

# The 83<sup>rd</sup> Embarrass Region Fair

## August 25-27, 2023

Happy New Year! It's time to start planning for the 2023 Embarrass Region Fair! Once again, Janine Patten will be your primary contact for the Timber Hall and Under the Eaves vendors; Sue Beaton will be the contact for the Grounds and Food vendors.

### Hours of Operation

The Fair officially opens at 2 pm on Friday, August 25. Set-up will be Friday from 11 am until 2 pm. Other set-up hours can be arranged by appointment. 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.

### 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 foot 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 and larger spaces rent for \$85. 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 Janine and she will ensure that appropriate information gets to Sue.

### 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 (available for purchase on Friday at the North gate). Children under 10 years of age 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**

The ERFA will not be publishing the traditional Fair Book this year but will publish a listing of daily events and utilize online sources, newspaper, 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)!

Janine Patten, Vendor Contact:  
Voice or Text message: (218) 391-7896  
Email: [j9patten@yahoo.com](mailto:j9patten@yahoo.com)

Sue Beaton, Fairgrounds & Food Vendor Contact:  
Voice or Text message: (218) 750-2718  
Email: [suebeaton922@gmail.com](mailto:suebeaton922@gmail.com)

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

Janine Patten  
8941 W. Bear Island Lake Rd  
Babbitt, MN 55706

Enclosures: Vendor Agreement, ST19

RETAIN THIS LETTER FOR YOUR REFERENCE

# The 83rd Embarrass Region Fair -- August 25-27, 2023

## 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 | _____         | \$ _____   |
| <input type="checkbox"/> <u>Corner space</u> inside Timber Hall                                   | \$ 85.00 | _____         | \$ _____   |
| <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')<br>Approx. space size: _____ | \$ 85.00 | _____         | \$ _____   |
| <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 (*include \$40 late fee if submitted after Aug 1*) \$ \_\_\_\_\_

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

By signing this agreement and submitting the required fees, I agree to abide by the information and guidelines stated in the letter of invitation. Mail payment made out to Embarrass Region Fair Association or ERFA to: Janine Patten, 8941 W. Bear Island Lake Rd., Babbitt, MN 55706.

Please clearly print the following information:

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

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

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

I plan to camp on the grounds       Please provide lodging information

Signature \_\_\_\_\_

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

To reserve your space, submit this Agreement, the ST19 Revenue form, and your payment.