



## Spirit Valley Days Vendor Booth Fee Waiver Application

### 2016 Spirit Valley Days - Wednesday August 3rd - 7th, 2015

The West Duluth Business Club's Spirit Valley Days Committee would like to support local non-profit organizations and also provide a variety of activities for those attending the event (especially children). Your organization is invited to use Spirit Valley Days as an opportunity to generate awareness and/or raise funds. For consideration of a full or partial waiver of vendor fees, complete this application.

Applications will be reviewed based on the following criteria:

- uniqueness and entertainment/engagement value of the proposed activity.
- the organization's ability to staff the booth between 4 pm & 9 pm Aug. 3rd & 4th
- the organization's contribution(s) to the Spirit Valley/West Duluth area.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please describe your proposed booth/activity.** The committee is looking for carnival style games (cakewalk, pluck-a-duck, games of skill or chance, bounce house, etc...) or participatory activities (games, activities, arts & crafts) to engage youth and festival attendee's in general. To avoid duplication preference to duplicate proposals will be given on a first-come first-served basis.

**Please include:** 1) Vendor Application Form; 2) Vendor Agreement; 3) Proof of Insurance.

**Art, Craft & Vendor Application**

**Spirit Valley Days - P.O. Box 7091 - Duluth, MN 55807 - [www.spiritvalleydays.com](http://www.spiritvalleydays.com)**

**Ivan Hohnstadt - Coordinator - 218-391-3696 - [advisemarketing@gmail.com](mailto:advisemarketing@gmail.com)**

## Spirit Valley Days 2016 - Aug. 3rd - Aug. 7th

Spirit Valley Days will be celebrated Wednesday August 3rd through Sunday August 7th in West Duluth. We invite you to bring wares to add to the festive nature of the celebration on August, 3<sup>rd</sup> - 7<sup>th</sup>.

**Location:** West Duluth Business District on Ramsey Street between Grand Ave. and N. Central Entrance.

**Set Up Time:** Wednesday, August 3rd between Noon and 3:00 p.m.

**Recommended times for Art, Craft, Vendor Sales and Non-Profit Booths providing kids activities:**

Wednesday August 3rd 4:00 pm - 10:00 p.m.

Thursday August 4th 4:00 pm - 10:00 p.m.

**Friday August 5th 4:00 pm - 1:00 a.m. - 8/6/16 - Because of the street dance exhibitors will not be able to exit the festival grounds until 1:00 a.m. Minors will not be allowed in the area after 7 p.m.**

Saturday August 6th 11:00am - 4:00pm (participation optional) YES or NO

*Saturday vending opportunities requires a move of two blocks to the Family Day activities in Memorial Park.*

**Fees are for a 10' x 10' area. If you need a larger space how many spaces do you need? \_\_\_\_\_**

**\$75.00 - If paid by 7/15/16; \$100.00 - If paid after 7/15/16; \$125.00 - If paid after 7/30/16**

**Electrical service is very limited and is subject to availability plus an additional charge of \$25.**

**Total Due \$ \_\_\_\_\_ = \_\_\_\_\_ (Spaces Required) x \$ \_\_\_\_\_ (fee amount at time of payment)+ \_\_\_\_\_ electricity.**

1. Vendors must furnish everything required to conduct their business such as tables, chairs, tents, extension cords, etc.
2. Vendors must be 18 years or older
3. Business or organization signage for each booth is the responsibility of the exhibitor
4. Sales tax should be included in the price (if applicable) and **sales tax remittance is the sole responsibility of the exhibitor.**
5. Participation in Spirit Valley Days is at your own risk. You agree to hold harmless and indemnify the Spirit Valley Days Committee and the West Duluth Business Club for all liability, property damage and loss.  
**It is highly recommended that you carry Property and Public Liability Insurance.**
6. Application deadline and availability of electrical service is on a first-come first-served basis.

**Please complete and return the following: 1) Art, Craft & Vendor Application; 2) Art, Craft & Vendor Agreement; 3) MN Dept. of Revenue ST19 Form (available at [http://www.revenue.state.mn.us/Forms\\_and\\_Instructions/st19.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf)); 4) Proof of Insurance and 5) payment with your application materials to:**

## Spirit Valley Days, P.O. Box 7091, Duluth, MN 55807

We have made PayPal an option for payment through the website, you may also mail your application materials and make your payment by check or money order. Application materials may also be emailed to [advisemarketing@gmail.com](mailto:advisemarketing@gmail.com)

**Name of business or organization:** \_\_\_\_\_

**Name of Authorized Representative:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of product(s):** \_\_\_\_\_

**Spirit Valley Days - P.O. Box 7091 - Duluth, MN 55807 - [www.spiritvalleydays.com](http://www.spiritvalleydays.com)  
Ivan Hohnstadt - Coordinator - 218-391-3696 - [advisemarketing@gmail.com](mailto:advisemarketing@gmail.com)**



## **West Duluth Business Club - 2015 Spirit Valley Days Art, Craft & Vendor Rental Agreement**

**Effective Dates:** August 3rd through August 7th, 2016

**Location:** Ramsey Street between N. Central Ave. and 57<sup>th</sup> Ave. W. in West Duluth. - Family

Day activities will take place Saturday, August 8th in Memorial Park, adjacent to Grand Ave.

The West Duluth Business Club (WDBC) Spirit Valley Days (SVD) Rental Agreement (herein "Agreement") is made as the dates set forth above, by and between the Spirit Valley Days Committee and

\_\_\_\_\_ (herein, "Exhibitor").

### **Article 1. Premises**

SVD is authorized to use the sidewalks assigned by the City of Duluth and surrounding Businesses of West Duluth for the 2016 Spirit Valley Days. WDBC agrees to rent space on the premises to the exhibitor. The exhibitor will be assigned booth(s), the location(s) of which will be indicated on a map attached to your confirmation letter.

Each booth space shall be 10' x 10' with no electricity access.

### **Article 2. Term**

The term of this agreement shall begin on August 3rd, 2016 at the Exhibitor's set up time as assigned in Article 5 and ending on August 7th, 2016 at 5:00 p.m.

### **Article 3. Rent**

Fixed Rent. Exhibitor shall pay to SVD the amount of **10'** \$75 if paid by 7/15/16; \$100 if paid between 7/16/16 and 6/30/15; and \$125 if paid after 7/30/16.

### **Article 4. Liability**

WDBC shall not be liable in damages or otherwise for the interruption or impairment of the furnishing of any supplies or services. WDBC shall not be liable in damages or otherwise, or in any way guarantee to the exhibitor, sales or customers. Exhibitor shall be solely responsible for any and all defects in its merchandise. WDBC reserves the right, in its discretion, to release exhibitors contact information. Exhibitor shall be solely responsible for reporting its own sales tax, and any and all other taxes.

### **Article 5. Conduct of Exhibitor**

Use of Premises. Exhibitor shall not use the premises for any unlawful purpose, and will comply with all rules and policies of the City of Duluth and WDBC and all present and future laws, ordinances, regulations and orders of all government units having jurisdiction over the premises.

- A. Exhibitor agrees that it shall set up its booth on August 3rd between noon and 3:00 p.m. and to be ready for operation at 4:00 p.m. on August 3rd, 4th and 6th if participating in the Family Day activities at Memorial Park.

**Spirit Valley Days - P.O. Box 7091 - Duluth, MN 55807 - [www.spiritvalleydays.com](http://www.spiritvalleydays.com)  
Ivan Hohnstadt - Coordinator - 218-391-3696 - [advisemarketing@gmail.com](mailto:advisemarketing@gmail.com)**



- B. Exhibitor agrees that its booth shall not be taken down until 9:00 p.m. on August 5<sup>th</sup> and 6<sup>th</sup>. Exhibitor agrees that its booth shall either be taken down and off of the premises on August 7<sup>th</sup> by 5:00 p.m. or the exhibitor agrees to stay until the conclusion of the street dance activities at 1:00 a.m. August 8<sup>th</sup>. Take down on August 8<sup>th</sup> at the Memorial Park Family Day activities will be 4:00 p.m.
- C. Exhibitor agrees that it shall contain its business and merchandise to its assigned booth space. WDBC reserves the right to charge exhibitor for additional square footage used by the exhibitor.

**Article 6. Insurance**

Insurance. Exhibitor agrees to be responsible for a policy of insurance. Insuring exhibitor from all claims, demands or actions for injury or death and for damage to property due to the conduct and operation of exhibitor's business on the premises.

**Article 7. Cancellation**

The exhibitor will be entitled to no refund of its payment for cancellation of participation. If the event must be cancelled for any reason outside of WDBC's control, WDBC reserves the right to retain all amounts paid by the Exhibitor.

**Article 8. Assignments and Subletting**

Exhibitor shall not assign, transfer or sublet this agreement without the previous written consent of WDBC.

**Article 9. Miscellaneous**

This agreement shall be governed and constructed according to the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this agreement. West Duluth Business Club, Spirit Valley Days Committee;

By \_\_\_\_\_ Date \_\_\_\_\_  
Ivan Hohnstadt, Spirit Valley Days Coordinator

\_\_\_\_\_  
Exhibitor/Business Name Date

\_\_\_\_\_  
Authorized Contact Person Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address Phone Number (required)

\_\_\_\_\_  
City, State, Zip Code Email Address (required)

Please return a completed copy of this agreement to: Spirit Valley Days, P.O. Box 7091, Duluth, MN 55807

**Spirit Valley Days - P.O. Box 7091 - Duluth, MN 55807 - [www.spiritvalleydays.com](http://www.spiritvalleydays.com)  
Ivan Hohnstadt - Coordinator - 218-391-3696 - [advisemarketing@gmail.com](mailto:advisemarketing@gmail.com)**