

Harriet Alexander Nature Center
18th annual Holiday Craft Fair
December 4-5, 2021
Saturday, 10-4, Sunday 12-4
Roseville City Hall, Roseville, MN 55113

VENDOR APPLICATION FORM
Deadline for receipt is **Aug. 31, 2021**. Send completed form to:

Roseville Parks and Recreation
Holiday Craft Fair, Attn. Nancy Robbins
2660 Civic Center Drive, Roseville, MN 55113

Please print clearly!

Name: _____

Business name, if applicable: _____

Address: _____

City, State, Zip: _____

Primary phone: _____ Alternate phone: _____

E-mail Address: _____
Please give us an email address you check periodically as this is the preferred method of communication. It will NOT be shared with anyone else.

Website? _____ Facebook? _____

Twitter? _____

*Thank you for
addressing
envelope as
shown.*
You will be notified of
your status by 9/9/21

1. Below please **describe your hand-made craft/art item(s)**. We will select vendors based on what they tell us they make and sell. If you choose to include materials you want returned, include a self-addressed stamped envelope. If you participated in 2019, we have a good idea of what you sold then, but if things have changed this year please clue us in here. Use added pages as you see fit.

2. We might have a few **SUNDAY-ONLY** spots available at a good rate (depends on the spot). If not selected for a Saturday-Sunday (regular) spot, if you would consider one of these Sunday-only spots please check here .

No fees are paid at this point. If you are selected, we'll share the exact fee for the space when we send the registration/invoice form.

Most spaces are \$95 for the two day sale.

In addition to the Booth Fee, there are optional added fees:

- We do not supply tables for your space. We can loan you a 6' table for an additional \$10.
- We require table coverings to the floor. We can loan you a nice black tablecloth for \$10.
- If you need to access electricity, the fee is \$10.

**3. GO TO
PAGE 2, READ
& SIGN FORM,
then MAIL TO
ADDRESS
ABOVE.**

IMPORTANT INFORMATION

- * **Deadline** for **receipt** of printed and mailed (not emailed) application is **August 31, 2021**. Applications received after this date might be considered for the Wait List.
- * Your completed, signed application form (with supporting photos, if desired) can be mailed or brought to Roseville Parks and Recreation, Attn. Nancy Robbins, 2660 Civic Center Drive, Roseville, MN 55113. **No email applications will be accepted.**
- * Please keep a copy of your signed application for your records.
- * Incomplete/illegible/unsigned applications will not be considered.
- * Vendor status for all applicants will be emailed no later than September 9, 2021.
- * If you're selected for a booth space, you'll be emailed a registration/invoice form.
- * If you're accepted for the Wait List, you will be contacted when/if a spot for you opens.
- * For any inquiries about the Holiday Craft Fair, please email Nancy at nancykinz@me.com. *Do not email your application form, however.*

REFUND POLICY

- * Cancellations after registration:
 - before October 15, 2021 will receive a full refund less a \$10 processing fee.
 - between October 15 and November 15 will receive a 50% refund.
 - No refunds for cancellations made after November 15, 2021.
- * All forfeited fees from cancellations are considered a donation to the Harriet Alexander Nature Center and a letter of acknowledgement will be sent.

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN:

Waiver, Release, Assumption of Risk, and Indemnity Agreement

In consideration of the permission by the City of Roseville (the City) to accept the below named participant in the Holiday Craft Fair, sponsored by the Harriet Alexander Nature Center, the undersigned hereby releases the City from, and waives and relinquishes any claim, liability, cause of action, damages, or costs for personal injury or property damage arising as a result of participation in or received instructions from the City regarding said activity, excepting for such personal injury or property damage as may arise directly out of the active negligence of the City, its officers, agents or employees. The undersigned acknowledges that he/she has been fully advised of the risks and potential dangers incidental to engaging in the activity for which is registration was submitted, and voluntarily and knowingly assumes the risks of engaging in the activity.

I understand that the City staff reserves the right to photograph facilities and activities for potential future use. I hereby grant permission to the City to use my photograph for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City use of my photograph. I understand that all photographs of myself will remain the property of the City and I acknowledge the City's right to alter or edit any photographs at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my photograph(s). All photos will remain the property of the City.

NOTE: BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO RELIEVE THE CITY OF ROSEVILLE OF LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH OR PROPERTY DAMAGE EXCEPT AS MAY BE CAUSED BY THE ACTIVE NEGLIGENCE OF THE CITY.

Signature of applicant: _____ Date: _____