

Vendor news for Shepherd's Harvest Festival 2017

We do have official *posters* and *postcards* to advertise the Festival. You may post the attachments on your websites . . . email them to your mailing lists or if you would like some printed versions to help distribute at your "local haunts" please contact me and I will mail you some.

Online at http://shepherdsharvestfestival.org/about/festival-booklets/?doing_wp_cron=1492096075.4786860942840576171875

Official Festival hours for Patrons

Friday, May 12th, (Classes only – no vendor sales) 9:00 – 4:00

Saturday, May 13th, 9:00 – 5:00

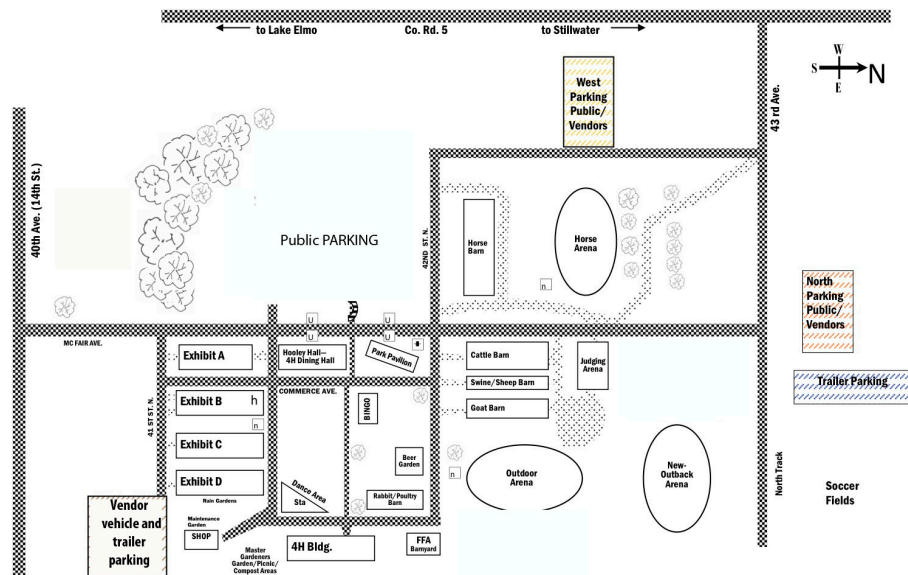
Sunday, May 14th, 10:00 – 4:00

The Washington County Fairgrounds are located just east of Lake Elmo, MN at the intersection of Washington County Rd 15 & Highway 5.

A map and more directions are on our webpage:

<http://shepherdsharvestfestival.org/festival-info/directions-and-maps/>

All vendors' need to check-in . . . this is located at the front of Exhibit Building B. You can check in anytime from Friday, 5/12 at noon to 8 p.m. and then again on Saturday, 5/13 from 6 a.m. to 8:00 a.m.



Washington County Fairgrounds * Lake Elmo, Minnesota

Loretta, Marilyn, Renee and I will try to be at the check-in booth as much as possible (if anyone can volunteer some time to help that would be great! Please email me ahead of time). If you need me anytime during the Festival, my cell number is 715-494-0212.

- A. All vendors will need to fill out a Physical Minnesota Operator Certificate of Compliance ST-19. Here is the link to find the form . . . you could save time at check-in and bring it filled out. Please don't email it to me . . . it's too easy to loose and keep track off. <http://shepherdsharvestfestival.org/wp-content/uploads/2011/02/st19.pdf>
- B. If you ordered tables they will already be placed in your booth location. Each booth will also have two chairs.
- C. You will pick up entrance tickets when you check-in. Each vendor will get two unless you need more for additional booth workers.
- D. Please remember to bring extension cords if you plan to use electricity. Electrical outlets are located on walls or overhead if you are located in the center rows – these locations will often need to be shared. Please be respectful and polite to your neighbors. Space heaters cannot be used at the expense of others' lighting and marketing needs. If the breakers need resetting, lighting needs, electric registers, etc will be prioritized over heaters.
- E. There is no Internet service at the fairgrounds. We looked into bringing it in just for the weekend, but found it very expensive.
- F. Dogs are not allowed on the fairgrounds this year.
- G. Free Donuts and coffee/hot chocolate will be available to Vendors and Volunteers at the 4H Houle Hall, Sunday morning from 8:30 to 9:45 a.m. Please feel free to open the front door and meet other vendors as you get ready for another day.

For the safety of all festival-goers, all cars, trucks and trailers should be off the fairgrounds on Saturday and Sunday 1/2 hour before the official start of the day. No exceptions. There is an area Vendors can store trailers, trucks and cars behind building D in the chain link fenced area (the gate will not be locked). There will be no parking between buildings this year due to soft grass.

If you signed up for camping, please find me before you park your camper or set-up your tent. Some of the Fairgrounds spots are not to be used. Camping fees are \$25 per night to be collected as you check-in. Many of you filled out the online form. I will get you an appropriate spot for the size, electrical and water needs of your camper.

Saturday night of the Festival – vendors and teachers who are interested please join us for our annual meeting. You will meet our Board Members and will have an opportunity to discuss Festival issues. We've worked hard to improve the Festival over these past 20 years . . . we look forward to the next 20 years . . . bring your ideas! The meeting will last 30 minutes . . . afterwards join us for a pot-luck dinner. This meeting/dinner will take place in Hooley Hall starting at 6:15 p.m.

All buildings will lock Friday at 9:00 p.m. and Saturday at 6:00 p.m. We are expected to be off the fairgrounds on Sunday by 6:00 p.m.

We are very excited about this year's celebration and look forward to seeing you in just a few months.

1. We are looking for a few vendors and/or teachers who would be willing to meet Saturday night of the Festival - as Board members. This is not a working Board role, but instead an Advisory Board role to discuss Festival issues. I would guess the meeting would last 30-40 minutes.

Jerry Pedersen

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