



Vendor Registration Form - Healthy Living Fair

PRIMARY CONTACT and/or ORGANIZATION

Today's Date: _____

*Contact Name:		First	Last	DOB	/	/	
					M	D	Y
Company / Organization: (If Applicable)							
**Address:							
Street		City		State	Zip Code		
Phone		Cell:	Home:	Work:			
E-Mail:							

* Contact person must be the responsible party for the event and must be present on the day of the rental.

** FOR EVENTS SPONSORED BY INDIVIDUALS: Please provide your home address on the space above.

Is your organization a registered 501c3, non-profit? Yes No Tax-Exempt? Yes No

VENDOR INFORMATION:

Please provide a brief description of the services you will be promoting: _____

Will you need electricity? Yes No

Interested in donating a door prize? Yes No If yes, item/s description & value: _____

Additional Information: _____

HOW TO REGISTER:

1) Complete the registration form and payment information prior to:

- **Thursday, Jan. 8, 2026** - Priority Registration deadline for returning vendors
- **Thursday, March 26, 2026** - Registration deadline for all vendors

Event Date: Wednesday, April 15
Event Time: 10am - 1pm
Event Location: VMCC - National Guard Gym

2) Return by mail with payment to: **Parks & Recreation**
8055 Barbara Avenue
Inver Grove Heights, MN 55077

Or email: avandehoef@ighmn.gov

3) Unless we receive payment, we will not reserve a booth space.

Payment Information <i>Office Use Only</i>	Payment Amount Received: \$ _____	Staff Initials: _____
	Payment type: <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____)	
	Vendor Fee: \$50 +tax	
	Credit Card Info: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	
	CC# _____ Exp. Date _____ - Security Code: _____	

NOTE TO VENDORS:

- **Payment in full as well as a signed Release Form are required** (at minimum) **two (2) weeks prior to in order to reserve your spot.**
- Cancellation requests received 7 days or more before program date will be eligible for a refund minus a 15% administrative fee. No refunds will be issued for cancellations under 7 days.
- In order to ensure a variety of services/products we will limit similar businesses. Registrations will be accepted on a first-come-first-served basis. ***We reserve the right to limit the registrations of similar types of businesses or organizations.***
- A detailed email will be sent to all registered vendors regarding the event set-up and pertinent event details after the registration deadline.
- Questions? Contact Al Vandehoef at 651-252-5079/avandehoef@ighmn.gov