



Vendor Registration Form - Healthy Living Fair

PRIMARY CONTACT and/or ORGANIZATION

Today's Date: _____

| | | | | | | |
|--|-------|-------|-------|-------|----------|-----|
| *Contact Name: | | First | Last | DOB | / | / |
| | | | | | M | D Y |
| Company / Organization: (If Applicable) | | | | | | |
| **Address: | | | | | | |
| Street | | City | | State | Zip Code | |
| Phone | Cell: | Home: | Work: | | | |
| E-Mail: | | | | | | |

* Contact person must be the responsible party for the event and must be present on the day of the rental.
** FOR EVENTS SPONSORED BY INDIVIDUALS: Please provide your home address on the space above.

Is your organization a registered 501c3, non-profit? Yes No Tax-Exempt? Yes No

VENDOR INFORMATION:

Please provide a brief description of the services you will be promoting: _____

Will you need electricity? Yes No

Interested in donating a door prize? Yes No If yes, item/s description & value: _____

Additional Information: _____

HOW TO REGISTER:

- Complete the registration form and payment information prior to:
 - Thursday, Jan. 9, 2025 - Priority Registration deadline for returning vendors
 - Thursday, March 27, 2024 - Registration deadline for all vendors
- Return by mail with payment to: **Parks & Recreation
8055 Barbara Avenue
Inver Grove Heights, MN 55077**
- Unless we receive payment, we will not reserve a booth space.

Event Date: Wednesday, April 16
Event Time: 10am - 1pm
Event Location: VMCC - National Guard Gym

Or email: avandehoef@ighmn.gov

| | | |
|--|---|-----------------------|
| Payment Information <i>Office Use Only</i> | Payment Amount Received: \$ _____ | Staff Initials: _____ |
| | Payment type: <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____) | |
| | Vendor Fee: \$45 +tax | |
| | Credit Card Info: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express | |
| | CC# _____ Exp. Date _____ - Security Code: _____ | |

NOTE TO VENDORS:

- Payment in full as well as a signed Release Form are required (at minimum) two (2) weeks prior to in order to reserve your spot.
- Cancellation requests received 7 days or more before program date will be eligible for a refund minus a 15% administrative fee. No refunds will be issued for cancellations under 7 days.
- In order to ensure a variety of services/products we will limit similar businesses. Registrations will be accepted on a first-come-first-served basis. **We reserve the right to limit the registrations of similar types of businesses or organizations.**
- A detailed email will be sent to all registered vendors regarding the event set-up and pertinent event details after the registration deadline.
- Questions? Contact Al Vandehoef at 651-450-2468/avandehoef@ighmn.gov