

2023 EDA BUSINESS EXPO VENDOR INFORMATION AND GUIDELINES

The Ramsey Economic Development Authority is the sponsor of the 2023 Ramsey Business Expo located at Adrenaline Sports Center 8310 147th Lane NW, Ramsey, MN 55303.

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. Approximately 400-600 people are expected to attend this event. Please feel free to invite your family and friends. Guest admission to the event is FREE!

APPLICATION PROCESS

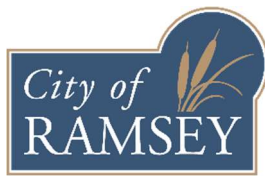
- To reserve your spot, please complete the [online application form](#) and pay your registration fee. Return it to the City, along with the ST19 MN Revenue form, no later than **Friday, April 14, 2023.**
- Space is limited and is available on a first-come basis.
- *Priority* will be given to businesses with store fronts physically located in the *City of Ramsey.*
- Merchant vendors and non-Ramsey businesses are welcome to apply but will initially be placed on a waiting list. They will be notified if their application was accepted on **Tuesday, April 18, 2023.**
 1. It is our policy to deposit the registration payments directly upon receiving the application. If you are placed on the waiting list, you may see the funds withdrawn, however, this does not guarantee your participation in the event. If there is not space available at that time, you will be promptly reimbursed your registration fee.
- Registration payments:
 1. Mail a check to: City of Ramsey, Attn: EDA Business Expo, 7550 Sunwood Dr NW, Ramsey MN 55303
or
 2. Call Wendy Schlueter at 763-433-9828 to pay with a credit card over the phone.

BOOTH SPACE

- Exhibitors will be provided with an 8' skirted table and two chairs for their 10 ft. x 10 ft. draped booth. A booth ID sign will also be provided.
- Exhibitors are required to bring their own display items.
- If your display and/or activity includes liquids, or anything else that could stain or otherwise damage the floor, please bring a floor covering to place underneath your exhibit area.
- No confetti, glitter, crepe paper, sequins or natural vine garlands can be used in the event center.
- No tacks, tape, etc. may be used on the walls or floor.
- All equipment must be promptly removed from the event center following the completion of the Expo.

ELECTRICITY

- Limited electrical access is available for those that have requested it on their registration form. It will be based on need as well as first come, first serve. Exhibitors should be prepared to bring their own 12 gauge extension cord(s) and power strip(s).



FOOD/DRINKS

- If you plan on selling or providing food/drinks, please work with Anoka County to determine if a permit is required. Please do not skip this step, exhibitors have been shut down by Anoka County inspectors.
 - Anoka County, Community Health & Environmental Services 763-324-4260
 - Anoka County Web: <http://www.anokacounty.us/1414/Food-Service-Establishments>
 - Temporary Food License Application: <https://www.anokacounty.us/DocumentCenter/View/5896/Anoka-County-Temporary-Food-License-Application-PDF>

GIVEAWAYS/CONTESTS/ACTIVITIES

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”.

VENUE & SET-UP

Set-up of booths will be allowed on **Saturday, April 29th** from 8:00 -10:00 a.m. Doors will open to the public at 10:00 a.m. Exhibitors may drop off equipment or supplies at south entrance and should park in the lot on the north side of the building.

NOTE: No pets. Only service animals as [defined by ADA](#) are allowed in the venue.

2023 EDA BUSINESS EXPO VENDOR WAIVER AGREEMENT

I/We (representatives of my organization) agree to participate in the City of Ramsey EDA Business Expo. By submission of this Business Expo Exhibitor application, I/We agree to abide to the Expo guidelines.

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.

Submission of Business Expo Application indicates agreement to this waiver.