

# ST. CROIX VALLEY KENNEL CLUB

## Vendor Space Rental Application

Combined Specialties- Thursday & Friday, August 22 & 23, 2024

All-Breed Shows – Saturday & Sunday, August 24 & 25, 2024

Washington County Fairgrounds – Lake Elmo, Minnesota

Vendor Name:	
Contact Name:	
Vendor Address:	
City, State, Zip:	
Products/Services:	
Email Address:	
Cell Phone:	
Home Phone:	
Work Phone:	
Emergency Contact Name & Number	
Website Address:	
Facebook Address:	
Esty Address:	

**Please reserve my booth space at the St. Croix Valley Kennel Club Show as follows:**

Vendor Space fees are nonrefundable once you have been approved to be at the show.

Electrical service will be supplied based on the amount paid. (Note: The 30 & 50 amp services are normally used by a food vendor so it's very limited.)

Description: Priority is given to returning vendors	\$\$ Amount
<ul style="list-style-type: none"> <li>This is a flat fee, based on the size of the space, that covers all 4 days</li> <li style="color: red;">Includes 1 Vendor Parking space in the Vendor Village Area</li> <li>Minimum booth size is 10 x 10. The larger the spot the more limited the availability but we will do our best to accommodate everyone</li> </ul>	
<b>Under Bandshell each 10'x 10' space @ \$230.00 (These spaces are currently filled)</b> Additional sizes: 10x15 = \$340, 10x20 = \$450, 10x30 = \$670.00	N/A
<b>Outside Space, each 10'x 10' space @ \$200.00</b> Additional sizes: 10x15 = \$295, 10x20 = \$390, 10x30 = \$580	
<b>Electrical Service: __ Vendor Booth \$25.00 __ 30 amp \$35.00 __ 50 amp \$55.00 __ 100 amp \$110.00</b> You will need to bring your own electrical cords.	
<b>Ringside Photographer: No physical space in Vendor Village 4 days @ \$175</b>	
<b>CHECK PAYMENT, this form and the Minnesota ST19 needs to be returned by July 15th The ST19 includes a section to complete if you are not required to collect Sales Tax. Amount Enclosed:</b>	

Days that I plan to be on site at the show: \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_ Sunday

I would be interested in Under Bandshell space, at the higher rate, if it becomes available: \_\_\_\_\_

Special Requests? Needs? \_\_\_\_\_

Signed: \_\_\_\_\_

**Return form with FULL PAYMENT to:**

**St Croix Valley Kennel Club**  
**Vendor Chair: Marilyn Blake**  
**4362 Sheridan Ave. N.**  
**Minneapolis, MN 55412**  
**612-423-4362**  
**Email: [vendors@scvkc.com](mailto:vendors@scvkc.com)**

Thank you for your interest in the St. Croix Valley Kennel Club 4 Day August Show Cluster. SCVKC is very proud of the partnership that is formed between our club and the show vendors each year. By working together, we jointly make these 4 days a great experience for everyone attending!

## **Things to know about the SCVKC 4 Day August Show Cluster:**

- Our show is located at the Washington County Fairgrounds in Lake Elmo, Minnesota. It begins on a Thursday and ends on Sunday. Vendor setup can begin on the Wednesday prior to the show though you are also welcome to setup your space on the first day you will be at the show.
- Vendors that are accepted for our show will receive an acceptance letter about 2 weeks prior to the show. This letter will be sent to the email address you provide on the application. It will include information on your specific location in the Vendor Village and a map to help you find your space, along with other information. If you are not accepted as a vendor, you will still be added to our database of potential vendors for future shows and your check will be returned to you.
- While our vendor space is a flat rate that covers all 4 days, and we prefer that our vendors be onsite for the full show, we do not require it. We understand that circumstances may arise that will not always allow our vendors to be onsite for the full 4-day show.
- Each vendor picks the daily starting and ending times that they feel best fits the products or services they provide. Generally, the first ring time each day is 8 am. The last ring time can start as late as 7 pm but they are generally earlier than that. Most vendors start around 9 am and leave for the day around 5 pm. There may be reasons for you to open earlier/stay later depending on your products or services.
- There are 3 entrance gates into the fairgrounds, and this is where we have our 2 large general parking lots. Each Vendor Booth space comes with 1 vendor parking pass that will allow our vendors to park 1 vehicle close to the Vendor Village each day. Once parked you will want to display the parking pass in the car window as we monitor the limited parking space. Any additional vendor parking needed will be in general parking. The cost of general parking, per vehicle, is \$5 per day or \$10 for a 4-day pass. There is not a per person admission charge to get into the show. While the general parking is on the outsides of the fairground area it is a walkable distance to the Vendor Village if the person is not trying to carry product in.
- We have 12 large outdoor rings being used daily plus several buildings that also hold show rings. These rings are very active throughout the days and are located in a manner that surrounds the Vendor Village.
- We use Hooley Hall for show administration needs. This includes the St. Croix Valley Kennel Club Treasurer, the Show Superintendent team, the American Kennel Club representatives, and our Show Judge Hospitality. Hooley Hall is located directly next to the Vendor Village area. Should you need to break larger bills into smaller bills during the show you can check with our SCVKC Treasurer to see if she can help you with that. This will also be your closets restrooms.
- Thursday and Friday are the Breed Club Specialties days. We have over 30 breed and class group clubs that use the rings each year on these days. Saturday and Sunday are the SCVKC All Breed show days.
- We normally have around 40 vendors in our Vendor Village. This includes the food vendors.
- Many of our vendors return each year. To assist our shoppers in finding these annual vendors they are placed in the same location each year. We fill in around these annual vendors with our new and non-annual vendors.
- A map of our Vendor Village is provided on our SCVKC website, The SCVKC Facebook group, the SCVKC August Show Vendors Facebook page, and is posted in several locations around the fairgrounds. If you would like to join and share our Vendors - SCVKC August Dog Show Cluster in Lake Elmo, MN with your customers just click on the following link and like the page: [www.facebook.com/SCVKCshowvendors/](http://www.facebook.com/SCVKCshowvendors/) Since we value our partnership with the vendors, this is also the Facebook page that initiates, shares, and updates the information for the FB Event.
- You are able to bring in A-Frame and staked to the ground Flag style signs to help promote your business.

- SCVKC will shut down one of the fairground roads beginning at about 9 am on Thursday. This is to better accommodate the foot traffic and vendor booth spaces since road runs through the Vendor Village area. Should you need to have temporary access to this road during the 4 days, to bring in new product for your booth, you are able to move the barricades at one end. Please move them back as soon as you have passed through them, to prevent non-vendor traffic getting in, and be aware of people walking in road. As soon as you have unloaded your product, please move back to a vendor parking location.
- Picnic tables and benches are located around the Vendor Village to provide the shoppers with an opportunity to sit down, eat, and rest during the show. We feel this encourages the shoppers to stay longer in the Vendor Village area rather than heading home when they get tired. Trash and recycling bins are also available in the Vendor Village area.
- SCVKC has a security guard that tours the area overnight.
- Our show is one of the few in the country that has a Veterinarian and 2 Emergency Medical Technicians onsite during the show days. We ask that our vendors help keep an eye open for anyone who may need assistance. If assistance is need, please contact the Vendor Chair, anyone on a golf cart, or our club treasurer who is in the show administration building (Hooley Hall).
- The August SCVKC show cluster doesn't just collect money from the vendors and assign spaces. We view this as a partnership and want both the vendors and shoppers to have a good experience. As the Vendor Chair, I spend most of the 4 days either in the Vendor Village or in the show administration building. I like to make sure that things are running smoothly for all our vendors and will check in with you to see how things are going. I will choose times to briefly chat with you when I see that you aren't serving customers but feel free to call me over if you see me and need something at another time.
- The information you provide on our New Vendor application is entered into our Show Vendor database for use with future shows. Each spring I use the database to invite vendors to the upcoming August show through email. These applications will already have your personal information filled in for the upcoming show. You need only to update the name, address, phone number(s), and products/services offered if they have changed. I send out the applications to our Vendors by email generally in the end of March - May timeframe. If you have changed your email address, or for some other reason did not receive the application you can contact me through the SCVKC website.
- Once August 1<sup>st</sup> of the show year comes, I will complete the Vendor Village map and send it out to the approved vendors by email. This email will identify your vendor space by number so you will be able to locate your space on the Map. The email will also include other helpful information such as how you will receive your vendor parking pass. This email is typically sent out the 2<sup>nd</sup> week of August.
- If you have any questions that I haven't answered please let me know at [vendors@scvkc.com](mailto:vendors@scvkc.com)

*While SCVKC may not be able to control the weather or guarantee that all our vendors will have a successful show every year, we do all we can to stack the deck in your favor. Given the high number of vendors that do return each year we feel that they have been happy with how they do at the SCVKC show. We appreciate the support of all of our new and returning vendors as you really do help to make this an outstanding show for all of the attendees!*