

STAPLES MOTLEY AREA CHAMBER OF COMMERCE

P.O. Box 133, Staples MN 56479
Office 218-894-3974 Cell (218) 296-0238
Britney Bursch, Executive Director
Email Address:
staplesmotleychamber@gmail.com
Website:
www.staplesmotleychamber.org

Dear Possible Railroad Days Vendors,

Greetings from the Staples Motley Area Chamber of Commerce and Railroad Days Committee. Railroad Days is a big event for our city Staples on August 23 – 26, 2018. The food/vendor portion of our festival will run on Saturday August 25, 2018 from 9:00am to 4:00pm. Location is still yet to be determined, please include a valid email address to get updates as we get closer to the date.

If you are a food vendor you will need to submit a secure permit from the Todd County Public Health.

Please accept this invitation for past and future vendors to make Railroad Days event a continuing success. Please fill out below and return to the Chamber office as soon as you can to be sure we have enough room for all who would like to be a vendor. Please see second page for additional information such as cost.

- Please let me know if you want to be a vendor at the 2018 Railroad Days Event this year _____
- Tell me in a few words what your product(s) will be _____
- Will you provide a tent (10 x 10) and display _____?
- Electrical spots are limited with additional cost. Will you need electricity? _____
- Enclosed is the fee for the vendor space in the amount of _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

I look forward to hearing from you and your involvement with Railroad Days 2018.

If you need any assistance on any of the requested items, please contact Sherry Frisk at 218-352-6137 or the Chamber office 218-894-3974 /email at StaplesMotleyChamber@gmail.com

We are behind in the process so I would like to Thank You in Advance for your quick reply to this request.

The logo features a stylized crosshair with a circle at the center. The text 'STAPLES MOTLEY AREA' is written in a large, serif font above a horizontal line, and 'CHAMBER OF COMMERCE' is written below the line. The word 'OF' is smaller and positioned between 'CHAMBER' and 'COMMERCE'.

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Vendor Information

Vendor set up can begin at 8:00 am on Saturday Morning. Vendors are responsible to bring their own tables and chairs. One booth space is 10' x 10'. This is an outdoor event heal in rain or shine. Bring tents or awnings for shelter from rain or sun. Please move your vehicle to a different location after unloading. You are responsible for picking up your own garbage. Please let us know if your booth has excessive noise so we can place you away from other vendors.

Registration is first come, first serve basis. There will be no refunds and any bad checks will be subject to a \$30.00 charge.

Railroad Days are heavily promoted in newspapers, fliers, website, Facebook, visitors guide, and radio. In past years crowds have been amazing and the vendors have done well.

You are required by the State of Minnesota to have a valid sales tax use permit and a photo copy must be sent in with your registration form. Food vendors must also provide a copy of their MN Department of Health License. Any food vendors who are not licensed through the state of MN must go through a provisional license.

Please note the vendor prices have changed. If you have already sent in your vendor fees we will reimburse you anything over the new rates.

Vendor rates are as follows:

\$25.00 Vendor Booth (10 X 10 space)

Additional Charges include:

\$25.00 Electricity Hookup

\$25.00 Water Hookup

Thank you in advance for being a part of Staples Railroad Days 2018.