



VENDOR APPLICATION FORM

Please fill out completely, applications must be postmarked by **Feb 15, 2011**

Thank you for applying for the Almanzo Market!

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Valid E-Mail _____

Contact Phone _____ - _____

Group Company Name if any: _____

Please describe the work you will be selling: _____

Price range of your work: _____

Have you participated in any other shows? If so, when & where? _____

PHOTOS

All applicants are **REQUIRED** to provide at least 5 photos of the work they're planning on selling (photos do not have to be the exact items you intend on selling, but should be able to give us a good idea of what you have planned). If you are accepted as a vendor, the photos will be posted on our website in order to promote the event, and may be used in other promotional material.

- Photos attached
- Check our website _____

ACCEPTANCE

All applicants will be notified via e-mail no later than February 22nd, 2011 of their application status. If you are not accepted, we will put you on a waiting list.

PLEASE SEND ALL MATERIALS TO: Chris Skogen
1217 7th Avenue NW
Rochester, MN 55901

Complete applications MUST be postmarked by February 15, 2011. Late and/or incomplete applications will not be considered.



VENDOR AGREEMENT

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CRAFTS & ATTENDANCE

Your products must be handmade by you. You must attend the fair (no substitutes). You are required to have your booth completely set-up by 10:45 on the day of the Market, and you must remain until it closes at 6pm. Tear-down is allowed only after 6pm. Only artists who are listed on your application are allowed to sell their work at your booth.

MN TAX / INSURANCE INFORMATION

ALL applicants are responsible for their own updated tax and insurance information. If you don't already have a Minnesota tax ID, applying for one is quick, free and easy to do. Information can be found on the Minnesota Revenue website, www.mndor.state.mn.us.

BOOTH SPACE

Booths are 10' by 10'. All of your tables, displays, chairs etc. must fit inside this space. You may not use any space outside of the 10' x 10' confinements.

IF SHARING A BOOTH

- 1) Fill out only one application.
- 2) Please provide only one contact person--everything must come from this person/address.
- 3) When submitting photos, be sure to include at least 5 sample photographs for every artist participating.

CONTACT VIA E-MAIL

It is very important that you check your e-mail regularly. All communication will be done via e-mail (we will use the address you provide on your application). In fact, add us (matt@almanzo.com) to your spam filter so that you are sure to receive all our e-mails. You must have a valid email address to apply.

JURY FEE / PAYMENT

All fees are non-refundable. Please enclose a \$25 check or well-concealed cash with this application. Checks should be made payable to Chris Skogen. Jury fee must be sent with this application in order to be considered for the event.

SUBMITTING PHOTOGRAPHS

All application materials are due by February 15, including photographs. If you are posting images on a website, be certain that the page will be available from now through February 22. If we cannot access the website you provide, or if it does not contain samples of your work, your application will be discarded. Photos will not be returned.

ACCEPTANCE NOTIFICATION

You will be notified via e-mail (at the e-mail address provided on your application) whether you have been accepted or not on February 22, 2011. Vendors who are not accepted will be placed on a waiting list.

TIMELINE

February 15: Applications due. February 22: Notification of acceptance. May 14: The Almanzo Market 11am to 6pm.

If you have any additional questions, please refer to the FAQ page on our website (www.almanzomarket.weebly.com)

I/We agree to the above regulations.

Signature: _____ Date: _____

Printed Name: _____