



PARKS & RECREATION

# Craft Fair Vendor Registration Form

## TO REGISTER:

1. Complete the registration form and payment info below.
2. Return by mail (with payment) to:  
Attn: Chelsea Swenhaugen  
Parks & Recreation 8055 Barbara Avenue  
Inver Grove heights, MN 55077
3. You can also email this form to [cswenhaugen@ighmn.gov](mailto:cswenhaugen@ighmn.gov). If you wish to pay via a credit card over the phone, please request so on this form.
4. Unless we receive payment, we will not reserve a booth space.

**Event Date:** Saturday, March 7, 2026  
**Event Time:** 9am-1pm  
**Event Location:** Veteran's Memorial Community Center  
**Event Fee:** \$50 per booth *plus applicable tax*

## 5. Registration Deadline is February 1.

### VENDOR INFORMATION: \* indicates required fields. Incomplete forms will not be accepted.

\*Business Name: \_\_\_\_\_ \*Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Date of birth: \_\_\_\_\_

**\*PLEASE PROVIDE A DETAILED DESCRIPTION OF ITEMS SOLD:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Will you require electricity?** Yes \_\_\_\_\_ No \_\_\_\_\_

A fee of \$50 (Plus tax) per table/booth space will be charged to participate, please indicate how many tables you would like to display your items: (includes an 8' banquet table and approximately 6' x 10' space to display items) **Number of tables/spaces?** \_\_\_\_\_

### Vendor Information:

1. **Vendor booth space fee:** \$54.06. \$50 plus applicable tax and credit card processing fees. *To avoid credit card processing fees, payment may be made by check payable to City of IGH Parks & Recreation.*
2. Vendors will be honored with a spot in the order an application and payment is received to avoid duplication of items. Vendors will be notified of acceptance or non-acceptance by email.
3. A release form and Operator Certificate of Compliance (State of MN ST19 tax form) is also required for your participation.
4. Your registration fee will not be refunded if you cancel your registration after February 1, 2026.
5. Vendor check-in and set-up will take place from 7-8:45 a.m. the morning of the event. Details regarding set-up will be emailed to participants after the registration deadline.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### PAYMENT INFORMATION:

**Pay over the phone with a Credit Card** (after formal acceptance, credit card fees apply)

**Check # \_\_\_\_\_ Mailed on (date): \_\_\_\_\_**  
(Make payable to IGH Parks & Recreation)

**Vendor Fee: \$54.06 with tax**