



Connecting People.
Celebrating Community.

FRIDAY, SEPTEMBER 11, 2015 • BAYFRONT FESTIVAL PARK

A locally sourced and focused, family festival to celebrate our community by:

- Showcasing the many great organizations, artisans, and innovators in this region. See what others are creating and how they're helping our community.
- Offering live music on two stages plus interactive shows, workshops and activities for the whole family.
- **Redefining bullying.**
- Welcoming college students back to the Twin Ports and introducing them to our extraordinary community.
- Honoring our greatest lake, and our commitment to economic, environmental and social sustainability around its western tip. This is the place on the map where so many great things come together!
- Making it as accessible as possible for EVERYONE in the community.

VENDOR INFORMATION • It takes a community to build community

Setup: Noon-3:00 p.m. • Exhibit: 3:00-8:00 p.m. (or longer if you wish)

All vendors are encouraged to offer workshops, drawings, or other attractions at specified times so we can advertise them and draw more people to your booth.

We'll do our best to accommodate everyone's needs, but please send in your registration as soon as possible for best placement. In our attempt to keep the event accessible for all attendees as well as all vendors, we have formulated the following cost breakdown:

Nonprofits: FREE with no sales, **thanks to Members Cooperative Credit Union**
\$25 if selling (only includes 10x10 space - no canopy, tables, etc.)

For profit: \$50 with no sales, **\$90** if selling at the booth space

*****Food Vendors:** Contact Shane for details and application, laugh@laughingstockdesign.com

You may also want to consider a **Sponsorship**, which includes your vendor space plus other opportunities and recognition of your community support. Each sponsorship is custom tailored to accommodate your ideas as well as those of event organizers and to maximize the benefits for both parties. Starting options include:

CONTRIBUTOR: \$250 | Logo in print promotions that include over 20,000 flyers & posters distributed around the region and directly through area schools, logo/link on event web page and social media site promotion, exhibit space, any ideas you may have that are feasible for organizers.

SUPPORTING SPONSOR: \$500 | Company logo in all promotions, logo/link on event web page plus 300-word blog article, social media site promotion, exhibit space, opportunity to provide promotional items to attendees at gate, main stage announcements, opportunity to display banners at event, any of your feasible ideas.

Higher level sponsorships are also available and may include introduction of main stage acts, meeting headliners, exclusive naming rights and other opportunities. Email laugh@laughingstockdesign.com for more information.

Registration details next...

FOR OFFICE USE ONLY:

VENDOR CONTRACT

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VENDOR FEES:

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CHECK THE APPROPRIATE BOX FOR YOUR ORGANIZATION

- Nonprofit**, no sales.. **FREE**
- Nonprofit**, selling..... **\$25**
- For Profit**, no sales **\$50**
- For Profit**, selling..... **\$90**

★ Food Vendors

Contact Shane Bauer, laugh@laughingstockdesign.com

***Please note: Booth spaces only include a 10x10 space (no canopy, tables, etc.)**

Vendor categories are limited and filled on a first come-first serve basis.

This is a rain or shine event. There are no refunds on vendor fees after August 1st.

Presented by:



CREATE for goodness sake.

More event information at: TwinPortsBridgeFestival.com



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Filling out and signing this contract serves as your official application for vendor space at the festival on Sept. 11, 2015, and your agreement to abide by the event rules and regulations as stated on the enclosed sheet.

CONTRACT MUST BE COMPLETELY FILLED OUT - PLEASE PRINT CLEARLY.

COMPANY _____

PRODUCT OR SERVICE (Be specific) _____

Any workshop, drawing or attraction at your booth we can advertise _____

(with time if applicable) _____

WEB SITE _____

MAILING ADDRESS _____

CITY _____ STATE ____ ZIP _____

VENDOR CONTACT NAME _____

PHONE _____ EMAIL _____

SIGNATURE _____ DATE _____

FULL PAYMENT REQUIRED TO RESERVE SPACE

Use appropriate vendor classification & corresponding cost per space checked

of vendor spaces: _____ X \$ _____ per space = \$ _____

Add \$25 for electricity: 110V (20a outlets) 220V (50a outlet)

of 8 ft. tables if needed: _____ X \$25 per table = \$ _____

PAYMENT ENCLOSED for the TOTAL AMOUNT OF: \$ _____

PLEASE CHARGE: Visa MasterCard Discover

NAME ON CARD _____

PHONE _____

CARD # _____ EXPIRES _____

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Please complete this form and return it with your payment (made payable to **Twin Ports Bridge Festival**) to:

Laughingstock Design • 324 W. Superior St. • Duluth, MN 55802
Phone: **218.391.0447** • Email: **laugh@laughingstockdesign.com**

Upon assignment of vendor space, a copy of this contract will be returned to you for your files. Vendor space will be assigned on a first come-first serve basis. **No refunds after Aug. 1 - no exceptions.**

VENDOR RULES & REGULATIONS

The legalities.

In short, you're responsible for your own actions. Be happy. Build positive relationships. You'll be fine.

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I. AGREEMENT TO RULES AND REGULATIONS:

Vendor agrees to observe and abide by the Rules and Regulations set forth hereafter and by such additional Rules and Regulations made by the Twin Ports Bridge Festival (collectively "Organizers") from time to time for the efficient or safe operation of the event, including, but not limited to, those contained in vendor information distributions surrounding this event. Violations of these Rules and Regulations may result in the forfeiture of vendor space, without refund, at the discretion of the Organizers.

II. LIMITATION OF LIABILITY & INDEMNITY:

(a) Vendor agrees to hold Organizers and its affiliates harmless from any claims from, or due to, acts of vendors, its agents and employees, howsoever designated, and/or for loss and/or injury to people and/or property of any nature. (b) Vendor assumes all responsibility for loss, theft, or destruction of goods, or for personal injuries to him/herself, his/her employees, agents, representatives, or visitors, and will hold harmless the Twin Ports Bridge Festival and its affiliates from any and all liability in connection with any and all of the above.

All exhibitors must carry Workman's Compensation coverage, Comprehensive General Liability, including Products and Completed Operations, Independent Contractors, Personal Injury and Blanket Contractual Liability and any other insurance needed to cover the indemnity covered above. Proof of such insurance must include a proper Certificate of Insurance naming the Twin Ports Bridge Festival and its affiliates along with Laughingstock Design, DEDA, Duluth Entertainment Convention Center and the City of Duluth as Additional Insureds. This respects the General Liability coverage. The Certificate must have a minimum of 30 days notice of cancellation provision. Minimum limits on the General Liability coverage shall be \$1,500,000 per occurrence. A copy of the certificate must be on hand at the event.

III. EVENT HOURS AND DATES:

Saturday, Sept. 11, 2015: Vendor set-up begins at noon.

Vendors are required to be all set up and open by 3:00 p.m. and must remain open until 8:00 p.m. (may stay open longer).

IV. ASSIGNMENT OF VENDOR SPACE:

(a) Organizers will assign booths on a first come-first serve basis at their discretion and reserve the right to change any vendor's assigned booth prior to set up. Nothing contained in this application, Organizer's acceptance thereof, or in any act or communication prior to set up shall be construed as a guarantee of assignment to any particular space. (b) Organizers reserve the right to reject or restrict any exhibit which may be objectionable or not in keeping with the quality or character of the event.

V. VENDOR RESPONSIBILITIES:

Vendors will not pound stakes in the park lawn with the exception of standard 6-8" thin tent stakes, and nowhere near the markings on the ground. Vendor will not sublet the exhibit space contracted for and shall not exhibit, vend, or permit exhibition/vending of, any merchandise other than specified in the application. Vendors must supply all their own equipment and leave their space looking exactly like it did upon arrival - get rid of garbage and recycle properly. Vendor assumes responsibility for all tax commitments and requirements. In addition, the vendor agrees to be open and staffed during required hours.

VI. DISPLAYS & DECORATIONS:

(a) The vendor agrees all displays must be fully set up by 3:00 p.m. on Friday, Sept. 11, 2015. (b) Vendor agrees that displays will not visually or physically disturb aisles or adjacent vendors. (c) Vendor agrees that all products to be given away free at the event must be approved in advance.

VII. ELECTRICITY:

(a) Electricity is provided by event staff at vendor's request. (b) Vendor agrees that electrical wiring or installation shall be done only by the event staff.

VIII. OBSERVANCE OF LAWS:

(a) Vendor agrees that violation of these Rules and Regulations may result in the forfeiture of vending space, without refund, at the discretion of the Organizers. (b) The decision of event Management must be accepted as final in any dispute between vendors or any situation not covered by the rules governing the event.

IX. VENDOR CONDUCT:

The vendor agrees (a) not to make undue noise, or odor, use bright or hazardous lights, cause damage to the park or equipment or act in any manner deemed inappropriate by Management; (b) that no cans or bottles are allowed and the serving of alcoholic beverages and/or foods by vendors is prohibited without prior permission of Management; (c) displays will not visually or physically disturb aisles or adjacent exhibitors; (d) that no soliciting for business will be conducted in aisles or in other vendor booths; (e) to obey all rules and ordinances as prescribed by the City of Duluth.

FOOD VENDORS must comply with all St. Louis County Health Department rules and regulations. Email Shane at laugh@laughingstockdesign.com for food vendor app and info.

X. PHOTOGRAPHS:

Vendors will allow Organizers to use photographs of the vendor space for its own purposes.

XI. RAIN OR SHINE EVENT:

Vendor agrees there will be no refund for admission tickets or vendor fees, and that all those age 19 and up will need a proof of admission (ticket or wristband) for entry or re-entry into the park.

XII. EXCLUSIVITY:

The organizers prohibit the sale of T-shirts. No use of the name Twin Ports Bridge Festival or that of any of the main stage performers and/or their logo, trademarks, or copyrights for any commercial purpose or on any merchandise is authorized without a written license from Management. Vendors will be limited within exhibitor categories.

XIII. GOVERNING LAW; AMENDMENTS:

This contract contains the entire agreement of the parties and may not be altered or modified in any way unless duly endorsed in writing hereon. This contract shall be effective only upon execution by management.

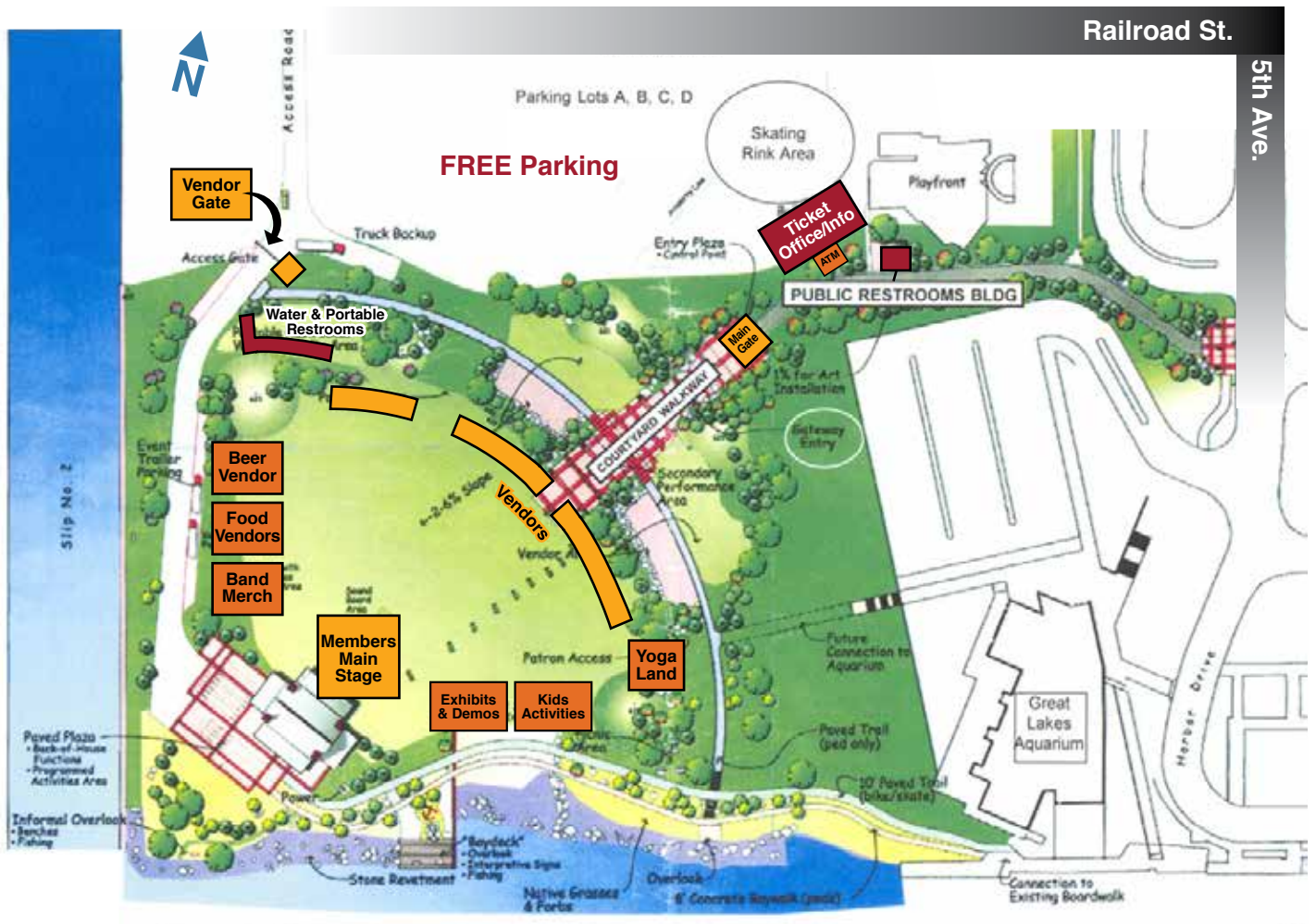
THANK YOU!

SPECIAL THANKS to Members Cooperative Credit Union for providing exhibit space FREE to local nonprofits!

BAYFRONT FESTIVAL PARK EVENT LAYOUT



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Contact Information

Shane Bauer • Twin Ports Bridge Festival Director

Direct: 218.391.0447 | Happy Space store: 218.461.2288

Email: laugh@laughingstockdesign.com

**Thanks for being a positive force in our community!
We hope to connect with you soon!**



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