

# The Embarrass Region Fair

## August 23-25, 2024

Another year has come and gone. It's time to start planning for the 2024 Embarrass Region Fair! Cindy Scherer and Jeanette Mellesmoen will be your primary contacts for vendors inside Timber Hall and under the eaves; Tracey Muhvich will be the contact for vendors on the grounds.

### Hours of Operation

The Fair officially opens at 2 pm on Friday, August 23. Set-up times are on Thursday from 5:00 pm – 7:00 pm and Friday from 11 am until 2 pm. Your booth should be open for business during vendor hours shown below:

	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Hours the Grounds Are Open	2 pm to 10 pm	8 am to 10 pm	8 am to 6 pm
Vendor Hours Inside Timber Hall	2 pm to 6 pm*	9 am to 6 pm	10 am to 4 pm

\*Vendors Under the Eaves and on the Grounds may stay open later if business warrants it. Tear down begins at 4 pm on Sunday and should be completed by 6 pm.

**Vendor spaces are assigned on a first come – first served basis**

### Timber Hall/Under the Eaves

Space is available inside the Timber Hall and outside Under the Eaves on the north (horse arena) and south (food vendor) sides of the building. Each booth is approximately 10' x 10' and includes one table (8 ft), two folding chairs, and rents for \$60 for the entire weekend. You may also bring your own tables. On the inner ring of tables in the Timber Hall, corner spaces that provide two "fronts" will rent for \$85 and include two 8 ft tables.

Please cover your table(s) with a tablecloth or sheet so that items you store under your table during sales are hidden from view. In addition, please cover your goods overnight to ensure no one disturbs your products. We will be creating a barrier between the dining area and vendor area each evening as well. This has worked very well in the past and we have never had any problems. If your booth is under the eaves, you may choose to move items indoors or rope off and cover outside.

### On the Grounds

Space is available on the fairgrounds for vendors with large displays or canopies. A 10 x 10-foot space is \$60 for the weekend, larger spaces rent for \$85 and a double space is \$170. Vendors on the grounds will be set up on both sides of the driveway between the Timber Hall and the South gate. Please send all forms and fees to Tracey Muhvich.

### Parking

Vendors inside or under the eaves of the Timber Hall may unload their vehicle by an entrance but then you must move your vehicle to the field behind the Timber Hall by 2 pm on Friday. All "extra" vehicles should be moved to the parking lots as well. Handicapped accessible spaces are available on the horse arena side of the Timber Hall.

## **Fees/Wristbands**

When you arrive, please check in at the Timber Hall to receive your wristbands for the weekend. The wristband allows you to enter the Fairgrounds all weekend without paying at the gate. A maximum of two wristbands per booth will be issued for use all weekend. Additional members of your group must pay for admission to the Fair, which is \$5 per day or purchase a 3-day wristband for \$12 (available for purchase on Friday at the North gate). Wristbands for children 10 years of age and under are free with a paid adult.

Please return the following forms with your payment as soon as possible:

- Agreement (fill out and return) with payment
- ST19 Form (required for tax purposes even if you do not charge sales tax)

The Agreement and ST19 form must be postmarked by August 1<sup>st</sup>, in order to retain the \$60/\$85 prices noted above. Requests for space received after that date, will be assessed an additional charge of \$40 per space.

## **Cancellation Policy**

The Fair will not be cancelled due to inclement weather. We regret reduced traffic flow that occurs, but it is the official stance of the Embarrass Region Fair Association that no refunds be made.

If you cancel your participation prior to August 1st, your full payment will be refunded. Any cancellations after August 1st will not be refunded.

## **Advertising**

ERFA will publish a listing of daily events and utilize online sources, newspaper, flyers, and radio to promote the Fair.

We look forward to meeting you or seeing you again at this year's Embarrass Region Fair. Stay warm and think spring (and summer)!

Make check or money order payable to Embarrass Region Fair Association or ERFA and mail to:

### **Timber Hall /Under the Eaves:**

Cindy Scherer  
5398 Lehto Rd  
Embarrass, MN 55732

### Vendor Contacts:

Cindy Scherer  
Voice or Text: (218) 742-4806  
Email:Embfairvendors@gmail.com

Jeanette Mellesmoen  
Voice or Text: (218) 410-9909  
Email:Embfairvendors@gmail.com

### **Fairgrounds:**

Tracey Muhvich  
7983 Pylka Rd  
Embarrass, MN 55732

### Vendor Contact:

Tracey Muhvich  
Voice or Text: (218) 410-7988  
Email:vendors@embarrassrfa.org

RETAIN THIS LETTER FOR YOUR REFERENCE

Enclosures: Vendor Agreement, ST19

## The Embarrass Region Fair -- August 23-25, 2024

### Vendor Agreement

Please check all that apply and indicate number if you require more than one:

Type of Space	Number Needed	Total Cost
<input type="checkbox"/> <u>Standard space</u> inside Timber Hall	\$ 60.00	<u>Full</u> \$ <u>X</u>
<input type="checkbox"/> <u>Corner space</u> inside Timber Hall	\$ 85.00	<u>Full</u> \$ <u>X</u>
<input type="checkbox"/> <u>Outside Under Eaves</u>	\$ 60.00	_____ \$ _____
<input type="checkbox"/> On the Grounds (10' x 10')	\$ 60.00	_____ \$ _____
<input type="checkbox"/> Large space on the Grounds (over 10' x 10') Approx. space size: _____	\$ 85.00	_____ \$ _____
<input type="checkbox"/> Double Space on the Grounds Approx. space size: _____	\$170.00	_____ \$ _____
<input type="checkbox"/> Space with electricity required	\$ 10.00	_____ \$ _____
<input type="checkbox"/> One 8 ft table (no charge)		
<input type="checkbox"/> Additional 8 ft table(s)	\$ 5.00	_____ \$ _____
Total Enclosed ( <i>include \$40 late fee if submitted after Aug 1</i> )		\$ _____

To reserve a space(s) return this form, the ST19 and your payment made payable to the Embarrass Region Fair Association or ERFA to:

- For spaces inside Timber Hall or under the eaves mail to Cindy Scherer, 5398 Lehto Rd, Embarrass, MN 55732.
- For spaces on the grounds mail to Tracey Muhvich, 7985 Pylka Rd, Embarrass, MN 55732.

Describe any special needs or location requests on the back of this form.

Please clearly print the following information:

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

e-mail \_\_\_\_\_

I plan to camp on the grounds

By signing this agreement and submitting the required fees, I agree to abide by the information and guidelines stated in the letter of invitation.

Signature \_\_\_\_\_

Describe Products/Company Name \_\_\_\_\_