

## 2nd Annual Proctor Autumn Days Craft & Small Business Show

### Vendor Information & Agreement

Event Location: Forbes United Methodist Church – 33 Grove St / Proctor, MN  
Saturday, October 19, 2024 - Hours: 9 am – 3 pm

**Please read carefully, as this agreement has been revised.**

- ✓ It is highly recommended that for your records that you, print out this document, the registration and invoice that is emailed to you once they are completed. **It is your responsibility** to keep track of how much space you requested, the product/s you were approved to bring, and any display you indicated you will use for your setup.
- ✓ Every effort is made to limit excessive duplication of products and ensure proper spacing of similar items at the show to maximize vendor profit. This has become increasingly difficult as more vendors expand their product lines.
- ✓ **Once a vendor is approved to be in a show, the vendor has 24 hours to complete the registration.** If the registration is not completed within the allotted time, the approval is canceled. *Vendors who habitually request to be in a show and don't complete the registration in the allotted time forfeit their right to sign up for future shows.*
- ✓ The coordinator invoices through PayPal or Square. Once the vendor receives an invoice, the vendor has 48 hours to pay for the invoice. If the invoice is not paid within the allotted time, the invoice is canceled. *Vendors who habitually fail to pay their invoices within the allotted time forfeit their right to sign up for future shows.*
- ✓ **Space Fees are Non-refundable.** If you cancel for whatever reason, there is no refund. For example, if the show is canceled due to inclement weather or something else, it will not be rescheduled, and again, there is no refund. *Vendors who no-show, cancel to be in other shows, or try to sell their space to someone else, forfeit their right to register for future shows.*
- ✓ Vendors must be prepared to go at 9 am and stay set up for the show's duration. *ANY vendor who starts tearing down before 3 pm will forfeit their right to participate in future shows.*
- ✓ The coordinator limits the number of direct sellers and small businesses not selling handcrafted products, especially during the holiday season. Direct sellers and small businesses that are not handcrafted are accepted based on what they sell makes for good gifts.
- ✓ **The coordinator can guarantee that she cannot guarantee the weather, how many people will come, or how much they will spend. So, if you are concerned about this, this probably isn't the show for you.**

### Rules and Regulations

Forbes United Methodist Church “does not permit signs, posters, decorations or other materials of any kinds to be taped, tacked, or otherwise attached to the walls & furnishing of the Hall, Narthex, or Fellowship Room.” Respect the churches property if you use the elevator, do not overload carts etc as you can cause the elevator to stop working. Be mindful of the walls so you don't damage them as you are unloading, setting up, or tearing down. **Damages the coordinator incurs due to your negligence will be passed directly on to the vendor who violates this policy, and you will forfeit your right to participate in future shows.**

## ABOUT THE SPACE YOU ARE PAYING FOR

**The coordinator does not rent out by square footage, for example, 8' x 8', 10' x 10' etc.** \*\*See pages 3 and 4 for examples. Vendors are limited to renting 16' of space in length or an L shape. Folding tables are typically 2.5' W x 4', 5', 6', or 8' long. If you are placed on a wall space, you will have approximately 2' to 2.5' of space to sit behind your table. If you are in one of the enclosed spaces, you will have very limited space to put a grid wall/rack/self/display behind you as you will be sharing space with vendors beside and behind you. Wall space is limited, so if you want to bring a grid/rack/shelf/display to put behind you, keep in mind that you only have 2' to 2.5' of space to do so. **No card tables are allowed.** Vendors must provide their tables; however, there are a limited number of 8' tables at Forbe's to rent out. Chairs are provided. Electrical outlets are very limited at this location.

**\*\*Pricing is variable and depends on what the vendor uses for their space; this information is on the registration form\*\***

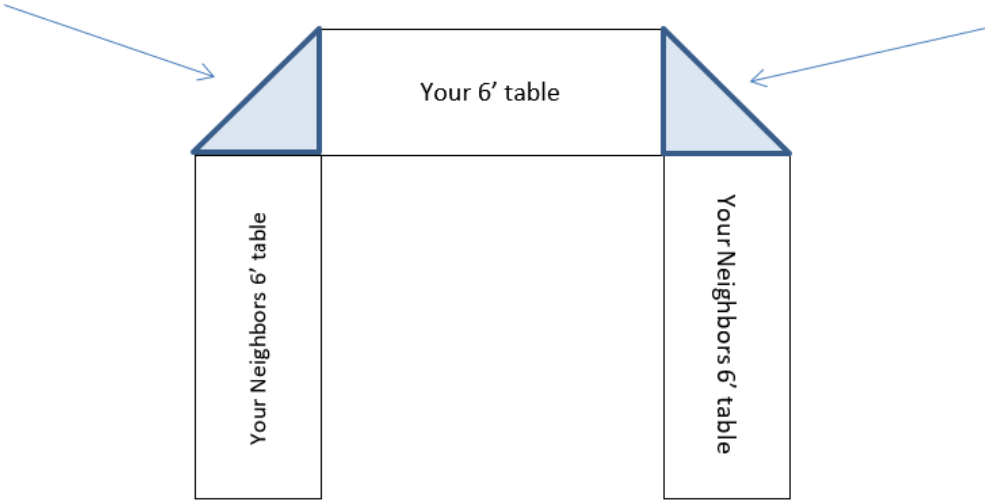
- ✓ The coordinator does not accept special requests (such as, "I want a wall, corner, "L" shape, I don't want to be next to," etc.). The coordinator attempts not to put vendors in the same spot as the previous year/s. Your vendor number and floor plan will be emailed a few days before the show.
- ✓ *No vendor shall assign, sublet, or apportion any part of their space to another person, someone in their downline, or upline. **YOU MUST man your table/s for the entire duration of the show.***
- ✓ **The floor is measured and marked with where your space is, and you may not exceed those markings.** Great thought has gone into where you are located & the arrangement of the tables in general. You may not put product/s in front of your table on the floor. Walk space must meet the ADA (American Disabilities Act) requirements.
- ✓ If you use a large sign with your business name, you may not raise it above your table as it impedes the shopper's view of the room. Instead, such signs may be attached to the front of your table.
- ✓ For safety reasons, it is recommended and preferred that vendors not over stack your table as folding portable tables can only hold so much weight. Depending on the table brand, some can only hold about 200 lbs. **If you are stacking a rented 8' table of the churches and damage or break one of their tables; as a result, the charge to replace the table will be passed on to you, and you will forfeit your right to participate in future shows.**
- ✓ *Extra products you bring, or your check-out items **MUST be STORED UNDER YOUR TABLE, NO EXCEPTIONS.*** If your product/s or miscellaneous items encroach on the vendor's space next to you or around you, you will be asked to put them back in your space, under your table, or take them out to your vehicle.
- ✓ The coordinator does not tolerate bickering vendors. If this occurs, *the offending vendor/s will be assisted out of the building; the tables will be covered, and vendor/s may return at 3 pm to collect belongings and forfeit their right to participate in future shows.*

**Lastly, I highly recommend you find daycare for your child/children/grandchildren.** Space is so tight that there is no room for children playing or lying behind your table/s. If your child/children are running around, it is dangerous to the child/children, shoppers, & vendors, especially those with breakable items. There is not enough space to bring the whole family to these events to sit with you. It is one thing if you have a young person who helps you with your sales, but it's another if you are bringing them due to a lack of childcare. You are running a business.

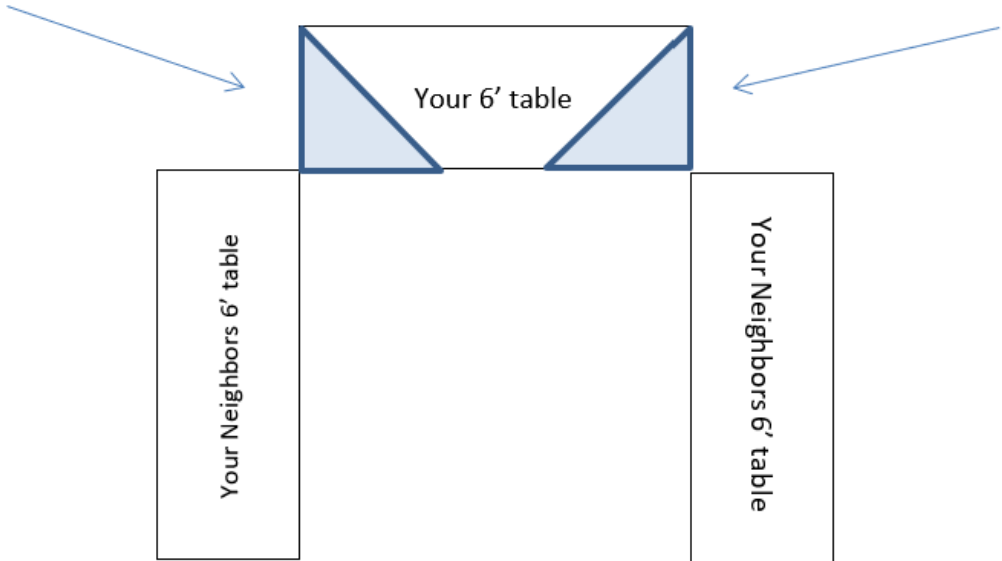
**Set Up Information**

**NOTE, FOR EXAMPLE**, if you bring a 6' table and, say, one or two 2' grid walls/displays to set up on either side of your table, your space is now technically 10'. That is chargeable real estate! YOU NEED TO PAY FOR THAT SPACE. For the sake of clarifying this, I've attached an example. You are more than welcome to wrap your grid wall around your table from the inside, or if you are on a wall, if your grid wall fits behind you in 2' to 2.5', you can put it behind you at no additional cost.

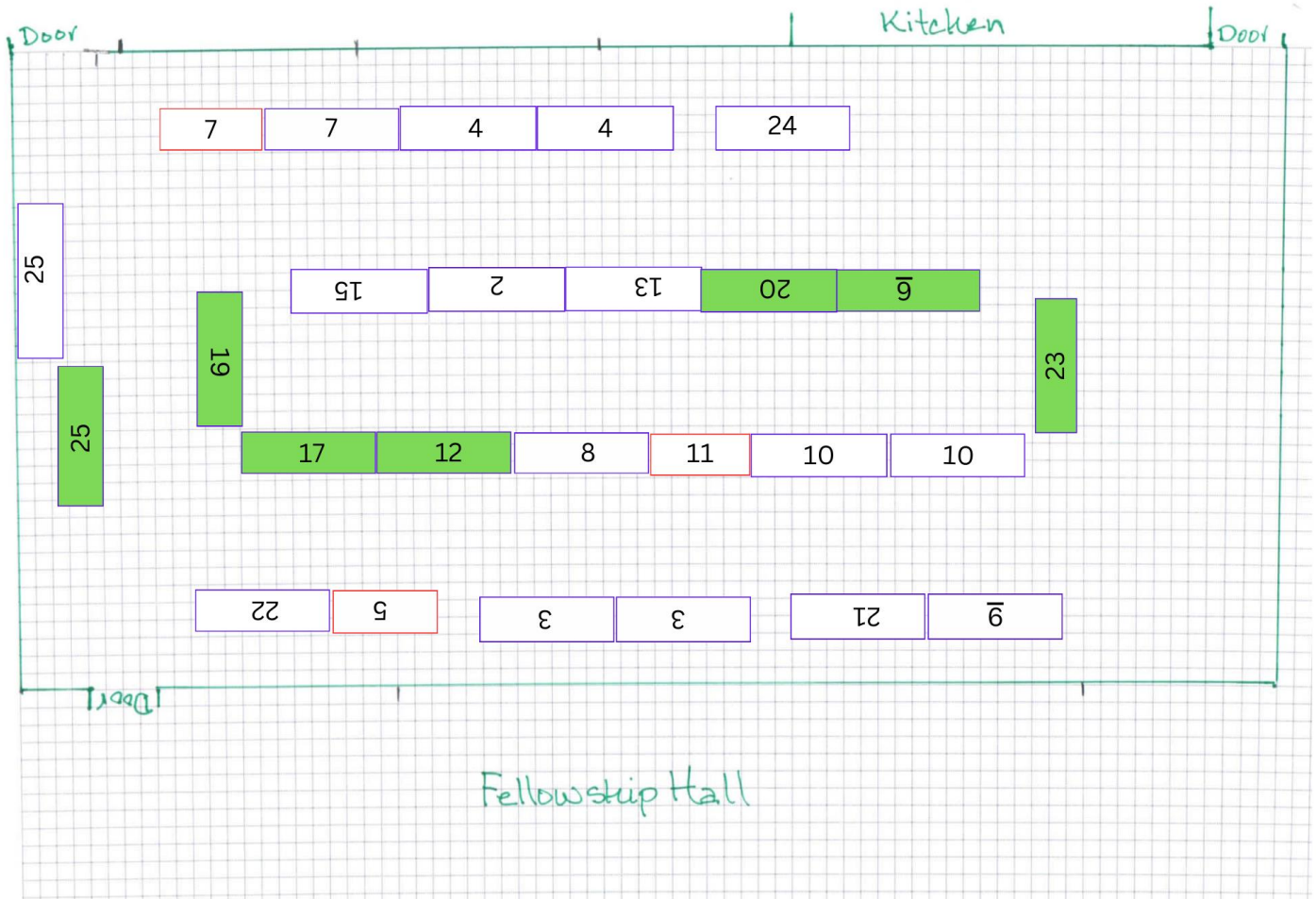
The blue represents the grid wall/display set up on the outside corners of a table.  
That is an additional 2' of chargeable space on each side.



Grid wall/display that faces into the table and wraps around it like this is not an extra charge.



Example of Previous Floor Plan (we will be using three different spaces in the church)



Other Information

The coordinator's website at: [www.itzthekatzmeow.com](http://www.itzthekatzmeow.com)  
 The coordinator's Facebook page at: [www.facebook.com/thekatzmeoweentsduluthmn](https://www.facebook.com/thekatzmeoweentsduluthmn)  
 On the Facebook Duluth Mn Direct Sales & Craft Vendor Event group page at:  
[www.facebook.com/groups/DuluthMinnesotaCraftandSmallBusinessVendorEventPage](https://www.facebook.com/groups/DuluthMinnesotaCraftandSmallBusinessVendorEventPage)

Link to the registration page is at <https://forms.gle/XcuZSwCU4K9GB69CA>