

FRIENDS SCHOOL OF MINNESOTA PLANT SALE 2026

Exhibitor Application Form

Due: Monday, February 9, 2026 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 7, 8, 9 & 10

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

REGISTRATION TYPE		FEES STRUCTURE
1.	Business – retailing at Garden Fair (\$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 your site at the end of the 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 paid in full before leaving Garden Fair.
2.	Business – not retailing at Garden Fair	\$200.00
3.	Community Organization (not revenue-generating; information distribution only)	\$25.00 registration fee
4.	Electrical access needed (see p. 2 — over)	\$15.00
5..	Most exhibition spaces are 10' x 10' or 100 square feet. If you require significantly more space, we will consider 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. <i>How much space do you anticipate you will need if space is available? Please describe.</i>	\$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 setup. Do not include extra payment at this time.
	TOTAL APPLICATION FEE INCLUDED: Include check with this application. Payment by PayPal is also possible. <i>For PayPal a \$5.00 processing fee will be added to the total indicated to the right. Shortly after we receive your application in the mail, you will receive a bill from PayPal at the email address you provide above.</i>	\$

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

PLEASE NOTE:		ADDITIONAL SUPPLIES & ACCESS REQUESTED
6.	Exhibitors are responsible for their own setup, staffing, tables, chairs, cash handling, and cleanup. Additional details on the event and setup/tear-down will be provided after your registration is processed.	No additional staffing available
7.	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
8.	Limited water is available in the Grandstand. Very limited plumbing may be available at individual tables/booths in the Garden Fair. Will you need water?	YES NO
9.	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 the Minnesota Department of Revenue for additional information. Proof of insurance from your insurance agent is also required.	
10.	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 setup for the Garden Fair. <i>Please circle one: I WILL I WILL NOT want to offer food samples during the sale. I DO I DO NOT have required licenses.</i>	
11.	Application will not be processed without payment. Make checks payable to: "Friends School of Minnesota" and write "Plant Sale Application" on memo line. Payment by PayPal is also possible. <i>A \$5.00 processing fee will be added to the total indicated above. You will receive a bill from PayPal at the email address you provide above shortly after we receive your application in the mail.</i>	

Other recommendations/referrals – Do you know other small businesses or artisans who sell garden-related items and who we might contact as possible additional exhibitors at the Friends School Plant Sale Garden Fair? Please list below. If you know them personally, please mention to them that we will be contacting them. Many thanks.

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 (above)
- Payment (see bottom of page 1 and #11, page 2)
- Contract/waiver form (at <https://www.friendsschoolplantsale.com/sites/default/files/2023-02/fspss-exhibitor-waiver-form.pdf>)
- ST-19 form (at <https://www.revenue.state.mn.us/sites/default/files/2024-12/st19.pdf>) and
- Proof of liability insurance (contact your insurance agent)
- Proof of paperwork and licenses (required if food samples are offered)

Send to:

Garden Fair Coordinator
Friends School Plant Sale
Friends School of Minnesota
1365 Englewood Avenue
Saint Paul MN 55104

Deadline:

For inclusion in printed catalog sent to 23,000 people: Monday, Feb. 9, 2026

For participation in Garden Fair and inclusion on Friends School Plant Sale website:
Friday April 10, 2026