

Spring Days

GARDENING WORKSHOP & EXPO

March 10, 2012

at the St. Michael-Albertville
Middle School West



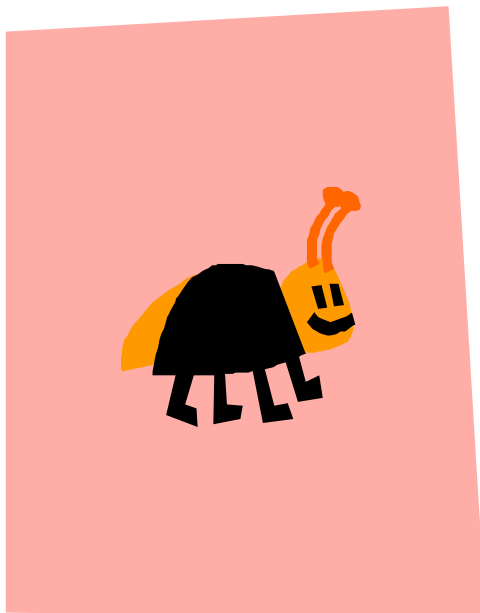
Now seeking:

~Vendors~

(booths starting at \$25)

~Sponsors~

~Door Prizes~



Phone: 763-682-7394
Email: sand0671@umn.edu
www.springdays.org



UNIVERSITY OF MINNESOTA
EXTENSION

MASTER GARDENER PROGRAM

WRIGHT COUNTY



Dear Local Business/Organization:

If you want to experience the benefits of promoting your business at a local expo you'll love our "Spring Days" event!

The University of Minnesota Master Gardeners of Wright County are gearing up to once again provide an exciting educational day for area residents next Spring. We'd like to extend to you an invitation to join us in this endeavor as a vendor, sponsor, or door prize donor!

The 10th Annual *Spring Days Gardening Workshop and Expo* will occur on Saturday, March 10, 2012, from 8:15 am-3:00 pm at the Middle School West (the former high school) in St. Michael. The purpose of this event is to provide educational information on yards and gardens, as well as to highlight locally available resources. The event has also served as the Wright County Master Gardeners' primary fundraiser for the past several years. 100% of the money raised goes back to the community, funding programs to fulfill educational and horticultural needs throughout Wright County.

Wright County is served by over 50 Master Gardeners who will be working to ensure that Spring Days 2012 is a great success. More information about opportunities to get involved in this exciting program can be found enclosed in this packet. If you have any questions or concerns, please feel free to contact Wright County Extension during business hours at 763-682-7394.

Sincerely,

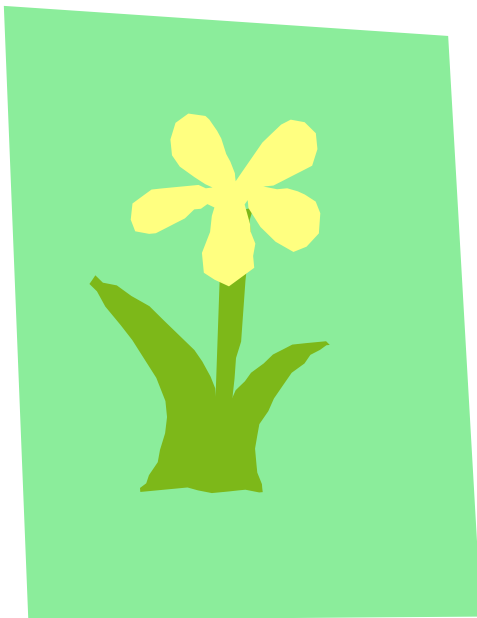
Wright County Master Gardeners
Spring Days Planning Committee

About the Master Gardeners:

The University of Minnesota Master Gardeners are a non profit organization. Master Gardeners are community volunteers who have been trained and certified by the University of Minnesota in basic horticulture principles and environmentally-sound gardening practices. They provide home gardening information to their community by answering gardening questions via telephone or internet, providing clinics, demonstrations, classes, and one-on-one visits, using readily-available, up-to-date, research-based information. This educational effort is designed to enhance the public's quality of life and to promote good stewardship of the environment.

Here are just a few highlights from 2010:

- 40 Wright County MG's volunteered 2,601 hours of service to the community.
- Responded to 476 calls on the Master Gardener Answer Line, plus 16 public requests for service.
- Submitted horticulture-related news articles to Wright County papers.
- Distributed IPM (integrated pest management) information to five cities at their clean up days.
- Displayed an "Ask a Master Gardener" booth with educational offerings at area libraries and events.
- Participated in youth programs such as: Preschool & kindergarten story time and seed planting; Monticello Pinewood Elementary garden, and Dassel/Cokato Arbor Day.
- Established community gardens in Delano, Monticello, and Silver Creek.
- Established rain gardens at Hanover Bank West and Sturgis Park, along with Wright Soil and Water Conservation District.
- Set up a display garden at Wright County Fairgrounds
- Started a Junior Master Gardener Educational Program for youth in grades 3-5.



Vendors

Vendors at this event in previous years have had a unique opportunity to interact with approximately 300 gardening enthusiasts and reported the following on vendor evaluations:

“We had much more attention, and quality of interest than we ever expected!”

“You all did a wonderful job! It went well! So nice to be with like-minded friends!”

“It was well attended and well planned!”

“We appreciated the extra exposure of having our business advertised on the Spring Days website.”

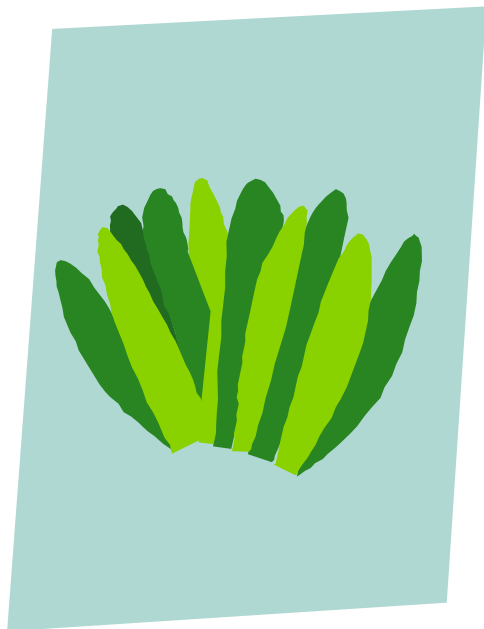
Why Exhibit?

- Landscape and garden related businesses are able to interact one-on-one with a targeted audience, the majority of which live within a 25-mile radius of the event.
- Attendance to this event has steadily increased over the past few years.
- With a change in venue last year, we increased our available space for exhibitors, allowing vendors to maximize their booth space for a low cost.

Vendors must meet the following criteria to be considered:

- Must check-in at 7:00 am and be set-up by 8:00 am on Saturday, March 10.
- Should have a representative at their table during the entire event (vendors do have the option to tear down early).
- One exhibit space is 8 feet wide and 5 feet deep. Vendor must provide all materials and tables/chairs for their exhibit. Tables, and additional spaces may be acquired at an additional cost. Electrical access is limited. Please indicate needs on enclosed application. Snacks, coffee, and etc. will also be provided during break periods and registration. Lunches are available for purchase (also must be indicated on the registration form). If you require a vegetarian option, make sure you check that option.
- Any sales must be conducted in accordance with all state and federal tax laws and are the sole responsibility of the exhibitor. A MN Revenue “Operator Certificate of Compliance” form (enclosed) must be filled out for each exhibitor, regardless of whether or not sales are being made. There is a potential \$100 fine for any forms we do not have on file.
- Optional - We ask that you donate a gift or door prize for the event. Prizes will be given out throughout the event and all donors will be acknowledged in the take home materials and on our website.
- Applications will be taken on a first come first serve basis*. Space is limited so please respond as soon as possible. No applications will be accepted after March 5, 2012.

*Please note: We cannot hold spots for returning vendors. In other words, if two consultants from the same company wish to sign up, priority will not be given to previous vendors; whomever we receive complete registration paperwork and payment from first will receive the spot.



Door Prizes

Door prize donations are a great opportunity for your business to not only support a local organization, but get your company's name out there in a fun and exciting way! Door prize donations are a great way to show-off the type of merchandise your business has available and, gift certificates especially, bring in new clients who might not otherwise experience your business. In addition to increasing the value of admission to our workshop, your donation will add great excitement to the day for our participants.

We are primarily seeking donations of lawn and garden related items but welcome other items as well. There is no minimum prize value, although please note that small items may be combined with other donations. Prizes that were well-received in the past include: gardening gift baskets, gift certificates, seed assortments/bulbs, gardening tools, books, home décor, and plants, to name a few. Please drop off or mail your donations to the Extension office, located in the Government Center in Buffalo or call us at 763-682-7394 and we'd be happy to have a Master Gardener pick up your donation at a convenient time. We would appreciate all donations ASAP or by March 5th to ensure inclusion in our marketing materials (items must be on-hand in the office by this date to be included in the donation listing). Keep in mind, the sooner the donation is made, the more views your company logo will receive on our website!

All door prize donations will be displayed in a prime location at the event. Companies are encouraged to include a business card, which will be prominently placed on all items donated. Businesses will also be recognized on a listing in each participant's packet, as well as on our Spring Days website at www.springdays.org.

Your generous donations are greatly appreciated. Thank you for helping us make this an exciting day!

Spring Days 2012

Vendor Registration Form



Company Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Website: _____

Products and/or Services Offered: _____

Would you be willing to donate a door prize? If so, what? _____

 **PLEASE INCLUDE A BUSINESS CARD FOR WEBSITE/HANDOUT ADVERTISING!** 

Select your package:

- \$50 package: includes 1 booth space, 1 lunch, class materials, and attendance to all classes
- \$30 package: includes 1 booth space, 1 lunch (no class attendance)
- \$25 package: includes 1 booth space (no lunch or attendance to classes)
- \$0 Non-Profit package: includes 1 booth space

Additional options:

Qty:

- \$20 Additional space
- \$7 Additional Lunch
- \$25 Additional Class attendees (includes class materials and 1 lunch)
- \$0 Electrical Outlet—limited availability (must supply your own extension cords)
- \$10 Table Rental (We will need to make arrangements with a rental company)

Vegetarian lunches are available only upon request!
requested: _____

Liability: Each vendor will be responsible for the space leased during the Spring Days event and will keep it free from hazards to persons on the premises. The University of Minnesota Master Gardeners of Wright County will not be responsible for theft or any injury that may occur to booth operators, their associates or employees.

Make checks payable to Lunaria Fund
Questions? Call Wright County Extension at 763-682-7394 or email sand0671@umn.edu

Return this form and payment by March 5th to:

**U of M Extension/Spring Days
10 - 2nd St. NW
Buffalo, MN 55313**

Amount Enclosed

Signature

Date

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			
	University of MN Master Gardeners—Wright County			
	Name and location of event			
Spring Days Gardening Workshop St. Michael-Albertville Middle School				
Date(s) of event				
March 10, 2012				

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.