



MINNEAPOLIS HOLIDAY BOUTIQUE

Friday, November 9 – Sunday, November 11, 2018

U.S. Bank Stadium – Field Level

401 Chicago Ave

Minneapolis, MN 55415

The 10 minutes you take now to review this information will save you time and money when setting up your display at the show.

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Dear Show Exhibitors,

Thank you for participating in the 2018 Minneapolis Holiday Boutique Show!

As the exhibit contact you will be receiving all the information that we send out. Should another individual assume your responsibilities, be sure that we are promptly informed so we can keep our records current.

The Exhibitor Manual has been compiled to help exhibitors and their staff with complete details about all phases of the exhibition process at the show.

Enclosed you will find Move-In and Move-Out schedules, official show contractors and other helpful information to make your participation in our show successful.

We strongly urge you to give this manual to those having responsibility for your participation in the show.

If you have questions or concerns, please contact us at 952.933.3850 or 800.466.7469.

See you at the Show!

Julianne Spargo
Show Manager
952-933-3850 x 116, or 952-451-0152
juliannes@MPeshows.com

Rachel Jorgensen
Exhibit Sales Consultant
rachelj@MPeshows.com
952-933-3850, x 139 or 612-203-4684

DIRECTORY OF CONTRACTORS

Show Facility

U.S. Bank Stadium
401 Chicago Ave
Minneapolis, MN

Show Management

Marketplace Events
7550 France Avenue S, Suite 260
Edina, MN 55435

Official Show Decorator

Corexpo (formally known as Hubbell Tyner)
2110 Old Highway 8 NW
New Brighton, MN 55112

Show Office Phone Number: 612-777-8881

Electricity, Water, Cleaning and Internet Services are ordered through Corexpo and installed through U.S. Bank Stadium. See Corexpo Exhibitor Kit for details on pricing and ordering; see website below:
<https://minneapolisholidayboutique.com/Exhibitor-Kit>

Electrical Service Technical questions:

terrence.mohs@gephartelectric.com 651-219-3383 during business hours only (8am-5pm CT)

Roberta Kath (Pending) – all other US Bank Stadium services

Email: rkath@usbankstadium.com

Phone: 612-777-8741

Order Processing and Billing

Jessica Mulheron

Exhibitor Representative

jmulheron@hubbertyner.com

651-280-4935

SHOW DETAILS:

- **Welcome Office:** A welcome office will be located at the entrance of the show, just beyond the Legacy Gate Entrance. Signage will be displayed in front of the Welcome Office indicating its location.
- **Main Show Office** will be located just off the field through the loading dock entrance on the east side of the field in the Warm-up Room, directly across from the Vikings locker room.
- **Box Office:** Inside of the building just inside of the Legacy Gate entrance. All same day attendee tickets will be purchased here.
- **Show Entrance:** Located on the West side of the building off of Chicago Ave. through the northernmost Legacy Gates. This is the only entrance and exit to the show.
- **Exhibitor Badges:** Please pick up in the Show Office during move in. Please have all exhibitor badges picked up by Thursday, Nov. 8th before the show opens on Friday, November 9th.
 - Please note, if you have not filled out an **Operator Certificate of Compliance (OCC)** form, one must be filled out at this time. Exhibitor badges will NOT be distributed until an OCC form has been submitted.
 - Additional details can be found under Exhibitor Badges in the Rules and Regulations section.
- **Will Call:** Located within the Welcome Office at the **Legacy Gate**. Will Call is set up as a courtesy and not for mass distribution of Exhibitor Badges. Please distribute your exhibitor badges to staff prior to the Show.
- **Exhibitor Entrance:** Located through the Southernmost **Legacy Gate** Doors on the West side of the building. Security is very tight and Persons under 16 are NOT admitted with these cards. During move-in and move-out exhibitors will be allowed entry through the Lower Pentair Gate and also the dock entrance if in a vehicle. Security checks are required for all personnel entering the building; please allow additional time.
- **Show Hours**
 - Friday, November 9: 10:00 am - 9:00 pm
 - Saturday, November 10: 10:00 am - 9:00pm
 - Sunday, November 11: 10:00 am - 5:00pm

*Exhibitors are allowed to enter 90 minutes before the show opens to the public and to restock.

• **Hotel Accommodations**

Exhibitors receive a discounted rate of \$129 per room (plus taxes) at the new Radisson RED Minneapolis hotel through October 7th. Please call the hotel directly at (612) 252.7740 and ask for the *Holiday Boutique* group **HB18**, or email andy.reichl@radissonred.com to reserve your room.

Grab n Go breakfast is available and the hotel has a full bar with food.
Radisson RED Minneapolis

609 S. 3rd Street
Minneapolis, MN 55415

<https://www.radissonred.com/minneapolis/>

DATES AND DEADLINES:

- Final Payment: Due August 2, 2018 or when contract is received after August 2nd. Penalties for non-payment include loss of space & monies paid in part for space.
- Show Program: The Show Guide is produced by Star Tribune.
 - **All Companies will be listed in the printed guide if received / booth confirmed by September 24, 2018.**
 - **Also complete online form** provided by Julianne or Rachel to be in our online show guide; ask for form and/or look for our reminder emails in September and October.
- Operator Certificate of Compliance (OCC) form is due with contract. See forms section at the end of kit.
- Floor covering ordered from Corexpo by **October 25, 2018** for discounted rates. Go to:
<http://minneapolisholidayboutique.com/Exhibitor-Kit> then to Show Decorator Kit link
- Advanced shipping arrangements made with Corexpo between Oct.1 and Oct. 29, 2018 for discounted rates.
- Utilities: All services ordered through Corexpo by Tuesday, **October 25, 2018** for discounted rates.
 - **Electricity** – See CoreExpo Show Decorator Kit
 - Internet – See CoreExpo Show Decorator Kit – Wifi is complementary on the football field/show floor
 - Water/Drainage
 - Cleaning
 - Phone service

MOVE IN, MOVE OUT:

The Holiday Boutique Show will have a structured move-in and move-out system. See below to view the full move-out schedule for your designated date and time. **Exhibitors MUST adhere to the schedule to make this process as efficient as possible.**

MOVE-IN MAPS ARE ON FOLLOWING PAGES: Please print these for your records.

General Rules:

- All Exhibitors in the first three zones on the left / West side can move in through the U.S. Bank Stadium's Loading Dock (S. 4th Street-one way) and drive directly to their booth. Lower Pentair Gates (S. 6th Street) is also available as a secondary option to cart product to your booth. We strongly encourage any 10'x10' booths in the "South" quadrant of the show to cart your items in through the Lower Pentair Entrance to alleviate vehicle traffic inside and outside of the dock entrance. All booths are welcome to move in through Lower Pentair as well. **We will also provide exhibitors with 10 additional complimentary tickets to the Show at our Show Office if you move-in through the Lower Pentair Entrance. Please let us know when checking in!**
- Vehicles are allowed on the football field level, however if you are in the Red Zone (on far right of the field) some vehicles will be unable to drive to their booth. Products can also be moved in by hand or cart/dolly.

- **Please bring your own dolly/cart and staff to move items in to your booth; extra help will not be provided.**
- Limited dollies will be available at the Pentair Gate and Dock Entrances and are first come, first serve.
- **No parking is allowed at the dock or in the building. Vehicles must be removed as soon as they are unloaded to allow other vehicles in to the building. Once parked, you may come back in through Lower Pentair and continue to set up your booth.**
- **All doors close at 8:00pm on Thursday, November 8th. All exhibit material must be within the exhibit space by 5:00pm so facility staff can clean the aisles and Corexpo can lay carpet.**
- **Move-In Ends at 8:00 pm every day**
- Children under 16 are not permitted on the show floor during move in or more out.

MOVE-IN:

Wednesday, Nov. 7: Noon – 4:00 pm

Yellow zone – Loading Dock Entrance (S. 4th Street) drive-in primary entry, & Lower Pentair cart in only (S. 6th St) secondary entrance

Wednesday, Nov. 7: 4:00 pm – 8:00 pm

Orange Zone –Loading Dock Entrance (S. 4th St.) drive-in primary entry, & Lower Pentair cart in only (S. 6th St) secondary entrance

Thursday, Nov. 8: 7:00 am – 2 pm

Blue Zone – Loading Dock Entrance (S. 4th St.) drive-in primary entry, & Lower Pentair cart in only (S. 6th St)

Thursday, Nov. 8: 2:00 pm - 8:00 pm

Red Zone - Loading Dock Entrance (S. 4th St.) drive-in primary entry, & Lower Pentair cart in only (S. 6th St).

NOTE several Red Zone exhibitors will be unable to drive to their booth and logistics personnel will be providing direction and guidance. Carts will be available in Dock tunnel area near Show Office to cart in your product.

Loading Dock Primary Entrance has a single lane ramp entrance and single lane ramp exit. This entrance is on S. 4th Street and will be accessible for Exhibitors. Once on Chicago Avenue, exhibitors will take a right onto 4th Street and **a security team will have a list of all Exhibitor Company Name and booth numbers, which is required for security to enter the dock.** A security/Marketplace Event team member will be directing vehicles outside as well and will ask you to place a piece of paper in your window with your contact name and number. Many exhibitors will be able to drive onto the field and unload your vehicle. Please be patient as there is only one way to drive in and one way to drive out of the Dock area. Once all products are out of your vehicle, please move the vehicle immediately, park and return through Lower Pentair or Legacy Gate to finish setting up your booth.

Lower Pentair Gate (secondary, back-up entrance) is a turn-around off South 6th Street. Exhibitors can enter Pentair through Southern entrance, park their vehicle, and begin unloading products. Once all products are out of your vehicle, please move the vehicle immediately exiting through the Northern exit, park and return to set up your booth. Chicago Ave. will be accessible for Exhibitors coming from South 6th St.

We will also have personnel managing the Chicago Ave. entrances where the streets are blocked off.

MOVE-IN SCHEDULE	
WED., NOV. 7	NOON - 4:00 P.M.
WED., NOV. 7	4:00 P.M. - 8:00 P.M.
THU., NOV. 8	7:00 A.M. - 2:00 P.M.
THU., NOV. 8	2:00 P.M. - 8:00 P.M.

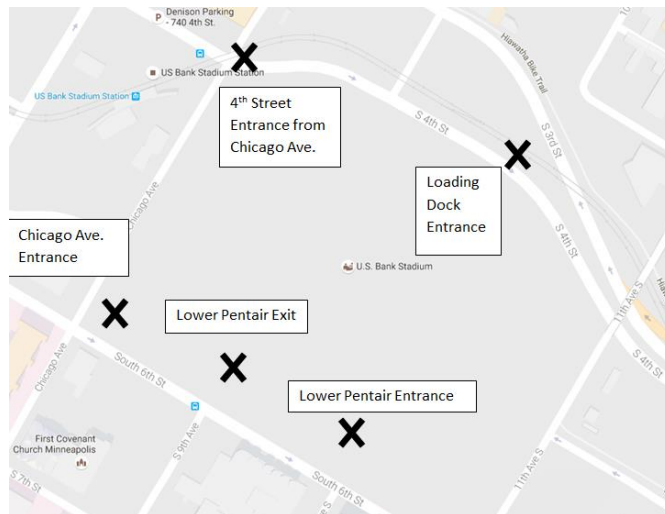
Lower Pentair Gate:
 South Quadrant
 exhibitors
 encouraged to
 cart out here.



MinneapolisHolidayBoutique.com

MARKETPLACE **EVENTS**
 Largest Home Show Producer in North America

MOVE-IN LOCATIONS:



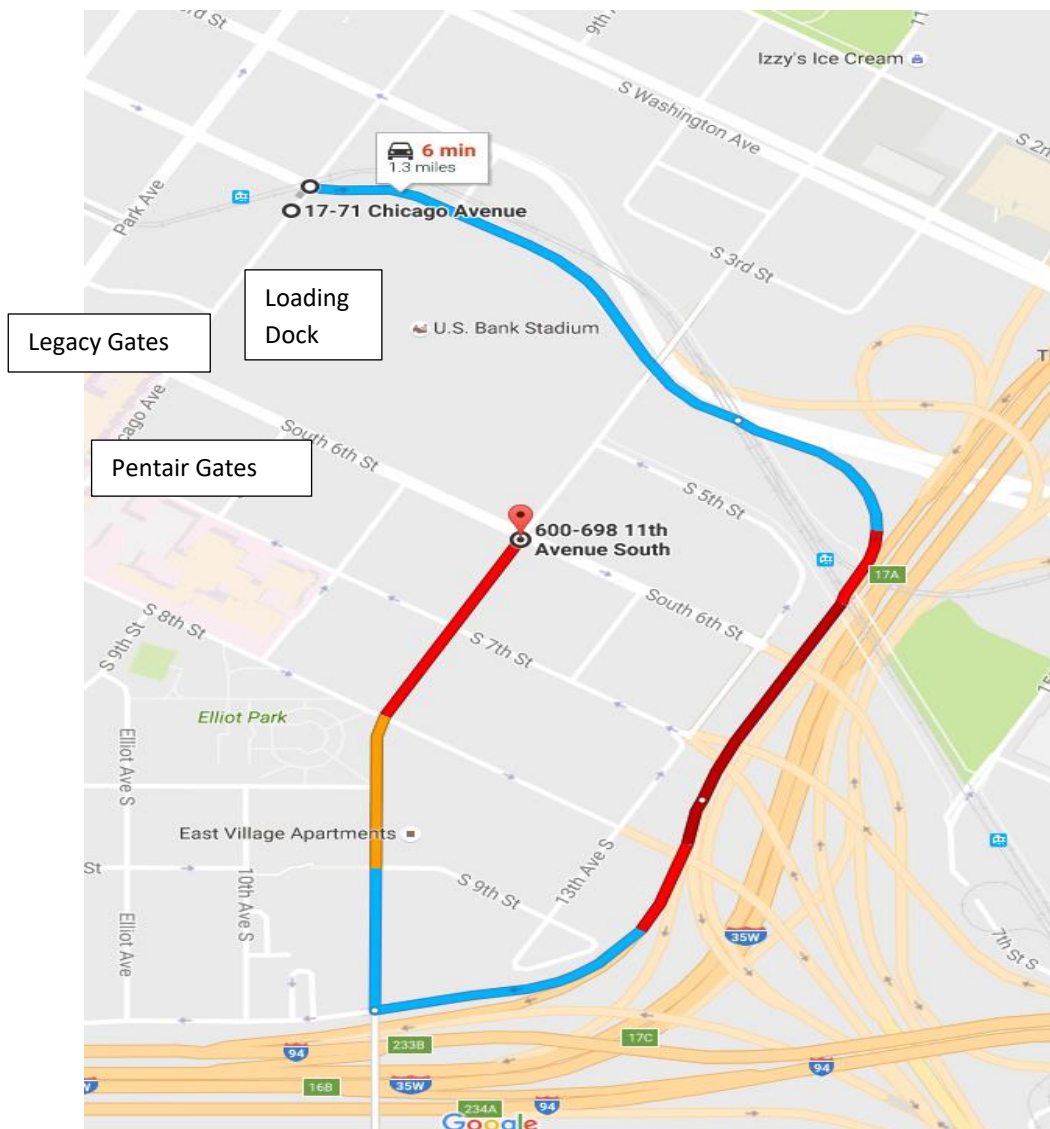
Once exhibitors unload from the Loading Dock onto 4th Street, you must take the highway and loop back around to the Stadium. NOTE THERE IS CONSTRUCTION IN THE AREA. Please be patient and use caution.

Once exhibitors have unloaded their vehicles from the **Lower Pentair Gate (on S. 6th Street)**, you may take a right onto Chicago Ave. towards 4th Street. You can continue on Chicago Ave. onto 4th Street, but if you take a right onto 4th Street, you must take the highway to get back to the Stadium.

Full directions with a map are below:

- From Chicago Ave. take right onto S. 4th Street
- Use the right lane to take the Interstate 35W/MN-55ramp
- Use the right lane to follow signs for 11th Ave.
- Turn right onto 11th Ave. S
- Follow 11th Ave. S until you reach South 6th Street. The Stadium will be immediately in front of you.

Click [HERE](#) for full directions.



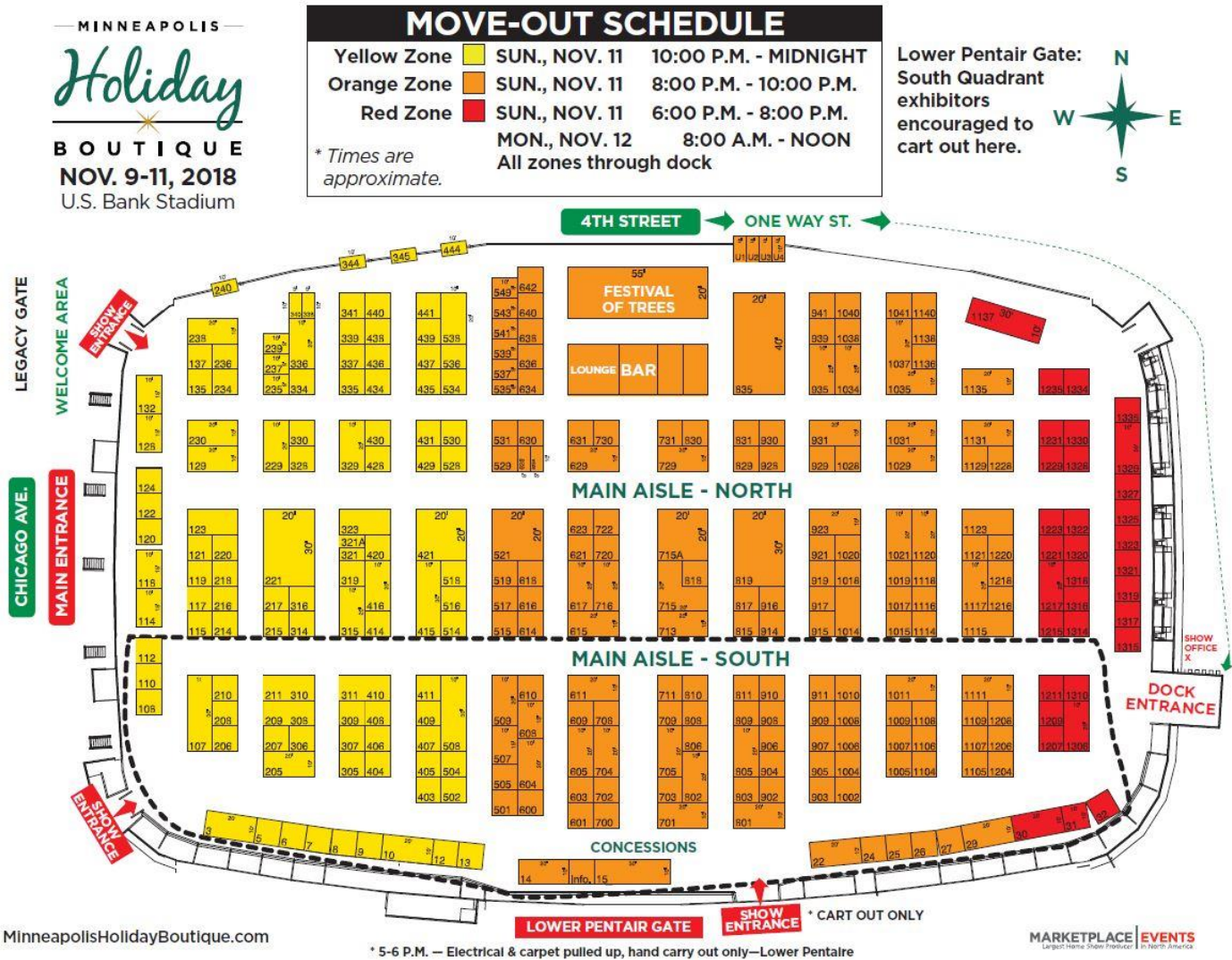
MOVE-OUT:

- **All booths MUST remain up and fully staffed until show close on Sunday, Nov 11th at 5:00 p.m. or will be subject to fines.**
- **Exhibits not removed by noon on Monday, November 12th are subject to removal and a cleaning fee.** Marketplace Events is not responsible for any materials or displays that are left at the building.
- Early move out is strictly prohibited and NO EXHIBITS can be removed during show hours.
- Loading Dock and Lower Pentair Gates (for hand carrying only) are available for move-out.

Move Out Schedule:

Sunday, November 11: 5:01 p.m. (Lower Pentair Gate only) – Midnight. 6 pm Red Zone Start time

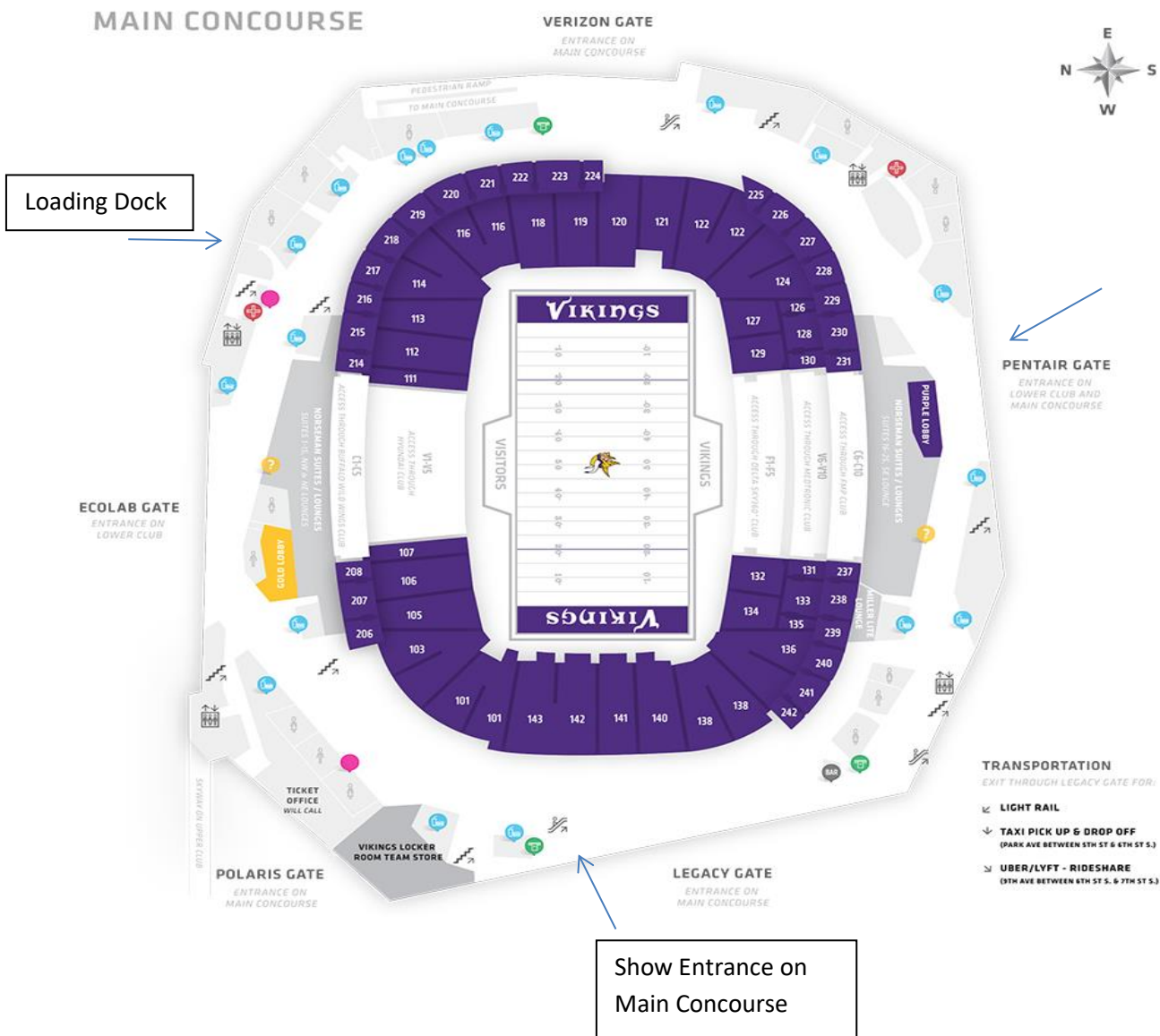
Below is the move-out schedule and designated date and time. Exhibitors must adhere to the schedule to make this process as efficient as possible. **PLEASE BE PATIENT and small booths consider carting out through Lower Pentair Gate (starting at 5 pm). Red ZONE move-out Start time is 6 pm.**



U.S. Bank Stadium Information:

U.S. Bank Stadium
 900 S 5th St,
 Minneapolis, MN 55415

For full Stadium view and locations of all gates, please see below.



RULES, REGULATIONS AND BOOTH INFO

Our top priority is to produce a quality event. Two important aspects to doing this are maintaining the visual integrity of the show and creating an atmosphere where all exhibitors can do business. The following Rules and Regulations help us to maintain these aspects:

1. Advance Shipments

If your exhibit will arrive **BEFORE November 7** (first day of move in), it should be shipped to the Show Decorator, Corexpo. Corexpo will store and deliver your exhibit material to the U.S. Bank Stadium for a charge. All shipments must be prepaid. Refer to Corexpo's Exhibitor Kit for details on shipping.

Alcohol

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/Stadium. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

2. Animals/Pets

Animals/pets are not permitted in the U.S. Bank Stadium without prior approval of Show Management and U.S. Bank Stadium management *including* move-in and move-out times. Exceptions are always made for seeing-eye dogs.

3. Booth design and construction – Have a festive Holiday-themed booth with items including greens, holiday lights and décor to welcome consumers in!

Drape and Height:

- Booth rental comes with 8' high back drape and (2) two 8' high side drape, one for each side of the booth (all draping is black).
- Nothing is to be pinned or stapled to drape – "S" hooks are available through Corexpo.
- Exhibit tables, stands, displays, etc. may extend forward all 10' from the rear drape at 8' in height. The outward facing sides of your exhibit must be finished and may not contain any marketing.
- There is one common back drape shared by exhibitors on either side of the drape. Exhibitors must remain on their own side of the drape. Your carpet, bracing, etc. may not extend into the exhibit space behind you.
- No part of your exhibit or product may block the view into the exhibit next to you.

Signage:

- Booth rental comes with (1) one identification sign (7" x 44") that includes your company name and booth number.
- All additional signage must be professionally made. Hand-written signs are NOT allowed.
- Signage cannot be attached to any of the U.S. Bank Stadium walls, pillars, etc.
- Signage cannot be above 8' in height in a space less than 20' x 20'.
- Signs above 8' in height may include company name and logo; they may not be used to advertise products and services.
- If signage requires hanging, please contact Corexpo. Cost to hang signage is the responsibility of the Exhibitor.
- The use of tents must be approved prior to the show by Show Management.
- Overhead inflatable signs are not permitted.
- If you would like your sign to be read differently than what it listed on your space agreement, fill out the Sign Order Form in the forms section of CoreExpo's Kit which will be emailed to all exhibitors.

Flooring:

All booths in the show MUST have floor covering (carpet or rubber squares preferred). No exceptions will be made. Permanent carpet tape is not allowed. Exhibitors may provide their own floor covering or it can be rented from Corexpo. The field/turf will also be covered with plastic square interlocking flooring which can withstand semi-loads.

Misc.:

Materials such as table draping, cut trees, wood chips and mulch used in the construction of displays must be fire resistant. All tables must be professionally skirted; i.e., skirting that is pleated or shirred and of floor length (no

paper or sheets or tablecloths). The only exception is fine, designer furniture or tables requiring wiping selling food or beverages.

**Refer to the Forms section for a booth layout.

4. Credits

If an additional firm is assisting with your displays, signs, etc. and you would like to give them credit/recognition, you may display one (1) professionally made sign within your booth ONLY if they are an exhibitor at the show. Signage may not exceed 7"x11". If your assisting firm is NOT an exhibitor in the show, call Marketplace Events regarding how they can be identified. If they have NOT leased space from us for the show, they cannot distribute literature in any way inside the facility.

5. Demonstrations/Distribution

- Displays, demonstrations or distribution of materials are not permitted *outside of* Exhibitor's booth(s).
- The use of microphones is NOT permitted on the show floor unless approved by Show Management.
- Small sound amplification systems for captive-audience demos may be used, however sound must be inoffensive to neighboring exhibitors.
- Advertisement, exhibit or promotion may include prices but cannot include price comparisons with competitive products.
- No stickers, pressure adhesive, etc. can be used or given away by exhibitors
- Balloons including Helium-filled balloons are NOT allowed.
- No food (including popcorn) or beverages may be distributed by exhibitors inside the U.S. Bank Stadium unless approved by Marketplace Events.

6. Drawings and Giveaways

All drawings must have prior approval from Show Management and be held before show closing. Drawing Registration Form must be filled out (see forms section) by the start of the show. Per state regulations, exhibitors are required to turn the name of each winner in to the Show Office. Show Management reserves the right to terminate any contest by removing ballots from the booth if it does not comply with Show Management regulations.

7. Exhibitor Badges & Admission Passes

Exhibitor badges need to be picked up in the show office during move in the East tunnel next to the football field. Booth attendants must have and wear Exhibitor Badges at all times for admission to the show. No badge = no admission. Exhibitors receive five (5) exhibitor badges per 100 square feet / 20 maximum per exhibitor.

NEW in 2018! Admission Passes will be available to Exhibitors before the show once the Exhibit Space is Paid In Full and will be given out at the Show Office during move-in unless requested otherwise.

Each Exhibitor will be provided ten (10) Admission Passes. These Passes are for you to distribute to friends, clients & family.

8. Fire Regulations

Show Management Regulations:

Material used in exhibits must be fire resistant and are subject to inspection by the Minneapolis Fire Department. If you have any questions on this, call the Minneapolis Fire Prevention Bureau (612) 673-2546.

Precautions must be taken to prevent the general public from coming in contact with anything that may cause burn or injury. Any product hot to the touch must be placed at the back of your booth, away from the aisle. For those with bulk 20'x20' peninsulas, islands or larger, these products must be positioned in the middle/center area

of your space, again, as far away from the aisle(s) as possible. Warning signs must be placed prominently on all such surfaces, horizontal and perpendicular.

U.S. Bank Stadium Regulations:

Written authorization by U.S. Bank Stadium management and the M.F.D. Fire Prevention Bureau shall be required for the following:

- Operation of any electrical, mechanical or chemical devices which may be deemed hazardous by the M.F.D. Fire Prevention Bureau.
- Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials, etc.
- Use or storage of flammable liquids, compressed gases, or dangerous chemicals.
- Use of any fireworks/pyrotechnics.

Open flame permits may be obtained from the M.F.D. Fire Prevention Bureau by going to the City of Minneapolis Fire Inspection Services webpage to fill out the form at the following link:

http://www.ci.minneapolis.mn.us/regservices_special or by calling (612) 673-2546. Charges are incurred for each permit and permit must be submitted by October 20th, two weeks prior to the event.

Sternos

- An Open Flame permit must be obtained and kept in the exhibit booth at all times.
- One 2-A:10-B:C fire extinguisher must be kept in the exhibit booth.

Butanes

- An Open Flame permit must be obtained and kept in the exhibit booth at all times.
- One fire extinguisher 2-A:10-B:C must be kept in the exhibit booth for each burning device.
- 5 lb. maximum tank is allowed at one time
- A 10' minimum separation must be maintained between each burning device
- Additional tank(s) must be kept outside the building. No spare tanks may be stored in the booth or anywhere else inside the building or on any dock.

Candles

- An Open Flame permit must be obtained and kept in the exhibit booth at all times.
- The candle must be housed in glass.
- The tip of the flame in any state of use may not extend at all above the top of the glass housing.

9. Forklift Services

Exhibitors requiring forklift services should make arrangements with Corexpo prior to move in. Details:

- Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your freight carrier. Please see the material handling forms included in this kit.
- 5,000 lb. forklifts are standard, any forklifts over 5,000 lbs. must be ordered in advance
- If a crane or special lift is needed, please call Corexpo customer service for availability and quote
- A one-hour charge will be applied to all orders cancelled without 48-hour notification
- Payment is due and payable when services are rendered
- The exhibitor is responsible to check-in with the Corexpo service desk when the forklift is needed
- **Check in at the Corexpo service desk on show site when you are ready for your Forklift. All Forklift orders are assigned on a first come first serve basis.**

FORKLIFT RATES (1 hr. minimum) – See CoreExpo Decorator kit for 2018 pricing

Straight Time: 8:00 am – 4:30 pm, Monday – Friday

Overtime: Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday & Holidays.

10. Insurance

CERTIFICATE OF INSURANCE

All exhibitors are required to carry Commercial General Liability Insurance with limits of \$1m per occurrence/\$2m aggregate. Completed forms can be sent to JulianneS@MPEshows.com.

If you have your own insurance, please ask your insurance company to issue a **Certificate of Insurance** listing
Certificate Holder
Marketplace Event LLC
31105 Bainbridge Rd #3
Solon, OH 44139

Additional Insured should be listed as **Marketplace Events LLC**.

If you do not have insurance – you can purchase online at <http://buttineexhibitors.virtualmga.com> – cost is \$65 per exhibitor/per event. After completing the online application, you can make payment with Visa or MasterCard and receive a copy of the certificate by email within minutes.

For more information please contact:

Kendra Reilly Monahan, Account Manager
Commercial
Buttine Insurance, a division of Risk Strategies Company

Marketplace Events, the Minneapolis Holiday Boutique Show or the U.S. Bank Stadium will NOT be responsible for injury to persons nor the loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs. As agreed in the contract, exhibitors agree to indemnify and hold harmless Show Management and the U.S. Bank Stadium against, any and all complaints, suits, or liabilities arising out of acts of the exhibitor or his/her representatives, or out of activities within the exhibitor's booth area. Verify with your insurance company if you're uncertain about your coverage. Exhibitors are responsible for damage they cause to the U.S. Bank Stadium including walls and floors and for labor charges to remove stains or adhesives from the walls or floors. Exhibitors will be billed for such damage with the dollar amount of the damage determined by the U.S. Bank Stadium.

11. Materials subject to license or restriction

The playing, performing or other use of any copyrighted music in television or radio transmission, videotape, audio-visual material, or any other work, whether live or recorded, by exhibitor or its agents, representatives or employees is expressly prohibited. Exhibitor agrees to indemnify the U.S. Bank Stadium and Marketplace Events (and their respective officers, directors, owners, employees, insurers, agents, representatives and assigns) against any and all claims and costs of defense, or fees paid by Marketplace Events to ASCAP or BMI, arising from any unauthorized use of any work by exhibitor or any of its agents, representatives or employees.

12. Merchandise and Food & Beverage Sales

All exhibitors selling retail MUST have a Minnesota Sales Tax Identification Number. All exhibitors with taxable sales MUST also have a Minneapolis permit.

Some food items are subject to a 7.775% sales tax, not the customary 6.875% (subject to change.) **Contact the Minnesota Department of Revenue (651) 296-6181/800.657.3777 if you have questions.**

Food exhibitors: Any product that may potentially be opened and consumed on site (i.e. pretzels, candies, cookies, and popcorn) must be prepackaged.

Exhibitors that will distribute food and/or beverage samples during the show and have obtained prior approval from show management must complete a Short-Term Food Application and submit an \$87.00 check made payable to **Minneapolis Finance** to Marketplace Events by **Friday, October 8, 2018**. Per the City, Exhibitors must also comply with the Self Inspection, guidelines for dispensing foods at events and Green Go policies. Full instructions can be found on our website.

Examples of the Short Term Food Application and additional requirements are included in the forms section at the end of the Exhibitor Kits. Links to information is also below:

All permit information can be found on the City of Minneapolis' Event Permit page:
<http://www.minneapolismn.gov/health/inspections/food-short>

[Short-Term Food Application](#)

[Self-Inspection Form](#)

[Guidelines for Dispensing Foods at Events](#)

Green to Go Information:

City of Minneapolis Website: <http://www.ci.minneapolis.mn.us/health/inspections/WCMS1P-132297>

[FAQs](#)

[Supplier List](#)

[Environmentally Acceptable Packaging Ordinance Overview](#)

13. **Operator Certificate of Compliance (OCC) Form**

ALL exhibitors (regardless if they are selling at the show or not) are required to complete an OCC form for the MN Dept. of Revenue that includes a (7) seven digit number. OCC forms are due to Show Management before the show. Companies without an OCC form on file will be subject to fines up to \$500 per show day.

- Complete the form and return by fax to 952-933-7548.
- Show Management (Julianne, Kelly or Rachel) can provide OCC forms, as needed.

14. **Outside Contractors**

Any independent contractor/display house which contracts to assemble and/or dismantle an exhibit at the Show must notify Corexpo of the exhibiting company's name and booth number, in writing, at least 30 days prior to the first day of move-in. The display house must also provide a certificate of insurance to Corexpo at the time the letter is sent and also to Show Management.

15. **Parking**

- There is no reserved parking at the U.S. Bank Stadium, however there is ample parking around the stadium.
 - The Holiday Boutique Show has made arrangements with parking facilities for exhibitors to pre-pay for parking. Visit the Exhibitor Kit page for more information to see all options.
 - Limited free Sunday street parking – arrive early for a spot.

Security

Exhibitors are responsible for their own booth security. Security guards will be on duty 24-hrs a day throughout

move-in, show days and move-out and are there to safeguard your interests. Please extend them cooperation and courtesy in the performance of their duties. Place a cloth over valuables end of the day if any concerns.

Show Decorator

The official show decorator is Corexpo. Please refer to the Directory of Contractors for contact information. They are responsible for:

- Furniture rental (tables, chairs, etc.)
- Sign/Banner orders
- Carpet rentals
- Draping
- Display set-up assistance

Show Decorator Exhibitor Kit is available on our website. To avoid delay, have your order placed before move in and CoreExpo's discount deadline dates listed in their kit.

16. Smoking

Smoking in any form is not allowed in the U.S. Bank Stadium. Anyone caught smoking in the U.S. Bank Stadium by the Fire Inspector will be tagged and removed from the facility for the day.

17. Staffing of Exhibits

It is required that exhibitors require a staff member in their exhibit at all times during the hours of the show. Show Management does **NOT** assume any responsibility for losses.

18. Subletting of Exhibit Space

Exhibitors are NOT permitted to sublet their space to another company or product without prior written permission from Show Management. Violators will be removed from the show.

19. Utilities

Electricity, Water, Cleaning and Internet Services are ordered through Corexpo and installed through U.S. Bank Stadium. See Corexpo Exhibitor Kit for details on pricing and ordering.

Electrical Service Technical questions:

terrence.moys@gephartelectric.com

Order Processing and Billing

Jessica Mulheron

Exhibitor Representative

jmulheron@hubbertyner.com

651-280-4935

FORMS

Booth Layout

For standard 10'x10' booths, Marketplace Events provides 8' back drape and 8' side drapes. Exhibit tables, displays, etc. may extend forward all 10' from the rear drape at 8' in height. Signage may not be displayed above the 8' drape height.

Exceptions can be made with Marketplace Events' approval in cases where your space constitutes a 4-booth (or more) "island." Please call Marketplace Events to confirm your idea(s).

Additional Notes

Floor covering, preferably carpet – this will improve the image of your booth and your company. No part of your floor covering may extend beyond your booth or stick out into the aisle.

- Professionally made signs only. No magic marker, grease pencil or "homemade" signs.
- Professionally skirted tables with floor-length skirting that is pleated or gathered. No paper or plastic (fire regulations). Fine furniture is acceptable without skirting. Card tables and old metal folding chairs detract from your booth and from the Show. Nice furnishings improve your business image and your exhibit.

Food & Beverage Permit Procedures

Fill out all information on the attached **Short Term Food Application**

• **\$87.00 check made out to Minneapolis Finance Dept. and send to Marketplace Events** (DO NOT MAKE CHECKS OUT TO THE CITY OF MINNEAPOLIS).

Send the application and check to:

Marketplace Events
Attn: Julianne Spargo – F&B Permit
7550 France Avenue South, Suite 260
Edina, MN 55435

Please DO NOT send information to the City. All exhibitors are required to send information directly to us and we will send to the City for approval.

ALL INFORMATION IS DUE BY MONDAY, OCTOBER 8. Any information received after that date may be subject to fines from the City for late submittals.

****Exhibitors that have a seasonal permit DO NOT have to pay the fee, but must still fill out an application and provide permit number in lieu of payment.*



City of Minneapolis
 Licenses and Consumer Services
 250 South 4th Street – Room 300
 Minneapolis, MN 55415-1391
 Phone: 612-673-3000 or 311
 Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

FOR OFFICE USE ONLY	
CHECK#	AMOUNT\$
DATE:	
PERMIT ID#	

Short-Term Food Permit Application

Vendor Name – Last, First, MI (Please Print)				Trade Name						
Street Address of Vendor				City		State	Zip Code			
Vendor E-mail Address						Vendor Telephone				
Name of Event				Location of Event						
Date of Event				Event Start Time		Event End Time				
Event Sponsor			Event Contact Person			Telephone				
1. LOCATION(S) WHERE FOOD AND/OR BEVERAGES WILL BE PREPARED AND STORED (Onsite at Event or in a Licensed Commercial Kitchen)										
1a. Menu Overview:										
1b.										
<input type="checkbox"/> Check - if all items are prepackaged and remain unopened when served to public; <input type="checkbox"/> Check - if refrigeration is not required for any items; If both boxes are checked, skip to Question 2.										
Licensed Commercial Kitchen Name										
Licensed Commercial Kitchen Address				City		State	Zip Code			
1c. Check which preparation procedure each menu item requires at the KITCHEN FACILITY. <input type="checkbox"/> N/A										
	FOOD	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
1										
2										
3										
4										
5										
1d. Check which preparation procedure each menu item requires at the EVENT/MARKET. <input type="checkbox"/> N/A										
	FOOD	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
1										
2										
3										
4										
5										
Note: Attach additional pages if necessary.										

This application must be stapled and pages 1 - 3 attached to avoid processing delays. Page 2 of 6 - February 2015

2. LIST OF FOOD AND/OR BEVERAGE SUPPLIERS (e.g., Grocery stores or distributors where foods and ingredients are purchased or premade.)

--

3. HOW FOOD AND/OR BEVERAGES WILL BE TRANSPORTED (Type of equipment and vehicle to be used to transport food items)

--

4. LIST ALL EQUIPMENT TO BE USED (Note: Domestic slow cookers are prohibited. Mechanical refrigeration is required for PHF held longer than 4 hours.)

--

VERIFICATION – READ AND INITIAL

Applications without initials and/or signatures will not be processed and will be returned to the applicant.

(Initials) I understand my application must be submitted by the Event Food Sponsor and received at least 10 business days prior to the event. If my application is received less than two days prior to the event, it may not be approved or the menu may be restricted. Once my application is approved, NO changes may be made without approval by the Health Officer. Unauthorized changes may be subject to permit suspension.

(Initials) I have read and understand the hand washing station requirements. (p. 6)

(Initials) I have received the self-inspection form(s) and understand that I must complete a form prior to operating on the first day of event and kept on-site.

(Initials) I have received and read the Minneapolis Guidelines for Dispensing Foods Under a Short-Term/Seasonal Permit. (p. 6)

(Initials) I understand the following conditions will warrant immediate vendor closure:

- Lack of a current permit number approved by Environmental Health
- More than two stands for each permit;
- Lack of a hand washing station, unless all items are packaged or in bottles or cans
- Foods prepared at/or brought from home;
- Critical violations and/or imminent health hazards;
- Lack of equipment or capacity to hold potentially hazardous foods at required temperatures.

PRINTED NAME OF APPLICANT:	SIGNATURE OF APPLICANT: (applicant agrees to comply with the Mpls Food Code)	DATE:
----------------------------	--	-------

All vendors must complete the [Event Food Booth Self-Inspection Form](#) prior to opening on the first day of an event. Copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

ENVIRONMENTAL HEALTH SIGNATURE APPROVAL:	DATE:
--	-------

ENVIRONMENTAL HEALTH COMMENTS:

VENDORS AND EVENT FOOD SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS.
This application must be stapled and pages 1 - 3 attached to avoid processing delays. Page 3 of 6 - February 2015



Provided By:
 Minneapolis Health Department
 Food, Lodging & Pools Unit
 Phone: 612-673-2301
health@minneapolismn.gov

Event Food Booth Self-Inspection

(TO BE COMPLETED WHEN SETTING UP ON EVENT DAY)

VENDORS AND EVENT SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS

Additional copies of this form are available on our website:

<http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

	BOOTH REQUIREMENTS	Complies?		COMMENTS
		YES	NO	
1.	Permits			
a.	Short-Term Permit # is listed on Event Sponsor's Event Certificate			
b.	A knowledgeable person in charge is present			
2.	Hand Washing Station <i>(Immediate closure if out of compliance)</i> (Unless all items are packaged or in bottles or cans when served)			
a.	Minimum 5-gallons warm water			
b.	Container with hands-free spigot			
c.	5-gallon waste water container			
d.	Pump soap and paper towels			
3.	Floor, Walls, Ceiling (Unless all items are pre-packaged or in bottles or cans)			
a.	Floors smooth & cleanable.			
b.	Provide flooring if on grass, gravel, or dirt surfaces.			
b.	Entire booth has overhead protection (tent or canopy)			
4.	Food Source/Menu <i>(Immediate closure if out of compliance)</i>			
a.	Food not prepared and/or not stored at home. <i>(Exemption- vendors listed in MN Statute 28A.15)</i>			
b.	Licensed Commercial Kitchen used for foods prepared offsite.			
c.	Only foods approved on the application form are served.			
5.	Employee Hygiene – <i>(Training required)</i>			
a.	Employees wash hands upon entering the booth.			
b.	Employees keep hands clean and wash hands often.			
c.	Employees do not have these symptoms: vomiting, diarrhea			
d.	Gloves or utensils are used - no bare hand contact with food			
e.	Employees have hair restraints or hats. Clean clothing.			
f.	No eating, drinking, or smoking in the booth.			
g.	Pets are not allowed in the booth.			
6.	Food Temperature Control			
a.	Hot foods held at 140°F or above.			
b.	Cold foods held at 41°F or below.			
c.	Adequate equipment to maintain temperatures hot or cold.			
d.	Mechanical refrigeration required for potentially hazardous foods. (Ice cooler allowed only by Short-Term Permit vendors at events 4 hours or less.) Seasonal Permit vendors must use NSF mechanical.			
e.	No potentially hazardous food stored at room temperature.			
f.	Fire extinguisher provided if cooking.			
g.	Calibrated thermometer with range 0 – 220°F provided.			

	BOOTH REQUIREMENTS	Yes	No	COMMENTS
7.	Storage			
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.			
b.	Ice chest is able to be drained.			
c.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed, waterproof box.			
8.	Ice			
a.	Ice stored in waterproof container and kept covered.			
b.	Ice used for refrigeration is not used for consumption.			
c.	Ice bags never come into contact with the ground.			
d.	Ice is not handled with bare hands.			
9.	Cooking			
a.	Raw poultry is cooked to at least 165°F.			
b.	Raw ground beef or pork is cooked to at least 155°F.			
c.	Raw steak, pork, fish or eggs are cooked to at least 145°F.			
d.	Items previously cooked & cooled at the commissary must be reheated to 165°F.			
e.	Cooking and cooling of foods on-site for reuse is prohibited.			
10.	Food Protection			
a.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.			
b.	All open food is protected from customer contamination.			
11.	Food Equipment			
a.	Good repair – no corrosion, cracks or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
12.	Sanitizer			
a.	Unscented Bleach or Quaternary (Quat) sanitizer available			
b.	Sanitizer test strips available			
c.	Bleach concentration at 50-200 ppm or Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate sanitizer bucket for raw meat/poultry area			
13.	Dish Washing (Required if equipment/utensils are used for potentially hazardous food for 4 hours or longer.)			
a.	Three 5-gallon buckets or tubs available:			
b.	(1) Wash in soapy warm water			
c.	(2) Rinse in clean warm water			
d.	(3) Sanitize in warm water with proper concentration			
e.	All food equipment and utensils washed, rinsed and sanitized prior to use each day, and at least once every four hours during event.			
14.	Garbage			
a.	Garbage containers with plastic liners provided in booth.			
15.	Lighting			
a.	Adequate lighting is available during night events.			
b.	Light bulbs are shielded or shatterproof.			
16.	End of Day Clean-Up			
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).			
b.	Food and equipment stored in a secure location overnight.			
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.			
17.	Miscellaneous			
a.	Name of the facility is posted and visible to customers.			
b.	Self-Inspection sheet is complete and available for Event Sponsor and Inspector to view.			

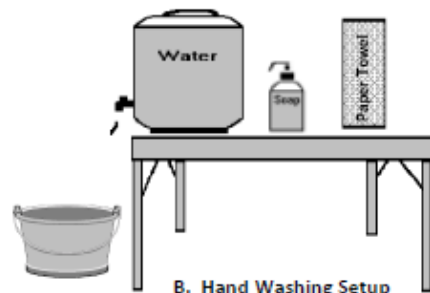
MINNEAPOLIS GUIDELINES FOR DISPENSING FOODS AT EVENTS

Vendors, Event Sponsors and Market Managers are responsible for implementing Food Safety Standards

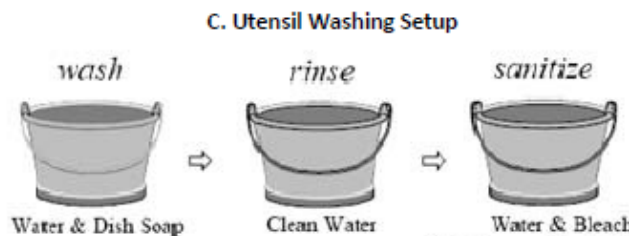
- All vendors must complete the Self Inspection prior to opening on the first day of an event.
- Provide electricity needs for cooking and lighting. NOTE: LP bottled gas (propane) greater than 20 pounds requires a permit from the Minneapolis Fire Department. Gas hose must be constructed of rigid copper, black iron or galvanized pipe. Provide a fire extinguisher. The Permit is found at: http://www.ci.minneapolis.mn.us/regservices/fire/regservices_fis (click on Special Event/Operational Permit Application).
- Provide a tent or canopy for the food stand. If at an event where the tent/canopy is on grass or dirt surface, you MUST provide flooring (mats, plywood, etc.) for the booth. Exception: all foods and beverages are packaged and remain unopened when served.
- Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor. Label chemicals and store soap, sanitizer, insect sprays and chemicals away from food and food related items.
- Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed ONLY for vendors listed in MN Statute 28A.15.
- Transport all food products in insulated, covered (picnic) chests in clean vehicles.
- Use MECHANICAL REFRIGERATION to keep potentially hazardous foods cold.
Exception: Insulated coolers may be substituted by Short-Term vendors ONLY when the event is 4 hours or less. (Seasonal Vendors must always use mechanical refrigeration.)
- Always keep potentially hazardous foods, such as meats, fish, poultry, cooked rice, and salads at 41°F or colder or 140°F or hotter. Provide a metal-stem thermometer.
- Reheat food quickly to 165°F and hold at 140°F or higher. Outdoor use of "Sterno" and chafing dishes is prohibited.
- Prepare and serve all foods out of reach of the customers. Self-service is prohibited unless proper utensils are provided such as individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, paper plates for bread samples, etc.
- Wear clean clothing and practice good personal hygiene. NO smoking is allowed in the food booth. NO eating or drinking (from open containers) at the food service/display counters.
- HAND WASHING: WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD.** Hand washing equipment MUST be located within 10 feet of the food stand.
 - Provide soap, running water, paper towels, and catch bucket.
 - Hands MUST be washed with running water and soap.
- A hand washing device supplied with a minimum of 5 gallons running water from an insulated container (Illustration A & B) with a spigot which can be turned on to allow potable, clean, warm water (temperature between 70°F and 110°F) to flow over one's hands into a waste receiving bucket of equal or larger volume. Gravity fed devices must have a minimum of 2 inches water above the spigot.
- UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big enough to accommodate the largest utensil – when required. (See illustration C)
 - Wash bucket: dish soap and water
 - Rinse bucket: clean water
 - Sanitizer bucket: bleach or Quat and water (follow the directions on sanitizer bottle)
 - Provide test strips to monitor sanitizer concentration (50 – 200 PPM for Chlorine; 200-400 PM for Quaternary)
- Failure to comply with the above guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.



A. Hand Washing Setup



B. Hand Washing Setup





Environmentally Acceptable Packaging Ordinance Overview (Effective April 22nd, 2015)

Modifications to the City's Environmentally Acceptable Packaging Ordinance requires all packaging from food and beverages prepared for immediate consumption be environmentally acceptable.

Who is affected?

All people, businesses, events, or individuals who serve or give away food prepared for immediate consumption. This includes all restaurants, grocery store hot-cases, mobile and temporary food vendors (food trucks and other event vendors).

Packaging is defined as: Food or beverage cans, bottles, or containers used to package product for distribution including glasses, cups, plates, serving trays, and to-go containers.

Environmentally acceptable packaging is: reusable, recyclable, or compostable.

Exempt items are: foods pre-packaged by the manufacturer, producer or distributor as well as plastic films less than 10 mils thick.

How to comply:

Products	 Plastics: PETE HDPE PP	 Required if using compostable plastics: or PLA BPI	
Receptacles			 Required if using compostable plastics

Enforcement: Provisions of this ordinance will be enforced during routine health inspections.



Environmentally Acceptable Packaging Compliance Assistance (Effective April 22nd, 2015)

Concerned about increased cost?

Get pricing estimates from several product supply companies, contact your local business association, or make collaborative purchases with other businesses near you. Purchasing larger quantities results in cost savings. See “*Environmentally Acceptable Packaging Product Supply Companies*” document for suppliers and product lists.

Assistance from Hennepin County

Free Support for:

- Receptacle signage
- Program development
- Establishing collection set up
- Cost savings estimates
- Educational & promotional materials

Business Grants:

Grants are available to assist in all program design, set-up, container purchasing, potential enclosure improvements, and cost of collection and switching to reusable or compostable products for first several months.

For more information about assistance available from

Hennepin County visit: www.hennepin.us/BusinessRecycling



City of Minneapolis CPED Loans

The City of Minneapolis Community Planning and Economic Development Department provides loans and a Businesses Technical Assistance Program that provides consulting support to businesses located in the City of Minneapolis.

For more information contact:

Daniel Bonilla

Minneapolis CPED Department

612-673-5253

daniel.bonilla@minneapolismn.gov

or visit: www.minneapolismn.gov/CPED/ba/BusinessSupport

No recycling offered at your rented

business location? The City has a Commercial Recycling ordinance (Section 174.435) that requires the building owner or its designee to provide recycling containers for materials generated on site. If there is no recycling at your rented business space, contact:

Mike Rumppe

Minneapolis Fire Inspection Services

612-673-3143

For questions or more information regarding the Environmentally Acceptable Packaging Ordinance contact Minneapolis 311.

If you would like this information in an alternative format, please contact Neighborhood & Community Relations at (612) 673-3737.

Drawing Registration

If you plan to use a drawing for prizes during the Minneapolis Holiday Boutique Show, you must register your drawing before the Show opens. Show Management must approve any and all drawings or contests conducted by an exhibitor. Such drawings or contests are subject to all laws and municipal restrictions. Prizes offered by exhibitors must be awarded by Show closing, and Show Management must be informed of the name, address and phone number of all winners at that time.

If contest entries will be used to generate contact lists, or if entrants will be contacted or solicited in any way by either mail or telephone, the entry blank must bear the disclaimer that contest or drawing participants will be contacted by mail and/or telephone to receive product or service information.

Any individual, organization or company not complying with the preceding rules may be subject to contract termination or losing any future invitations to the Show.

COMPANY NAME: _____ BOOTH #: _____

ATTN.: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

WHAT WILL DRAWING BE FOR AND HOW MANY:

DOLLAR VALUE OF EACH PRIZE:\$ _____

DATE OF DRAWING: _____

Mail or Fax form to: Minneapolis Holiday Boutique – Attn: Julianne Spargo
7550 France Ave. S. Suite 260
Edina, MN 55435
PHONE: 952.933.3850
FAX: 952.933.7548
www.minneapolisholidayboutiqueshow.com



Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below: _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Selling Event Exhibitors and Operators

148

Fact Sheet

Sales tax registration

Any business, individual, promoter, operator, or fair board making taxable sales at a flea market, collectors' show, craft show, antique show, county fair, trade show, or similar event must be registered to collect the Minnesota general sales tax and any applicable local taxes before the event begins. You may register for a Minnesota ID number online at: www.taxes.state.mn.us or by calling 651-282-5225 or toll-free 1-800-657-3605. The Application for Business Registration, Form ABR, is available on our web site or by writing: Minnesota Tax Forms, Mail Station 1421, St. Paul, MN 55146-1421.

Certain individual sellers at a flea market or similar event are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only, it does not apply to businesses.

Operators of selling events

Minnesota law requires that before an operator of a craft show, art fair, flea market, or similar selling event can rent space to a seller at the event, the operator must have either proof that the seller is registered to collect Minnesota sales tax, a written statement from the seller that no taxable items are being sold, or a written statement from the seller indicating that they qualify for the isolated and occasional sales exemption mentioned above. *Sellers are required to give the operator a completed Operator Certificate of Compliance, Form ST19, or other similar written statement for this purpose.* Form ST19 is available on our web site, or you may call our office to request one.

Operators should keep the forms for at least three and one half years. Operators who do not have Form ST19 or a similar written statement from sellers, can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Sales

Sales of arts, crafts, antiques, collector items, and equipment are generally subject to the general state sales tax and any applicable local taxes. Sellers should separately state the sales tax whenever possible. If the tax is included in the selling price, the item must be marked "tax included," or a sign posted indicating that tax is included in all prices.

Below are guidelines for items commonly sold at fairs and other selling events.

Admissions

Entertainment events. Admission tickets to county fairs and other *entertainment or sporting events* such as grandstand shows, horse shows, and auto races are taxable.

Selling events. Admission tickets to flea markets, antique shows, and similar *selling events* are not taxable.

Entry fees to participate in a competitive event are not taxable unless they are for a normally taxable admission or use of an amusement device. For example, entry fees to enter a quilt in a sewing competition are not taxable because no admission or amusement is involved. However, entry fees to play in a dart tournament are taxable because the normal fee for playing darts is taxable.

Amusements. Charges for rides, sideshows, or exhibitions are taxable. This includes all carnival rides and games, as well as bungee jumping, video games, games of chance or skill, mechanical handwriting analysis, virtual reality games and other entertainment.

Clothing. Clothing meant to be worn on the human body for general use is not taxable, but some accessories are taxable. Baby clothing (including receiving blankets used as clothing) is not taxable. See Fact Sheet 105, *Clothing*, for more information.

Collectors. Sales of collector items such as model trains, guns, coins, comic books, stamps, and sports memorabilia are subject to sales tax when sold at a collectors' show, flea market, or any similar gathering of sellers.

Lodging. Charges for lodging accommodations, including camp sites, mobile homes or other lodging facilities are taxable.

Parking. Charges for parking vehicles are taxable (except at parking meters).

Rentals of equipment such as display booths, coolers, and generators are taxable. Rentals of booth space are not taxable.

Utilities. Charges for electricity, gas, water, or other utilities to operators of shows or concessions are taxable.

Food and drinks

Prepared food, as well as candy and soft drinks, are subject to Minnesota sales tax. Food and drinks, including bakery goods, are taxable when sold with eating utensils provided by the seller. Eating utensils include plates, knives, forks, spoons, glasses, cups, napkins, or straws.

See Fact Sheets 102A *Food and Food Ingredients*, 102B *Candy*, 102C *Soft Drinks and Other Beverages*, 102D *Prepared Food*, and 102E *Dietary Supplements* for more information.

Alcoholic beverages

Sales of intoxicating liquor are subject to the state general sales tax and a 2.5 percent liquor gross receipts tax. Non-alcoholic beer, such as O'Doul's and Sharp's, is subject to the state general sales tax. See Fact Sheet 137, *Restaurants and Bars*, for more information.

Examples of food sales at a fair or other event:

Example 1. A baker makes and sells cinnamon rolls served on a plate. Since the plate is considered an eating utensil, sales of the cinnamon rolls are taxable.

Example 2. A booth at a fair makes and sells jars of spaghetti sauce. The sauce is not taxable because the customer generally heats it after the sale.

Example 3. A shop at a flea market makes and sells jam. The jam is taxable because the seller prepared the jam by combining two or more food ingredients, and the customer does not usually cook or heat it after the sale.

Example 4. A booth at a carnival sells whole fresh fruit. No eating utensils are provided. The fruit is not taxable.

Example 5. A vendor at a fair prepares and sells flavored nuts. The nuts are taxable because they are prepared by the seller and the customer does not usually cook or heat them after the sale.

Example 6. A vendor at a trade show sells spices made by someone else to use in cooking. The vendor uses the spices in demonstrations and passes out free samples of spiced food. Eating utensils are used to pass out the samples. The spices are not taxable because they not prepared by the seller. The eating utensils used during the demonstration do not cause the spices to be taxable.

However, if the vendor *prepares* the spices (i.e., mixes his/her own spice blends), they are taxable even if the vendor does not provide eating utensils.

Example 7. A concessionaire sells pickles. The concessionaire uses a wooden skewer to retrieve the pickle from the container and hands the pickle to the customer on the skewer, which the customer keeps. The skewer is considered to be an eating utensil, so the pickle is taxable.

Advertising

Sales of advertising products such as programs, brochures and signs, and rentals of portable signs are taxable. Leases or rentals of billboard advertising are not taxable. Advertising services (including concept and design) are not taxable.

Prizes

Prizes awarded in games of skill or chance conducted at events such as carnivals, festivals, and fairs *lasting less than six days* are exempt from sales or use tax. Give the seller a fully completed Certificate of Exemption, Form ST3, to claim exemption.

Purchases of prizes are taxable for use at amusement parks, arcades, the State Fair, or other events that last six days or more. Also, items are taxable if they are awarded as prizes in connection with lawful gambling or the state lottery.

Use tax

Use tax applies to items or services *you use* that you purchased without paying sales tax. Use tax is similar to the sales tax and the rates are identical. Use tax is based on your cost of taxable purchases. Common examples of when use tax is due:

- You buy items for resale for your business, then remove some of the items from inventory for business or personal use.
- You buy a computer for use in your business from a mail order company or over the Internet and the seller does not charge sales tax.

Report state and local use tax electronically at the same time you report your sales tax. See Fact Sheet 146, Use Tax for Businesses, for more information.

Out-of-state vendors

Out-of-state businesses must collect Minnesota tax on all taxable sales made while in Minnesota. If you make sales to Minnesota residents after you leave the state of Minnesota, or take orders for future direct mailings, these sales may be subject to Minnesota tax. See Revenue Notice 00-10, Nexus Standards, for guidelines.

If you come into Minnesota for a selling event you are subject to income tax if you meet the minimum filing requirements; call 651-296-3781 or 1-800-652-9094 for more information.

Any wages paid to employees are subject to Minnesota withholding tax requirements; call 651-282-9999 or 1-800-657-3594 for more information.

Minnesota local taxes

Minnesota Revenue administers and collects local taxes on behalf of several local governments. Local taxes are listed and explained in detail in Fact Sheet 164, Local Sales and Use Taxes.

Special local taxes on food, liquor, admissions, entertainment, and lodging. In addition to the general local sales and use tax, some cities impose additional sales and use taxes on sales of food, liquor, lodging and entertainment, which the Department of Revenue administers. See Fact Sheet 164S, Special Local Taxes, for more information.

References:

M. S. 297A.87, Flea markets, shows, and other selling events
Revenue Notice 95-04, Penalty for Operators of Flea Markets and Similar Events
Revenue Notice 99-05, Responsibility for Collection and Remittance of Sales Tax on Tickets Sold at Selling Events
Revenue Notice 00-10, Nexus Standards

Fact sheets that may be of interest:

Food and Food Ingredients, #102A
Candy, #102B
Soft Drinks and Other Beverages, #102C
Prepared Food, #102D
Dietary Supplements, #102E
Local Sales and Use Taxes, #164
Fact Sheet 154, Arts and Crafts (describes how tax applies to craft sales and how to buy items used to make the crafts exempt for resale)

Minneapolis Holiday Boutique Sign Orders

SIGN ORDER FORM

Fill out and return this form only if you want your sign to read differently than what is listed in your space agreement.

This is a uniform 7" x 44" sign with 2" high letters made by the show decorator and hung by them on the back of your booth(s), along with your booth number(s). It is for identification and is placed on your space before you move in.

<p>The sign should list the company name as:</p> <p>_____</p> <p>_____</p>
--

COMPANY NAME (on SPACE AGREEMENT): _____

BOOTH #: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

Mail or fax to:

Minneapolis Holiday Boutique Show
 Marketplace Events
 7550 France Ave. S. Suite 260
 Edina, MN 55435
 P: 800.466.7469
 P: 952.933.3850
 F: 952.933.7548
www.minneapolisholidayboutiqueshow.com



Propane Usage

I. Purpose

To ensure clients using propane following building policies and safety protocols.

II. Process

Below are the following rules and regulations that must be followed when propane is in use.

1. Due to City of Minneapolis regulations, U.S. Bank Stadium cannot accept any propane tanks in the buildings storage.
2. Clients will be required to rent Stadium propane tanks as needed for their event.
3. Any machine being delivered is required to have a maximum of one propane tank attached before the delivery vehicle departs the stadium.
4. The cost is \$20 per 33.5# tank rented and all used tanks will be charged on client's final settlement.
5. The cost is \$25 per 5# tank rented and all used tanks will be charged on clients final settlement.
6. Please provide the estimated number of tanks needed to your Event Manager four business days before the first event day:
 - a. Standard stadium refill / delivery is two business days a week. With proper notice through the Event Manager, more days can be scheduled.
 - b. If needed, a weekend refill / delivery can be schedule for a fee of \$50.00.
7. If additional tanks are needed for the event, please work with the Event Manager to have tanks replenished.
8. When a client needs to switch out a tank, please call the Event Manager. US Bank Stadium staff will collect the empty tank, drive up to the storage cage and switch out the empty for a full tank and delivery the full tank back to the client.

Exhibitor Fire Pit Approval Process

I. Purpose

To ensure exhibitors follow the fire code within US Bank Stadium to display an open flame fire pit.

EXHIBITOR

1. A "Special Event Permit" for an open flame must be obtained from the M.F.D Fire Prevention Bureau.
2. Application forms are available at http://www.ci.minneapolis.mn.us/regservices/regservices_special or by calling 612-673-2546.
 - a. There is a charge for each permit.
 - b. The exhibitor booth number and a copy of the entire floor map must be included when submitting the permit.
3. Permit must be submitted no later than TWO weeks prior to event move in day.
4. Exhibitors will need to provide the following with their permit application:
 - a. Booth number
 - b. Full sketch of their booth
 - c. Complete overhead show map, so the Fire Inspector can see the full scope of the event.
5. A copy of the approved permit must be kept in the exhibitor's booth at all times.
6. 5lb propane tank is the maximum allowed per booth. The tank must be removed each night at the end of show.
7. One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device.
8. A minimum of 10' must separate each open flame device and any combustible materials.
9. Depleted LP tanks may not be stored at the booth or in the stadium and must be removed before a new tank is installed.

SHOW MANAGER:

1. A minimum of 20' separation is required between any other booth(s) using propane.
2. After your exhibitors are approved for their open flame, please mark on the map each booth that is approved so the Fire Inspector can see the full scope of where all open flames are.
3. This pertains only to the floor (field) level. NO fire pits / open flames or propane use is allowed on any concourse.

**Application Form
Operational
Permit**



Fire Inspections Services
Regulatory Services
250 South 4th Street – Room 300
Minneapolis, MN 55415
Office 612-673-3000 or 311
Fax 612-673-3699
TTY 612-673-2157
www.minneapolismn.gov/fis

Office Use Only

Permit # _____

Amount \$ _____

Inspector Initials _____ Date _____

FIRE SERVICES PERMIT – OPERATIONAL PERMIT

SITE ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL)

APPLICANT

APPLICANT or BUSINESS NAME

MAILING ADDRESS

REPRESENTATIVE NAME (if business)	PHONE	FAX
_____	_____	_____

EMAIL

PERMIT INFORMATION
check all that apply – please supply Material Safety Data Sheet (MSDS) when applicable and complete inventory statement

<input type="checkbox"/> Cellulose Nitrate Film (\$75.40)	<input type="checkbox"/> Lumberyards/Woodworking (\$75.40)
<input type="checkbox"/> Combustible Dust (\$75.40)	<input type="checkbox"/> Magnesium (\$75.40)
<input type="checkbox"/> Cutting and Welding (\$75.40)	<input type="checkbox"/> Private Hydrants (\$75.40)
<input type="checkbox"/> Dry Cleaning Plants (\$75.40)	<input type="checkbox"/> Rooftop Heliports (\$75.40)
<input type="checkbox"/> Explosives (\$150.70)	<input type="checkbox"/> Spraying and Dipping (\$75.40)
<input type="checkbox"/> Fumigation/Thermal Insecticides (\$75.40)	<input type="checkbox"/> Tire Rebuilding (\$75.40)
<input type="checkbox"/> High Piled Storage (\$150.70)	<input type="checkbox"/> Tires & Tire Byproducts (\$75.40)
<input type="checkbox"/> Industrial Ovens (\$75.40)	<input type="checkbox"/> Waste Handling (\$75.40)
<input type="checkbox"/> Liquid or Gas Fueled Vehicle in Assembly (\$75.40)	<input type="checkbox"/> Wood Products (\$75.40)

The undersigned hereby agrees that all information on this application is true and correct, and to comply with all applicable city ordinances, state and federal rules, and all orders from Minneapolis Fire Inspections Services.

SIGNATURE _____ **DATE** _____

PAYMENT OPTIONS

In person at the Minneapolis Development Review counter, Monday through Friday, 9:00 AM to 3:00 PM:

Public Service Center
250 South 4th Street, Room 300
Minneapolis, MN 55415

By mail, with a check payable to Minneapolis Finance Department, or the below credit or debit card information, mailed to:

Fire Inspection Services
250 South 4th Street, Room 400
Minneapolis, MN 55415

MasterCard or Visa only

Card Number _____

Expiration Date _____ CVV _____

By secure fax, with the below credit or debit card information:

MasterCard or Visa only

Card Number _____

Expiration Date _____ CVV _____

Secure fax to 612-673-3699