

Pine Knot News
122 Avenue C
Cloquet, MN 55720

August 20, 2021

Dear Vendor,

Thanks for your participation in the West End Flourish September Celebration. There's so much to celebrate in Carlton County. We're thrilled that you'll be joining us and giving us one more reason to celebrate.

This is a first-year event so there may be a few glitches along the way. We hope to keep these to a minimum and ask you to be patient with the volunteers, other vendors, and those in attendance.

You are responsible for providing all the materials for your booth. The streets in the festival area will be closed from 11:00 a.m. to 7:00 p.m. You may start setting up your booth at 11:00 a.m. and we ask that you remain until the end of the event at 6:00 p.m. and are packed up by 7:00 p.m. Prior to leaving, please police your area and dispose of any litter in the garbage containers provided by Cloquet Sanitary Services.

It is necessary to follow the conditions of the Vendor Contract as a courtesy to the attendees. THANK YOU!

Booth spaces are outside and approximately 10' x10'. The cost for booth space is as follows:

FREE – nonprofits that provide an activity or entertainment & musicians who would like to busk (play for tips) – preregistration is required

\$25 – artists, creatives & locally produced goods

\$50 – nonprofits (without an activity or entertainment), direct sales vendors such as Pampered Chef, etc.

\$100 – food & business booths

If you need a larger area, please contact me to check availability. If you need to make any changes, please get a hold of me ASAP so we can plan accordingly.

Vendor Checklist

- Sign and return contract with payment to Pine Knot News office by September 10, 2021.
- Proof of insurance.
- Minnesota Department of Revenue, Operator Certificate of Compliance - Form ST19
- Booth description for the Sept. 18 *Pine Knot EXTRA* (must be received by 9:00 a.m. Monday, Sept. 13, 2021).

Food Vendors

- All the above.
- Copy of license.
- Copy of menu - must be approved to minimize duplication

Electrical

*There is little to no electricity available.
If you require electricity, please contact me
in advance and I'll try to accommodate you.*

NO VENDOR WILL BE ALLOWED TO PARTICIPATE UNTIL ALL PAYMENT, PAPERWORK, LICENSES & PROOF OF INSURANCE HAS BEEN RECEIVED. THANK YOU, VENDORS!

Sincerely,

Ivan Hohnstadt

Advertising Director / Event Coordinator
Pine Knot News
218-391-3696
Ads@PineKnotNews.com

West End Flourish September Celebration – Sat. Sept. 25
VENDOR BOOTH/SPACE RENTAL AGREEMENT

Vendor Business Name _____

Address _____ City _____ State _____ Zip _____

Contact Person _____

Phone: Office _____ Cell _____

Email _____ Website _____

Social Media Links _____

Booth Description - 50 words maximum – To be published in the *Pine Knot EXTRA* on September 18 – This description must be received no later than 9:00 a.m. Monday, September 13, 2021.

Rental space fee \$ _____ X # Booth Spaces _____ = _____ TOTAL DUE

Payment is due 9 a.m. Monday, September 13, 2021 to be included in the September 18, Pine Knot EXTRA.

Online payment and registration available at www.oacc/programs/west-end-flourish; pay in person or mail payment to Pine Knot News, 122 Avenue C, Cloquet, MN 55720 or call 218-878-9332 to make a phone payment by credit card. Payments are nonrefundable. If the event is canceled due to Covid-19 concerns the event will be rescheduled when it is determined safe to do so.

The cost for a 10' x 10' outside booth space is as follows:

- **FREE – nonprofits that provide an activity or entertainment & musicians who would like to busk (play for tips) – preregistration for busking is required**
- **\$25 – nonprofits, artists, creatives & locally produced goods**
- **\$50 – local direct sales vendors such as Pampered Chef, etc.**
- **\$100 – food & businesses**

Booth spaces are outside and approximately 10' x10'. Vendors are responsible for providing all the materials for their booth. This event is rain or shine. In case of inclement weather, we will try to provide an inside-venue backup plan for as many participants as possible. You will receive notification of your booth location and backup plans on or before Friday, Sept. 24.

Indemnification Clause: The Pine Knot News, LLC, and the City of Cloquet, their agents or employees shall not be liable, and the undersigned, agent for above company, shall indemnify, save, hold harmless, from any and all liability, claims, demands, expenses, fees, fines, penalties, suits proceedings and causes of any action of any and every kind and nature arising out of, or in any way connected with the vendor's activities related to the West End Flourish September Celebration event. By signing this contract, vendor acknowledges that they have read the vendor policies as set forth by the Pine Knot News, LLC, and agrees to abide by them and further acknowledges that any decision by the event coordinators is final with no further recourse. The vendor also is responsible for all employees, volunteers, or persons within the confines of their booth space and assures that those people also understand and agree to follow the vendor policies as set forth.

Signed: _____ Date: _____

Print Name & Title: _____

- Mail this agreement along with your booth description and accompanying documents to:
Pine Knot News, 122 Ave. C, Cloquet MN 55720 or email to: ads@pineknotnews.com.
- Questions may be directed to Ivan Hohnstadt, event coordinator, 218-391-3696 or ads@pineknotnews.com

VENDOR CHECKLIST: _____ Signed Contract _____ Proof of Insurance (Homeowners/Business) _____ License (food)
_____ Menu (food) _____ MN Dept. of Revenue, Operator Certificate of Compliance - Form ST19 _____ Booth Description
<https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>