



Saturday, March 24, 2012

9 a.m. to 3 p.m.

**Rutherford Elementary School
Stillwater, MN**

STILLWATER HOME & GARDEN SHOW

www.stillwaterhomeshow.com

LOCATION

Rutherford Elementary School, 115 Rutherford Road, Stillwater

SHOW DATE

Saturday, March 24, 2012, 9 a.m. – 3 p.m.

TIMES

Set-up: Friday, 5-7 p.m. & Saturday, 7-8:30 a.m.

Open to Public: Saturday, 9 a.m.- 3 p.m.

Tear-down: Saturday, 3-5 p.m.

BOOTH CRITERIA

- Eligible businesses must be relevant to the home, garden or landscape industries; home-based businesses are subject to the same criteria.
- Subject to approval by the Home & Garden Show committee

APPLICATION INSTRUCTIONS

1. Choose between Premier or Standard Booth (fees listed below)
2. Table and chairs (available upon request – indicate need on application)
3. Electricity (available upon request – indicate need on application)

BOOTH FEE OPTION (Booths are 8' deep)

	MEMBER	NON-MEMBER
• 20' End Caps w/pipe & drape (2 available)	\$325	\$400
• 10' Premier Booth w/pipe & drape (18 available)	\$175	\$250
• 10' Standard Booth (52 available <i>without</i> pipe & drape)	\$100	\$175
• Electricity (limited availability)	\$60 per 10' space	
• Home & Garden Website link to exhibitor's website	\$10 per link	
• Table/Chairs (1 table, 2 chairs) – <i>included in price IF requested.</i> Indicate on application		

Home and Garden Membership Package Special – Just \$300!

• Special includes:

10' Standard booth space (without pipe & drape)	\$100	
Regular Chamber Membership*	\$237	
Enhanced Web, (1) ChamberNews Spotlight and (1) M2M Insert	<u>\$150</u>	
	\$487	Total Value

• Package special savings - **\$187**

*Package special applies to businesses with 5 or less employees, and all of your employees can utilize member benefits. For package special pricing for a larger sized business, or to learn about the benefits of membership, contact Erica Oesterreich at 651-439-4001 or membership@ilovestillwater.com.

APPLICATION DEADLINES

Sponsorship Deadline	February 10, 2012
Booth Application Deadline	February 10, 2012

Notification

Vendors will be notified by e-mail if they are accepted or on a waiting list. Acceptance of booth applications and presentation/demo proposals is subject to committee review. If your application is denied, you will be notified by e-mail and your payment will be returned to you. Priority is given to Greater Stillwater Chamber members.

Event Requirements – All Vendors

1. Vendors must have liability insurance and provide proof with the application.
2. All vendors must have and provide a Minnesota sales tax identification number.
3. The Home & Garden committee reserves the right of final booth placement.
4. Vendors who are unable to attend must call the Chamber at 651-439-4001 by Noon on Mar. 21.
No refunds will be available upon exhibitor application acceptance.
5. There are no snow dates or refunds for weather cancellations.
6. Each vendor is responsible for providing and assembling his or her own booth.
7. Participants are required to complete setup prior to 8:30 a.m. and to remain open until 3 p.m.
8. Vendors must be present at their booth during show hours.
9. Vendor's names must be displayed on the booth at all times.
10. Vendors are responsible to charge and pay sales tax as required by law.
11. All vendors are required to remove all materials from their area at the end of the show.
12. Applications subject to approval by the Home and Garden Show committee.

Application Form on Next Page



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Booth/Vendor Application

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Business: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile/Alternative Phone: _____

E-mail: _____ Web: _____

MN/WI Tax ID Number: _____

Business Category (circle one):

Home Repair/Remodel

Mortgage/Banking

Realtor

Garden/Landscape

Interior Design/Home Décor

Construction/Materials

Other: _____

Business Description:

Scavenger Hunt Participation

Would you like to be a listed participant by offering incidental gift items from your booth? ____ Yes

Item to be offered: _____

Would you like to donate an item as a Scavenger Hunt prize drawing? ____ Yes

Item to be offered: _____

Applicant Checklist

All items required before application can be accepted.

__ Completed Application __ Payment __ Insurance Certificate

Participation Agreement

Submission of this application assumes acceptance of all conditions listed herein. Neither the Greater Stillwater Chamber of Commerce, Home and Garden Show Committee, nor its representatives shall be held responsible for any damage or loss incurred from any cause, including inclement weather. I understand that if I or any representative of my group do not meet and abide by the regulations I will be asked to stop operations and not be eligible for a refund. No refunds will be made for any reason after I have been accepted for participation.

I accept the rules and requirements of the 2012 Home and Garden Show and agree to abide by them.

Signature: _____ Date: _____



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Booth/Vendor Application

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Home and Garden Membership Special: (\$300 for booth & membership) \$ _____

Booth Fees:	MEMBER	NON-MEMBER	
• 20' End Caps – with pipe & drape	\$325	\$400	\$ _____
• 10' Premier Booth – with pipe & drape	\$175	\$250	\$ _____
• 10' Standard Booth – without pipe & drape)	\$100	\$175	\$ _____

- Optional Fees:**
- Electricity - \$60 per 10' space \$ _____
 - Web Link - \$10 per link \$ _____

TOTAL: (we accept cash, check or Credit Cards -Visa or MasterCard only) \$ _____

Card type: Visa MasterCard

Card Number: _____ Exp. Date: _____

- Table and Chairs:**
- Will you need a table and chairs for your booth space? **Yes** ____ **No** ____
 (Tables & chairs provided at no additional cost IF requested)

GSCC reserves the right to assign exhibitor space at its sole discretion.

All checks must accompany this form and be made payable to:
GSCC Home and Garden Show

Application and payment should be submitted to:
*Greater Stillwater Chamber
 1950 Northwestern Ave. S., Suite 101,
 Stillwater, MN 55082*

Deadline: Application must be received no later than February 10th

You may fax the application to 651-439-4035.

Questions, please contact 651-439-4001.