



Fall Boutique & Market

VENDOR APPLICATION

TO REGISTER:

1. This event is for handmade arts and craft items, fair trade products and "giftable" food products (baked goods, jams, packaged foods).
2. Vendor applications will be vetted to ensure a balance of products.
3. Interested applicants should complete this required information below noting:
 - All approved vendors will be required to submit a ST19 (State of MN) tax form prior to participating. ST19 forms are available at the Richfield Community Center or found online (MN Department of Revenue).
 - Food vendors may be required to submit additional documents.
4. Return this application to:
Richfield Community Center, Attn: Fall Boutique
7000 Nicollet Avenue, Richfield, MN 55423
recreation@richfieldmn.gov
5. Registration Deadline is **Wednesday, October 5, 2022.** (or until max. capacity of vendors has been reached)

2022 Fall Market & Boutique

Event Date: Saturday, October 29, 2022

Event Time: 9am-2pm

Event Location: Richfield Community Center
7000 Nicollet Avenue

VENDOR INFORMATION:

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Cell) _____ (Work) _____

Email: _____

Website: _____ Business Facebook: _____ Business Instagram _____

TYPE OF PRODUCT: Please list all products you will be selling. We want to curate a balance of items to offer a variety. Continue on back as needed. Including photos of products is helpful with our selection process.

TABLE SIZE: ☐ 3ft card table \$18 ☐ 8ft: \$35 ☐ Double: two 8ft tables: \$70 (includes table and chair(s))

NEED ELECTRICITY? ☐ YES ☐ NO

SPECIAL NOTES: _____

APPLICATION DEADLINE: Wednesday, October 5, 2022.

- Applications will be reviewed on Thursday, October 6th.
- Vendors will be notified of acceptance on Monday, October 10th.
- Booth payments will be collected October 10-14th.

NOTE TO APPLICANTS:

Vendor check-in and set-up can take place either **A) Friday, October 28, from 4-7pm** or **B) morning of the event from 6:30-8:45 am.** Additional details will be emailed, or mailed if no email address, to approved vendors two weeks before event.