using the 2 complimentary tickets each Exhibitor is given.
- **All paperwork** required for participation in the Garden Fair must be returned to Friends School of Minnesota by Monday February 4, 2024 if you're interested in being listed in the printed catalog. Otherwise, exhibit space needs to be reserved by Friday April 12, 2024 and all paperwork must be returned to Friends School of Minnesota by Monday, May 6 before the start of the sale in order to exhibit at the sale. Your presence in the Garden Fair will be included on the plant sale website.
- **Space in the Garden Fair** is assigned on a first-come, first-served basis for new Exhibitors. You will be notified of the assigned site for your set-up during the week before the sale opens. Exhibitors are not guaranteed particular spaces, but we do our best to locate all booths in equally desirable spots based on the total number of Exhibitors and the special needs of some. We take your requests under consideration, but cannot guarantee particular spaces will remain the same each year.
- **Materials:** Exhibitors are responsible for their own signage, tents, tables, and chairs. Nothing can be taped to walls.
- **Payment:** At the close of your final sale day, we will work with you individually to collect FSM's portion of your sales. See application form for specifics. Those who pay before leaving the 2024 Garden Fair pay a smaller percentage of sales than those who must be billed afterwards.

If you have questions or need additional information, please call Kathie at 612-379-4253, text her at 612-590-1394, or send an email to kathie@umn.edu. We look forward to seeing you at the 2024 Friends School of Minnesota Plant Sale!

Huong Nguyen will be your on-site coordinator during the Garden Fair again this year. Kathie Simon Frank will communicate with you throughout the application process.

Sincerely,

Kathie Simon Frank and Huong Nguyen
Garden Fair Coordinators, Friends School Plant Sale Planning Committee