

# Flea Market / Vendor Show Event during Good Neighbor Days in Byron!

## Christ Lutheran Church Fundraiser

Saturday, July, 18, 2015 8:00 AM – 3:00 PM

Christ Lutheran Church, 201 Frontage Road NW, Byron, MN 55920

**Cost:** Outdoor booth spaces: Booths are 20x20 ft. \$25 for non-electric and \$30 for electric. Booths with electrical supply will be limited, so if you need electricity, please register early. \$50 for Food Vendors w/a 20x25 ft. space (for equipment).

**Food Vendors** need to provide an ST-19, a MDH mobile food unit license, or an Olmsted County Public Health Food Stand License or Department of Agriculture license or their required license or permit with their signed contract and payment. Call Olmsted County Environmental Health at 328-7500 for more info. We will be cross checking our list with OCEH.

**Indoor booth spaces** are available for up to 8 ft tables. Cost is \$25 and includes a table and 2 chairs. There is limited access to electricity so register early. The cost is the same if you bring your own table.

**Registration:** Please go to the CLC website: [www.clcbyron.org](http://www.clcbyron.org) to print out your registration form and contract. Your spot will not be reserved until your check and signed contract is received. Direct all questions to: [Christlutheranevents@gmail.com](mailto:Christlutheranevents@gmail.com). It is important we have an e-mail address or phone number to correspond with you in case we have any questions.

**Set up:** Friday, July 17<sup>th</sup> from 4-9 PM or Saturday, July 18<sup>th</sup> at 6AM. There is no overnight / outside security provided. Pitching a tent to sleep in is prohibited. Vendors must be setup by 8 AM on Saturday. This year, we are offering limited electricity for outside vendors. Outside vendors must provide for their own tent, tables and chairs. No vehicle parking on outside booths.

**Bathrooms:** The church bathrooms will be accessible for the vendors and the public the day of the event.

**Advertising:** We will get as much advertising and exposure as we can through radio, newspaper, e-mails, Craig's List, and various social medias and posters. We ask each vendor to mention the event on its personal website or electronic medias and social pages as well. All vendor names will be submitted to the city of Byron for any advertising it wishes to do for the event. CLC is not responsible for any of the advertising the city of Byron does for this event.

**Food Lunch:** Food/lunch will be on your own. We hope to have various food vendors this year.

**Location:** Byron is located 8 miles west of Rochester, MN on Hwy 14 and 5 miles east of Kasson, MN. Christ Lutheran Church sits at the NW intersection of Hwy 14 and Cty Rd 5 (2<sup>nd</sup> St. NW Street) in Byron (also called "the Kwik Trip intersection"). We encourage vendors to check out this site to see what awesome exposure you will have!

CLC of Byron, MN would like to thank you in advance for your participation in this event. We are excited to have you join us in the Good Neighbor Days celebration!

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1. Please print, read, and keep all this information for your records. \*\*\*Print page 3 and return it with your fee postmarked by July 1st to: CLC Flea Market 2015, Christ Lutheran Church, 201 Frontage Road NW, Byron, MN 55920 to reserve your spot. After that date, you will need to call or e-mail to inquire if there are any spots left.
  2. We do not have electronic payment setup so you will need to send cash or check (preferred) along with registration.

Please feel free to contact us by e-mail at: [Christlutheranevents@gmail.com](mailto:Christlutheranevents@gmail.com)

**\*\*New this year:** As a result of last year's feedback we have redesigned booth layout to include music tent on the East lawn and the option of electricity to outside vendors.

### **Terms and Conditions of the 2015 CLC Flea Market**

**Please read these conditions. Your signature below on Page 3 indicates you've read them and agree to them.**

Registrations are processed on a first come-first serve basis. Your registration alone **DOES NOT** hold a spot for you. Your check needs to be with the contract and will be cashed as it is received.

- If two vendors are requesting to share a site, it is **VERY** important they both state that on their forms.
- This contract is only for exhibit space during this 2015 flea market event. It is not an ongoing space rental contract.
- Sites will be assigned, and that info will be e-mailed or mailed to you before the event.
- **Setup is:** Friday, July 17<sup>th</sup> from 4-9 PM or Saturday, July 18<sup>th</sup> at 6AM. There is no overnight / outside security provided. Pitching a tent to sleep in is prohibited. Vendors must be setup by 8 AM on Saturday. This year, we are offering limited electricity for outside vendors. Outside vendors must provide for their own tent, tables and chairs.
- Your setup must fit within the defined space boundaries. This includes your product, tables and tent.
- CLC Council and Flea Market Committee members reserve the right to approve vendors at this event. *Please keep in mind this is a church fundraiser. That should guide you to determine if this is a flea market for you.*
- It is important for us to know if you are driving in tent stakes. This fact determines where we put you.
- Each vendor can have one reserved parking spot. It's recommended you not move once parked.
- You are responsible for gathering and disposing of your garbage at the end of the day.
- You agree to advertise on whatever social media you have available to you personally or for your business. We will send out e-mail blurbs to update you as to how many vendors are signed up, etc. We encourage your posting information on your websites. We're in this together, so let's spread the word.
- **Food Vendors:** If you bring along tents/tables and seating for guests, they need to fit in or around close to your spot. Please have clear signage of your product and prices. Let us know if you will have generators or will need electricity. If you bring generators they need to be kept on a flat surface.
- The sale of food or beverages is restricted to authorized food concessions. (See Food Vendor info on Page 1)
- CLC will not be setup to make change for vendors that day, so please plan ahead.

**General information/ lodging/events:** Oxbow Park, located north on Cty Rd #5 has a campground. There is a hotel in Kasson off Hwy #14. Previous Good Neighbor Days events have included: a parade, rummage sales, various tournaments, 5K walk/run, Farmer's market, various restaurants have specials. Please check the City of Byron website for more details.

#### **FAQ:**

**Will I get to keep all the money I make on my sales?** YES! Your only cost in this event is the registration fee. All your profits are yours. Our goal in this event is to bring folks together, have some fun, and start new traditions.

**What about severe weather?** This is MN, and that time of the year can have severe weather. Remember, this is mainly an outdoor event. If there are severe storm predictions recommending our area to take cover during the time of the event, you will need to personally take that into consideration. There will be no refunds given.

**What if there are two representatives that want to come?** (Example, 2-Avon; 2-Thirty One) Not a problem for us. We will have plenty of room to spread you out. That is completely up to you.

**Inside can I set up a 6 ft. table instead of an 8 ft. table?** Yes, you can, but the cost is the same. Space is limited.

**What if I need to cancel my application?** You can get your vendor registration back if you cancel in writing by June 30<sup>th</sup>.

**How many food vendors will you allow?** We have only so many spots we can put them, so it's first come-first serve. We won't have 2 of the very same. (Example, 2-Subway, 2-Dominos) but want variety. Variety is the spice of life! If you want to send an e-mail to [Christlutheranevents@gmail.com](mailto:Christlutheranevents@gmail.com) and ask, we will let you know who is coming.

**I am a CLC member. Can I have a booth?** Yes. CLC members who have a booth to raise money for their particular church committee (ex: Campership, Vacation Bible School, Youth group,) will have their registration fee waived. If you are a CLC member and want a booth to promote your personal business or company then you pay the vendor fee of \$25 or \$30.

**Is this a kid/family friendly event?** Yes! That is our hope! We hope to have vendors that provide activities for kids and families. (Ex: ring toss, duck pond, cake walk, face painting, balloons, etc.)

**Christ Lutheran Church / Byron Good Neighbor Days 2015 Flea Market Contract**

Accepting vendors after the deadline date is completely determined by space availability.

Please check back on our church website or send us an e-mail. If we fill up with vendors, we will post it on the website.

\*\* Please fill out completely and **CLEARLY**. What we get from you will go on advertising.  
(It is always helpful for you to send a business card to clarify anything we may need.)

Date: \_\_\_\_\_ Your Personal Name: \_\_\_\_\_

Your Business/ Company Name: \_\_\_\_\_  
*We will use your business name for advertising and assigning spots unless you tell us differently.*

Mailing Address: \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your website address: \_\_\_\_\_

Will you be driving in tent stakes for a tent or awning? Yes / No (Circle one)

Will you be setting up Friday night or Saturday morning? \_\_\_\_\_

What type of merchandise will you be selling? \_\_\_\_\_

\*\* Are you a food vendor? \_\_\_\_\_ What type of food? \_\_\_\_\_

**\*\* Food vendors are required to complete and return this form along with form ST19. Please also read terms and conditions on Page 2 regarding food vendors.**

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For Office Use Only

**Vendor Name:** \_\_\_\_\_ Phone contact: \_\_\_\_\_  
Date received in office \_\_\_\_\_ By \_\_\_\_\_  
Payment by: Cash / Check / Money Order (Circle one) Check number \_\_\_\_\_

**Food Vendor** Yes No (Circle One) Food vendor License number: \_\_\_\_\_  
ST-10 Received? Yes No (Circle One)  
Food vendor bringing tent and what size \_\_\_\_\_ Using tent stakes? Yes or No (Circle One)  
Vendor number assigned \_\_\_\_\_

Please fill in the boxed below

Inside	Outside	Electricity		Parking in lot	Set-up Fri	Set-up Sat	Using Tent Stakes	Sharing With:

Other: \_\_\_\_\_