

THE FIRST ANNUAL

# OUTDOORFEST



*Saturday, July 31, 2021*

*Alexandria Shooting Park*

## Vendor Rules & Regulations

A completed and signed application is required to be considered for admittance to the 2021 *OutdoorFEST*. By signing the application indicates the vendor has read and agrees to abide by these Rules & Regulations. Failure to abide by these requirements may result in ineligibility for future *Viking Sportsmen events*.

**Please read this document thoroughly before submitting your 2021 OutdoorFEST Application Form**

**Dates and Times:** Saturday, July 31, 2021: 10:00am - 10:00pm. *OutdoorFEST* will be held rain or shine.

**Retail Vendors:** Required to be open during the hours of 10:00am – 6:00pm (setup begins at 8:00am)

**Food Vendors:** Required to be open during the hours of 10:00am – 10:00pm. (setup begins at 8:00am, Food Trucks & Food Trailers will need to be parked in place by 10am)

### **Application Process:**

Applications can be submitted by mail or email. Payments may be sent via mail or paid online at [vikingsportsmen.org](http://vikingsportsmen.org). NOTE: No immediate confirmation will be issued upon receipt of an application. Applicants may be juried.

Please note that you must indicate your products on application, applicants may be subject to a selection process. Applications must be complete, signed, and accompanied by the appropriate fees and forms.

### **Not Allowed:**

- Raffle Tickets, consignment items, face painting, sale signs in or around vendor locations.
- Selling from areas other than your registered exhibit space, hawking, or soliciting passersby is not allowed.

***\*\*\*Upon discovery of any merchandise deemed non-qualifying, OutdoorFEST officials will require the vendor to remove items from the area. The decision of the OutdoorFEST officials will be final\*\*\****

### **Selection Process:**

Please submit a photo including: your exhibit space and example of products offered. Electronic submissions are also acceptable. Each photo must be representative of the work which will be displayed. Photos will not be returned. Photo clarity, type of product, written description, product originality, and workmanship will be determining factors for acceptance or rejection for *OutdoorFEST*. If an application is rejected, the space fee will be returned to the applicant. We do not provide reasons for not accepting an applicant, please be aware of this condition before applying.

**Application & Fee can be mailed to:**

Viking Sportsmen Inc.  
Attn: OutdoorFest Vendor  
PO Box 301  
Alexandria, MN 56308

**Please make checks payable to:** Viking Sportsmen, Inc.

- Any checks returned for non-sufficient funds will incur an additional \$25 NSF fee
- Post-dated checks and incomplete applications will be returned to the applicant
- Anyone who finds it necessary to cancel out of *OutdoorFEST* and wishes to request a refund must do so in writing prior to June 30, 2021. Cancellations received after this date will not be refunded.

**Applications can be emailed to:** vikingsportsmen@gmail.com

**Visa or MasterCard payment can be made on our website:** vikingsportsmen.org

**All Retail & Food Vendor Exhibitor Spaces:**

- Canopies should be adaptable to lawn or hard-topped surfaces. Some areas do not allow for a standard canopy, because of width and depth variances, trees, light/power poles, etc.
- There are no guarantees regarding preference for space locations. NOTE: Vendors cannot sell part of, or all, their space to another exhibitor. Booth spaces are for merchandise sales only. Do not purchase a booth space and expect to park a non-display car or trailer in it.
- Set-Up: not allowed after 10am on Saturday, July 31, 2021.
- Lawn exhibitors must wait until all marking is completed in their area. ABSOLUTELY NO NON-DISPLAY RETAIL VENDOR VEHICLES CAN BE PARKED INSIDE OF *OutdoorFEST* BOUNDARIES BETWEEN 10AM – 6PM
- All vendor vehicles must be unloaded and away from the exhibit areas before 10am on July 31, 2021. Violators will be ticketed and towed. Vehicles may not return to the booth area until after official closing time.
- Vendors must not block doorways, signs, walkways, etc.
- Vendors must have their *OutdoorFEST* Booth ID visible at all times
- Each vendor is responsible for their own display materials  
*Example: tables, chairs, canopies, backdrops, as well as rain and sun protection, etc*
- Vendors are responsible for their own security measures. Liability is the responsibility of the vendor.
- A 5# (pound) fire extinguisher is required in every booth by the Alexandria Fire Chief. Inspections are made.
- Electricity is available for a limited number of vendors.

**Art & Craft Exhibitor Spaces:** Exhibitor spaces are approximately 10' x 10'.

**Sales Tax:** We are required to notify vendors that they must have a Minnesota Sales Tax number and collect and pay 7.375% Minnesota Sales Tax. **APPLICANTS MUST INCLUDE A COMPLETED ST-19 FORM WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY VENDOR.**

This form can be accessed at:

<https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>

Vendors will not be allowed to sell without this form on file.

\*\*\*The MN Department of Revenue will be furnished a list of registered vendors and may attend the event to check vendors concerning compliance with the sales tax law. To register and obtain a MN Sales Tax Number, call 651-282-5225

or 1-800-657-3605. For information, contact the MN Dept. of Revenue at 651-296-6181 or 1-800-657-3777, or on the web at [www.taxes.state.mn.us](http://www.taxes.state.mn.us) and click page 4 on Sales & Use Tax, and follow instructions\*\*\*

**Food Vendor Permitting:**

All vendors cooking or selling homemade, processed, and packaged food products must have a Minnesota Department of Agriculture Mobile Food Handling license and comply with all necessary requirements provided by the Dept. of Ag. This includes hand washing and food handling requirements for those who serve food and/or give samples during the *OutdoorFEST*. Proper refrigeration as defined by the Department of Agriculture is also required. All numbers will be verified, and an inspector may be onsite during the event. You may find more information by contacting <http://www.mda.state.mn.us>.

**Parking:**

All non-display vehicle parking will be outside of fenced off area of *OutdoorFEST*. Camping is available to Vendors who would like to purchase a spot in the campground to stay in a RV, Camper, or Tent.

**Violations:**

Any violation of the Rules & Regulations, Minnesota Sales Tax Law, Minnesota Department of Agriculture regulations, Ordinances, or a material misrepresentation on the application shall suffice for the sponsor to elect to immediately close down the vendor and/or deny the vendor the right to return to *OutdoorFEST* in the future.

**For questions contact:**

Tim Olson: (320) 766-2650

Chris Kleine: (320)491-4135

[vikingsportsmen@gmail.com](mailto:vikingsportsmen@gmail.com)