

# FRIENDS SCHOOL OF MINNESOTA PLANT SALE 2024

## Exhibitor Application Form

**Due: Monday, February 5, 2024**

for inclusion in print catalog

Please fill out all sections (both sides) completely and as legibly as possible.

**Garden Fair Dates: Thurs, Friday, Saturday, & Sunday, May 9, 10, 11 & 12**

<b>Contact Name</b>		<b>Today's Date:</b>	
<b>Company or Organization Name</b>			
<b>Street Address</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Phone:</b>
<b>Email Address:</b>			
<b>TYPE OF BUSINESS/ORGANIZATION: Please describe the nature of your business or community organization</b>			
<b>PLEASE SPECIFY TYPES OF ITEMS YOU PLAN TO SELL and/or TYPE OF INFORMATION YOU WISH TO DISPLAY</b>	<b>ARE PRODUCTS/SERVICES/ AND INFORMATION GARDEN-RELATED? YES OR NO (CIRCLE ONE)</b>		
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	

	REGISTRATION TYPE	FEE STRUCTURE
1.	<b>Business – retailing at Garden Fair</b> (\$100.00 registration fee is subtracted from 20% of gross sales due after the sale. Amount due is reduced to 15% of gross sales if amount due is paid in full before leaving sale.)	\$100.00 registration fee due now. Percentage of gross sales due after sale: 20% minus \$100 reg. fee, or 15% of gross sales minus \$100 if amount due is paid in full before leaving Garden Fair.
2.	<b>Business – not retailing</b> at Garden Fair	\$200.00
3.	<b>Community Organization</b> (not revenue-generating; information distribution only)	\$25.00 registration fee
4.	<b>CSA</b>	\$25.00 registration fee
5.	<b>Electrical access needed</b> (see p. 2 -- over)	\$15.00
6.	<b>Most exhibition spaces are 10' x 10' or 100 square feet. If you require significantly more space, we will try to satisfy your space needs and will request an additional \$50 for participating. However, we reserve the right to limit each Exhibitor to a single 10' x 10' space. How much space do you anticipate you will need?</b> Please describe.	\$50 additional 10' X 10' space requested. If additional space is allocated, we will notify you in advance and collect an additional \$50 at the time of set-up. Do not include extra payment at this time.
	<b>TOTAL APPLICATION FEE INCLUDED:</b>	<b>\$</b>

Note: See over for continuation of application. Please fill out all sections on both sides.

PLEASE NOTE:		ADDITIONAL SUPPLIES & ACCESS REQUESTED	
1.	Exhibitors are responsible for their own set-up, staffing, tables, chairs, cash handling, and cleanup. Additional details on the event and set-up/tear-down will be provided after your registration is processed.	No additional staffing available	
2.	Limited electrical hookups are available for an additional \$15.00 fee. Please bring your own outdoor-rated electric cords. Please enclose this fee with application. See page 1 of application.	YES	NO
3.	Water is available in Grandstand; very limited plumbing may be available at individual tables/booths in the Garden Fair. Will you need water?	YES	NO
4.	If you are selling merchandise on site, you must complete an ST-19 form from the Department of Revenue. See the linked form or contact Minnesota Department of Revenue for additional information. Proof of insurance from your insurance agent is also required.		
5.	If you anticipate offering food samples during the Garden Fair, the Minnesota State Fair requires an application and charges a fee of \$25/day/exhibitor to provide customer samples. In addition, exhibitors wishing to offer food samples must show proof of a license from the State of Minnesota Department of Agriculture or Department of Health, and also proof of insurance. Friends School Plant Sale requires that you supply copies of all paperwork showing fees paid and licenses obtained from Minnesota State Fair, and DOA or DOH before set-up for the Garden Fair. Please circle one: I WILL I WILL NOT be offering food samples during the sale.		
6.	Application will not be processed without payment. Make checks payable to: "Friends School of Minnesota" and write "Plant Sale Application" on memo line.		

**Other recommendations/referrals– Do you know someone we should contact as possible additional exhibitors at the Friends School Plant Sale Garden Fair? Please list below.**

Name and Contact Information:

Go to <https://www.friendsschoolplantsale.com/gardenfair-apply> for links to all forms.

Check list

To complete application please return the following:

- completed application,
- payment (See #6 above),
- waiver form,
- ST-19 form, and
- Proof of Liability Insurance (contact your insurance agent)
- Proof of paperwork required if food is to be sold

Send to:

Garden Fair Coordinator  
 Friends School Plant Sale  
 Friends School of Minnesota  
 1365 Englewood Avenue, Saint Paul MN 55104  
 Deadline: Monday, Feb. 5, 2024

Deadline:

For inclusion in printed catalog sent to 23,000 people: Monday, Feb. 5, 2024  
 For participation in Garden Fair and inclusion on Friends School Plant Sale website: Friday April 12, 2024