

# Christkindlsmarkt

## Vendor Set-Up Information

***The Vendor Package is sent only to the first name on the application. If you are sharing a booth, please review the vendor package with them.***

### **Food Tent Set-Up Only Wednesday, November 25, 2009**

Time: 2:30 p.m.

Location: Lyman Park, 315 Water Street, Excelsior, MN 55331

### **Merchandise Display Set-Up**

**Friday & Saturday**

**November 27 & 28**

6:30 a.m. – 9:45 a.m. All booths must be ready to receive customers by 9:45 a.m. Market opens at 10:00 a.m.

Merchandise delivery in park 6:30 a.m. - 8:00 a.m. Only! Drive in and unload as quickly as possible.

Merchandise pick-up 7:30 p.m. – 8:30 p.m. Drive in and load as quickly as possible.

### **Sunday, November 29**

8:30 a.m. - 10:45 a.m. All booths must be ready to receive customers by 10:45 a.m. Market opens at 11:00 a.m.

Merchandise delivery in park 8:30 a.m. – 10:00 a.m. Only! Drive in and unload as quickly as possible.

**Tent Strike** – Sunday November 30, 2008

Drive in pick-up 4:30 – 6:30 p.m.

**YOU MUST CLEAN UP ALL BOXES, GARBAGE, ETC. BEFORE LEAVING!**

### **Check-In and Parking**

All vendors must check-in prior to tent and merchandise set-up.

**Check-in times:** Friday & Saturday 6:30 – 8:45 a.m.

Sunday 8:30 a.m. – 10:45 a.m.

**Park** your vehicle behind Excelsior Mill, 340 Water Street. Area will be marked. No overnight parking is permitted.

### **Vendor Requirements**

- YOU MUST feature your business/craft primary emphasis as described on your application.
- YOU MUST have one person involved and/or knowledgeable with your products in your booth at all times.
- YOU MUST supply your booth with a Christmas theme. Christmas lights and garland will be supplied by the Christkindlsmarkt committee – Please no neon or blinking lights.
- YOU MUST NOT have any articles (chairs, tables, demonstrations or items for sale) outside the parameters of your booth. This will be enforced.
- YOU MUST be open during **ALL** the market hours. No early closures on any day.
- YOU MUST not use electrical heaters or connect any electrical lines without permission.
- Failure or refusal to comply with rules and requests of the committee are grounds for expulsion from the festival with no rights to recover the entry fee.

### **Security**

You must provide your own security during market hours and we recommend that you do not leave your merchandise on the site. Additional security will be provided for after hours patrolling the parameters.

### **Dress for the Weather**

Dress in layers • Have available packs of hand, body and feet warmers • have extra blankets on hand • Mr. Heater Portable Buddy Heater will be permitted upon Fire Marshall Inspection approval with each vendor (see enclosures of heater info and Fire Department Requirements) **No Electric Heaters are Permitted**

### **MN Permit**

Be sure all required permits are up to date as required by the state of Minnesota. I.e. Food Permits.

### **MN State Sales Tax**

It is the artist's responsibility to charge and collect for MN state sales tax. This money must be submitted to the State Sales and Excise Tax Division. For further information, call (651) 296-6181 and ask for the Sales Tax Department.

***Special Needs – Please notify us if you have any special needs so we may accommodate you.***

Questions please email [info@excelsiorchristmas.com](mailto:info@excelsiorchristmas.com)

or 952-994-1845