



# Holiday Gift Fair Vendor Info

8am-6pm Tuesday, December 4, 2018

## VENDOR INFORMATION

We are seeking vendors of arts, crafts and items/services for the 125 LIVE 2018 Holiday Gift Fair and Fundraiser. This event is on Tuesday, December 4th 2018 from 8AM to 6PM.

Applications will be reviewed by our organizing committee using the following criteria:

- Vendor provides a service or product of interest
- Vendor has followed all expectations regarding providing requested information
- Vendor agrees to the terms of exhibiting below

The committee will assign tables and provide table number by December 1st. If there is extra space extra table will be allocated.

## Vending Hours

Vendors are asked to be ready to begin at 8AM and be available through-out the day until closing at 6PM.

## Load-In

Vendors are strongly suggested to load in before the event starts at 8AM. The facility will be open and available for set up by 6:30AM the day of the event. Access to the center is easy for unloading. There will not be 125 LIVE staff available to assist with unloading, so please make your own arrangements if needed. If you can't make it to set up by 8AM please let us know so that we might accommodate your needs.

## Load-Out

Vendors will be able to load out at 6PM.

## Fees and Rentals

- **\$50 will be charged for one 4' x 7' foot space (additional tables are available for \$25, expanding the space to 4' x 14'). The organizers of the event are asking vendors to also give a good or service worth \$25 for the silent auction. The total dollar amount paid and donated will be considered a tax deductible donation to 125 LIVE with proper receipt and form given post event.**
- Space includes 4' x 7' table with two chairs. Electricity is available as well. Please be sure to indicate it on your application. There are no dividers between tables or a place to put up any signage behind the tables. Poster easels are acceptable with/for signage and

signs can be placed in the front of the table. No vendor signs are to be placed on the walls of the building

### **Vendor Fine Print**

- All vendors must complete a Holiday Gift Fair Vendor Form. Once your form is complete.
- The vendor space will be open for exhibitor set-up beginning at 6:30AM December 4th.
- Exhibitors may NOT tear down their exhibits until the end of the event.
- This is a one-day event and all items will be the responsibility of the vendor. No set up the night before and no security for the event will be available other than what is available during the operating hours of 125 LIVE.
- If you are also offering a service at the event, please arrange coverage of your booth while doing so. This is for vendors who might have things to sell while they are offering massages or other services free or for sale.
- Exhibitors who wish to attend 125 LIVE and use the facility before or after the event must register and pay the required fee at the front desk.
- Due to facility policy, exhibitors are not allowed to sell food of any kind at the event (unless pre-approved by 125 LIVE for meeting guidelines).
- Please make childcare arrangements for any children under ten.

For further information, or to submit your form, contact:

**Jill Harkness** | [jillh@125livemn.org](mailto:jillh@125livemn.org)

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