



2019 East Central MN Spectacular Wedding Fair

Sunday, February 24, 2019

Presented by: Braham Area Chamber &
North 65 Chamber of Commerce

Dear Members and Guests,

The Braham Area Chamber and North 65 Chamber of Commerce invite you to participate as a vendor at the 2019 East Central MN Spectacular Wedding Fair, taking place on Sunday, February 24, 2019. This free admission event will be held from Noon-4:00pm at Cambridge Middle School.

The Spectacular Wedding Fair is a valuable opportunity to meet people from the East Central Minnesota region who are seeking out your products, services, and information. Connect with local couples, build relationships, and boost visibility and brand awareness.

2019 will be the 9th annual event and it continues to grow every year. Vendor spaces fill quickly with our regional focus and the popularity of this event so register today.

Please find below event details to consider. Contact the North 65 Chamber of Commerce with any questions about vendor registration.

VENDOR REGISTRATION INFORMATION

The vendor registration form is attached. Fully completed vendor registration form, signed ST19 form, and payment arrangements are required to complete your registration and secure your booth space.

North 65 and Braham Chamber of Commerce members receive \$25 off their booth registration fee. Cancellation policy – 50% refundable after January 18th, 0% refundable after February 8th. We will limit the number of vendors per category to 10%. Example – if we have 50 vendors, we will only allow 5 per category (photo, floral, etc). Booth space is reserved on a first come, first served basis. *Register early to secure your space.*

Set-up starts at 10:00am. Tear down must be completed by 5:00pm. Booth space is 10'x10' with 1 - 8ft. table and two chairs provided. Table coverings are not provided.

VIP GIFT BAGS

A gift bag is given to the first 50 pre-registered couples. Registered vendors may provide items to be placed into this bag, free of charge. Examples: gift item, treat, special discount

BAG INSERT for NON-VENDORS: If you cannot attend as a vendor, you may place an item into the bags for a fee of \$25 plus your items. Please complete the registration form to participate in this option.

Deliver your 50 gift bag items to one of these locations no later than February 15, 2019:

North 65 Chamber of Commerce - 2 Enterprise Ave NE, Ste. C4, Isanti, MN 55040

Bridal Emporium Braham - 127 Central Dr. W., Braham, MN 55006

VENDOR BOOTH PRIZE DRAWINGS

Each vendor is required to provide a door prize drawing at their booth. *If you are contributing a VIP Prize you do not have to do a door prize drawing at your booth-see more VIP details below.*

Couples enjoy the opportunity to register for many prizes and it provides an incentive for them to visit your booth. Vendors are to have drawing slips, pens, and a container at their booth for the prize drawing. The event committee will announce your prize drawing winner during the last hour of the event. Should the winner not be present, the vendor will be responsible for contacting the winner and delivering the prize.

DO YOU HAVE A "VIP PRIZE"?

Vendors who offer a door prize with a value of \$250 or more are eligible to be included on the "VIP Prize List". Inclusion on this list includes special signage for your booth space and added promotion on the website and social media, event program, and verbal mentions during the event. Please indicate this option on the registration form. Register as soon as possible to ensure inclusion in "VIP" advertising opportunities.

If you provide a VIP prize, you do not need a separate door prize drawing at your booth, unless you wish to do so. VIP prizes will be drawn from the names of pre-registered couples and those who complete their destination cards. Please bring your prize or certificate with you to the event. The winner will visit your booth to claim their prize. Should the winner not be present, you will be responsible for contacting the winner and delivering the prize.

DESTINATION CARD

A "Destination Card" is utilized to encourage couples to visit each booth. Each vendor will be assigned a destination location and will receive a card indicating the destination to be placed at your booth. As couples visit, the card will be initialed by the vendor. Completed cards will be turned in to earn a drawing slip for the VIP Prize Drawing.

RUNWAY SHOW

There will be runway shows at 1pm and 3pm featuring the latest styles in wedding fashion and accessories. Paid vendors are invited to participate in the runway show to feature their wedding products. This opportunity is subject to availability and product approval by the wedding fair committee. For more information or questions about the runway show, please contact Katie at princessbrideboutique@gmail.com or 520-483-1617.

EVENT MARKETING

Offering a special discount only available at the Spectacular Wedding Fair is an effective way to bring customers to the event and to track your wedding fair marketing efforts. Advertise this special in advance. *If you haven't already done so, please visit our Facebook event page: @SpectacularWeddingFair* Like the page and share it on your page. Let everyone know that you will be at the Spectacular Wedding Fair!

DIRECT QUESTIONS AND COMPLETED REGISTRATION FORMS TO:

**North 65 Chamber of Commerce
2 Enterprise Avenue NE, Suite C4, Isanti, MN 55040
Phone: 763-689-2505 ** Fax: 763-552-2505
Email: info@north65chamber.com**

Download a copy of these forms at: <http://www.north65chamber.com/events/spectacular-wedding-fair/>

**2019 EAST CENTRAL MINNESOTA SPECTACULAR WEDDING FAIR
 Sunday, February 24, 2019 ** Noon – 4pm ** Cambridge Middle School**

VENDOR REGISTRATION FORM

BUSINESS NAME _____

CONTACT PERSON _____ EMAIL _____

MAILING ADDRESS _____

PHONE _____ WEBSITE/FACEBOOK PAGE _____

MUST SELECT OPTIONS BELOW:

- VIP PRIZE DRAWING** - My prize has a \$250+ value, include me on this special list. Prize value \$ _____
- BOOTH PRIZE DRAWING** – I will offer a prize drawing at my booth. (not a VIP prize drawing)
- GIFT BAG DONATION** - I will donate 50 items for the VIP Gift Bags – YES NO
 (Must deliver by 2/15/19 to North 65 Chamber or Bridal Emporium Braham)
- RUNWAY SHOW** – I would like to participate in the runway show and feature my products in the show.
 *Subject to availability for paid wedding fair vendors only. We will contact you to discuss this opportunity.
- BUSINESS TYPE/CATEGORY:** _____
 We limit the number of vendors per category to 10%. Example: 50 vendors, we allow 5 per category (photo, floral, etc.).
 Popular categories fill quickly so early registration is recommended.

BOOTH REGISTRATION FEES

Single Booth (10x10) –Early Bird (By 1-18-19)	\$125	
Single Booth (10x10) –Standard (After 1-18-19)	\$150	
Double Booth (20x20) –Early Bird (By 1-18-19)	\$250	
Double Booth (20x20) –Standard (After 1-18-19)	\$300	
Gift Bag Insert, Non-Vendor (no discount)	\$25	
Electricity charge (limited # available)	\$10	
CHAMBER MEMBER DISCOUNT	-\$25	
TOTAL		

**Return this form, MN ST-19 form, and
 payment to:**
North 65 Chamber of Commerce
2 Enterprise Avenue NE, Suite C4
Isanti, MN 55040
info@north65chamber.com
 fax: 763-552-2505
 phone: 763-689-2505

MUST REGISTER BY FEBRUARY 8, 2019 ** Cancellation policy – 50% refundable after 1/18/19, 0% refundable after 2/8/19

____ Chamber member, please invoice ____ Payment is enclosed ____ ST-19 Form is enclosed (Required)

Credit Card Number: _____

Card Type: _____ Expiration Date: _____ Security Code: _____ Billing Zip Code: _____

Name on Card: _____

Signature: _____

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below: _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.