



Craft Vendor Registration Form (Page 1 of 2)

CONTACT NAME _____

BUSINESS NAME _____

ADDRESS _____

HOME PHONE _____

BUSINESS PHONE _____

EMAIL _____

Fee: Craft Vendors-\$50.00

This fee and proof of insurance forms must be paid in full to participate in our event.

Please return application to: **Leech Lake Area Chamber of Commerce**

P.O. Box 1089, Walker, MN. 56484

Things you'll want to know about booths, fees, and requirements:

- Booths should be no larger than 12x12.
- You must provide your own tent.
- Set up times: All vendors must be set up by 10:00 A.M. on Saturday
- Shut down times: All vendors must remain open until 6:00pm
- Vendors are welcome and encouraged to remain open throughout the evening activities.
- Insurance Requirements: It is required that all vendors carry their own insurance for PRODUCT LIABILITY AND PERSONAL LIABILITY TO YOUR CUSTOMERS. Your certification of insurance must accompany your application and must clearly show expiration date, and amount of coverage. We cannot use any vendor who is not in compliance with the requirement by set up dates of event.
- Electricity and Water: There is electricity available in the park. No generators accepted. Please list any power requirements:_____.
- Sales Tax: All Vendors are responsible for collecting MN Sales tax on all sales made during each event. Sales tax schedules will be supplied day of set up. Following the event, Vendors names will be submitted to the State of MN Tax Commissioner as we are required to do so.



Craft Vendor Registration Form (Page 2 of 2)

Craft Vendors:

Please let us know what your craft is so we can prevent duplicates.

Craft Vendor Policy: Rules and Regulations.

1. Every vendor participating in Walker Bay Days work under a signed contract, which is nontransferable. The Contract limits the vendor to the exact space, size, location, craft items accepted for the event.
2. Vendor must have all fees paid in full, submitted a certificate of insurance, and provided all other information required to participate.
3. All vendors must adhere to set up times to insure spotter and other volunteers are able to work with you and make your set up as easy as possible.
4. THE WALKER BAY DAY'S COMMITTEE AND THE CITY OF WALKER RESERVE THE RIGHT TO REMOVE ANY PARTICIPANT OR ANYONE AT ANYTIME FOR DISRUPTIVE BEHAVIOR OF ANY KIND.
5. All vendors and their help must be neat, clean, and tidy in their dress and the appearance of the booth. Non-conformance to this rule could cause the vendor to close.

Once again, thank you for participating in our Annual Event. We hope to have a great turn out and are excited that you are a part of our event. *-The Walker Bay Day's Committee*

Your signature _____ Date _____

Please sign and return ASAP to:

Leech Lake Area Chamber of Commerce

P.O. Box 1089, Walker MN. 56484