

Harriet Alexander Nature Center
19th annual Holiday Craft Fair
December 3-4, 2022
Saturday, 10-4, Sunday 12-4
Roseville City Hall, Roseville, MN 55113

VENDOR APPLICATION FORM

Deadline for receipt is **Aug. 31, 2022**. 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 page? _____

Twitter handle? _____

Please address
envelope as shown.
Thanks.
You will be notified of your
status by 9/3/22

Below please **describe your hand-made craft/art item(s)**. We will select vendors based on what they tell us they make and sell. Visuals are very helpful – printed images or URL to where we can see them increases your chances of selection. Send us a self-addressed, *stamped envelope* if you want any materials returned. If you participated in 2022, 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.

No fees are paid at this point. If you are selected for any open booth spaces now, or if we've put you on the Wait List and a space opens up for you, we'll share the exact fee for the space at that time. 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.

**GO TO PAGE 2
OF THIS
FORM, READ
& SIGN FORM,
THEN MAIL
BOTH
COMPLETED
PAGES TO
ADDRESS
ABOVE.**



Page 2: IMPORTANT INFORMATION

- * **Deadline for receipt** of printed and mailed (not emailed) application is **August 31, 2022**. We might disregard any applications received after this date.
- * 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.**
- * Vendor status letters will be emailed no later than September 3, 2022.
- * Incomplete/illegible/unsigned applications will not be considered.
- * If you're selected for a spot, or if we put you on the Wait List and a space opens up, we will send you an invoice for the booth fee.
- * Please keep a copy of your signed application for your records.
- * 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 made before October 15, 2022 will receive a full refund less a \$10 processing fee.
- * Cancellations made between October 15 and November 15 will receive a 50% refund.
- * No refunds for cancellations made after November 15, 2022.
- * 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: _____