

2015 BUSINESS EXPO



Saturday, April 18th, 9:00 a.m. to 2:00 p.m. at The Fountains of Ramsey
7533 Sunwood Drive NW, Ramsey, MN 55303

Business/Organization Name: _____

Contact Person: _____

Address: _____

City, State, Zip, _____

Phone: _____ Work Home Cell

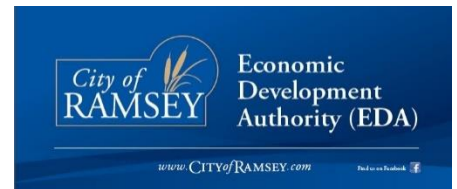
Email (required): _____

Product or Service for Distribution/Sale: _____

I plan to offer information, giveaways, samples, contest/activity, etc.: _____

Expo Stalls are 8' x 9' • See guidelines for food/drinks

Sponsor:



CHECK ALL THAT APPLY

- I have read and understand the EDA Business Expo guidelines.
- I have signed the Expo Waiver Agreement
- I plan to make sales at this event, and I have completed the attached ST-19 form.
- I am a Ramsey business (store front physically located in the City of Ramsey).
- I am a merchant or craft type vendor (independent consultant selling directly to customers)

NOTE: Preference will be given to non-merchant type vendors with store fronts located within the City of Ramsey.

Signature: _____ Date: _____

Send completed application and payment to:
City of Ramsey, Attn: Nichole Wenberg, 7550 Sunwood Drive NW, Ramsey, MN 55303

More information: www.cityoframsey.com/businessexpo or Nichole Wenberg 763-433-9831,
nwenberg@cityoframsey.com

EDA BUSINESS EXPO INFORMATION AND GUIDELINES

- The Ramsey EDA is the sponsor of the 2015 Ramsey Business EXPO.
- This event is an opportunity for residents and visitors to learn about products and services offered by participating businesses. It is also an opportunity for business-to-business networking.
- The EXPO will focus on Ramsey area retail, service, restaurant, and other industries.
- 300-600 patrons are expected to attend this event. Please feel free to invite your family and friends.
- Admission to the event is FREE!

- **APPLICATION PROCESS:**

- To reserve your spot, please complete the reservation form, enclose your registration fee and return it no later than **Friday, April 3, 2015**.
- Space is limited and is available on a first-come-basis. Preference will be given to non-merchant/non-craft type vendors with store fronts located in the City of Ramsey. Examples of merchant/craft type vendors include; Mary Kay, Jewelry Vendors, 31 Gifts, Scensty, Pampered Chef, etc.
- Merchant vendors and non-Ramsey businesses will be placed on a waiting list; and will be notified if their application was accepted by Tuesday, April 7, 2015.

- **BOOTH SPACE:**

- Exhibitors will be provided a 6 ft. by 30 inch table and two chairs for their 8 ft. X 9 ft. display area.
- Exhibitors are required to **bring their own display items, table coverings, give-away items, etc.**

If your display and/or activity includes liquids, or anything else that could stain or otherwise damage the carpet, please bring a floor covering to place underneath your exhibit area.

- **FOOD/DRINKS:**

- If you plan on selling or providing free food/drinks, please work with Anoka County to determine if a permit is required.

Contact:
Anoka County
Community Health & Environmental Services
763-422-7063

Temporary Food License Application: <http://www.anokacounty.us/DocumentCenter/Home/View/5896>
Anoka County Web: <http://www.anokacounty.us/1414/Food-Service-Establishments>

- **ELECTRICITY:** Electrical access will be available for those that have requested it on their application form. However, exhibitors should be prepared to **bring their own extension cord(s) and power strip**.
- **GIVEAWAYS/CONTESTS:** Exhibitors are highly encouraged, but not required, to offer product samples, coupons, giveaway items, games/activities and contests to create interest around this event and get people "in-the-door".
- **SET-UP:**
- Set-up of booths will be allowed on **Friday, April 17th from 5:00 - 7:00 p.m.** and **Saturday, April 18th from 7:00 - 9:00 a.m.** Doors will open to the public at 9:00 a.m. on Saturday, April 18th.
- Exhibitors should park in the parking lot on the north side of the building.

EDA BUSINESS EXPO WAIVER AGREEMENT

I, as a representative of the undersigned unit/organization, have agreed for our benefit to participate in the City of Ramsey EDA Business Exhibitions.

I/We understand that inherent in our participation is the risk of serious personal injury and property damage. I/We understand that the City of Ramsey will not provide us with a protection against such injury and damage, and I/We assume all risk of such injury and damage to myself, my customers, and all others under my direction and control, and to my property and all other property under my directions and control.

I/We, hereby, waive and release any claim we have and may have in the future against the City of Ramsey, the EDA Business Expo, Anoka County, and/or all employees/volunteers, for any personal injury, property damage or other damage that I/We may sustain whether or not caused in whole or in part by the negligence of such members which occurs during or as a result of our participation in the EDA Business Expos.

Organization: _____
(should reflect application)

Printed Name: _____
(should reflect application contact)

Signature: _____

Date: _____

THIS AGREEMENT MUST BE SIGNED AND RETURNED WITH EXPO APPLICATION AND EXPO FEE BEFORE ANY INDIVIDUAL OR GROUP MAY PARTICIPATE IN THE CITY OF RAMSEY EDA BUSINESS EXPO.