

29TH ANNUAL

HOME

SPORT & FAMILY

SHOW

APRIL 10-11, 2021

Presented by
Thief River Falls
Times

 Find us on
Facebook
@TRFHomeShow



Ralph Engelstad &
Huck Olson Arenas

(Booth sizes are approximate)

Concourse Rates\$85

Booths **C54 - C67** & **C48-C77** are 8' Deep x10' Wide

Booths **C1-C2, C17 - C25, C40 - C45**

are approx. 4'x16' Wide

Booths **C3-C16, C26-C39, C51-C54 & C69-C76**

are approx. 6'x11' Wide

Imperial Room Rates 8'x10' Wide\$60

Huck Olson Arena 8'x10' Wide\$60

East Entry Rates, C85-C94 are 8'x10' Wide\$95

East Entry Rates, C95-C103 are 8'x10' Wide ...\$85

MAIN FLOOR DISPLAY RATES

Single Booth, 8' Deep x 10' Wide, **Main Floor**\$140

Ea. Additional. Booth, **Main Floor**.....Add **\$90**

Outside Space
is available.
Contact us for
rates and
availability.

**EARLY BIRD
DISCOUNT**
Reserve your booth by
Jan. 1st and receive a
10% DISCOUNT on booth price only
*(Must be paid in full by CHECK OR CASH
at time of reservation to receive discount.
No discount with Credit or Debit Card)*
*Booths will not be held
without payment.*

NOTE: Two or more booths may be combined to create a larger space. No duplicate companies allowed. Show organizer, Thief River Falls Times (hereafter referred to as the "Management"), wherever possible will attempt to comply with booth location requests. Location is not guaranteed. Management reserves the right, in its sole and absolute discretion, to make final determination of all space assignments in the best interests of the show. Management reserves the right to make minor modifications to booth layout, location and size. Upon acceptance by Management, this application becomes a contract, between displayer and Management.

Any Questions or Comments

May Be Addressed To:

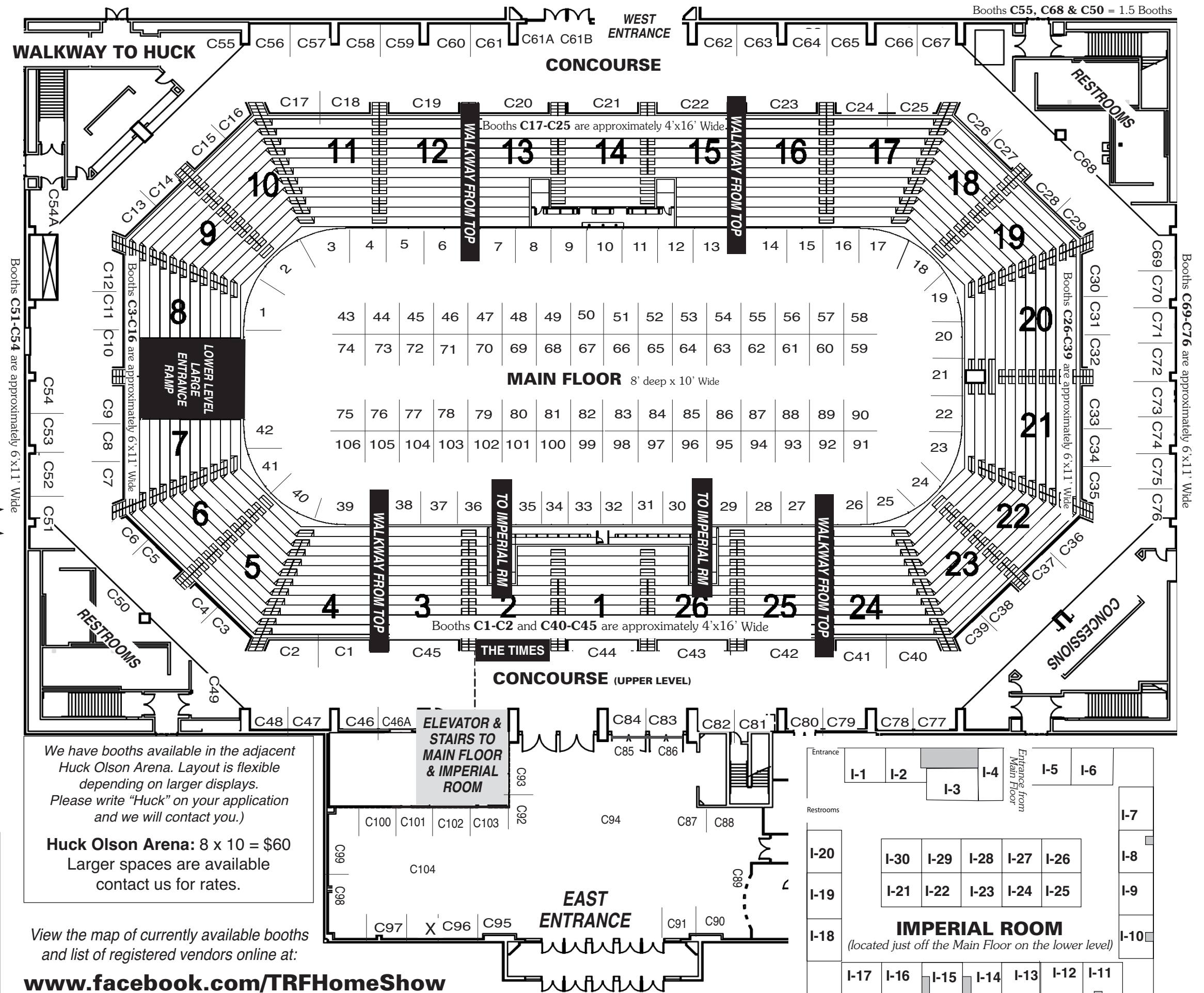
Thief River Falls Times

P.O. Box 100, Thief River Falls, MN 56701-0100

Phone: (218) 681-4450

Fax: (218) 681-4455

e-mail: printshop@trftimes.com



APPLICATION AND EXHIBIT SPACE CONTRACT:

Entire Page Must Be Completed

OFFICE USE ONLY

BOOTH #

AMOUNT PD

We hereby apply for the following exhibit space (**select three space locations in order of preference**):

1. _____ 2. _____ 3. _____

Exhibit choices are not guarantees. We will do our best to accommodate requests. Check map on Facebook for availability. We reserve the right to booth placement. Verbal agreement is not binding. Payment and application is the only way to ensure registration.

We will send out a confirmation letter in March with final booth location and other info.

We are reserving # _____ of Booth(s)

(Can supply own tables & chairs No Early Bird discount on table & chairs)

☐ Electricity needed (no charge - Must supply own ext. cord. Main floor electricity will be available after setup)

☐ I would like to place an ad in the event publication prior to the show
(Attach business card for ad ~ you will be contacted at a later date if you choose larger ad for information and payment. No Early Bird discount on ads.)

☐ CASH ☐ CHECK # _____

☐ VISA, MC or DISCOVER # _____ Exp. Date _____

Booth Price _____

#Tables _____ (\$15 ea) _____

#Chairs _____ (\$5/2) _____

Business card ad (\$25) _____

1/4 Page Ad (\$80) _____

1/2 Page Ad (\$200) _____

TOTAL DUE _____

MINNESOTA • REVENUE

ST19

Operator Certificate of Compliance

Person selling at event: Complete this certificate and give it to the operator/organizer prior to the event. **Operator/organizer of event:** Keep this certificate for your records. **Do not send this form to the Department of Revenue. Return to The Times.**

Return Application and Payment to:

Thief River Falls Times

P.O. Box 100, 324 Main Ave. N.

Thief River Falls, MN 56701

or email: printshop@trftimes.com

Print or type

BUSINESS NAME selling or exhibiting at event (above)

Minnesota Tax ID number or Social Security #

Seller's complete address

City

State

Zip code

Phone

Thief River Falls Times

Email

Name of person or group organizing event

TRF Home, Sport & Family Show, PO Box 100, Thief River Falls, MN 56701

Name and location of event

April 10-11, 2021

Date(s) of event

Describe the type of merchandise you plan to sell. _____

Merchandise sold

Complete this section if you are **NOT** required to have a Minnesota tax ID number.

☐ I am selling only nontaxable items.

☐ I am not making any sales at the event.

☐ 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 state tax on my behalf.

☐ 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 MS297A.70, subd. 14.

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. By signing this contract, we agree to all conditions of this contract as listed.

Sign here

Signature of seller

Print name here

Date

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.

This Form MUST be completed and returned with your payment.

White: Event Organizer Copy • Yellow: Vendor Copy - Also serves as your receipt

Saturday and Sunday, April 10 & 11, 2021

RALPH ENGELSTAD & HUCK OLSON ARENAS

Hwy. 1 & 59 West (Third Street) and Brooks Avenue, Thief River Falls, MN



SHOW HOURS

Saturday: 10 A.M. to 6 P.M. • Sunday: 11 A.M. to 5 P.M.

Set-Up Time – Friday: 12 Noon to 7 P.M.

ABSOLUTELY NO TEAR-DOWN before 5 P.M. Sunday

Exhibitors tearing down early will be assessed a \$50 penalty.

The Overhead Door Will Not Be Opened Again Until 5 P.M. Sunday

1. **Set-up is from 12 Noon to 7 P.M. Friday.** Drive-in doors will be closed at **7 P.M. Friday Night** and will not be opened again until Sunday at 5 P.M. Vendors located on the north end of the main Ralph Engelstad floor should plan to be setup earlier in the day Friday before the booths on the south end to avoid congestion. Please make prior arrangements if you need a fork-lift with Builder's First Source at 218-681-4447. Buildings will be open for exhibitors at 8:30 A.M. Saturday and 10:30 A.M. Sunday mornings. **Please use West entrance of Ralph.**
2. All exhibitors must furnish their own extension cords. Tables and chairs are available for rent. Electricity and wireless internet will be provided at no charge (Use guest login - no password needed). Not all booths have electricity available. If you do not specify on your application that you need electricity you take the risk of not having electricity available at your booth. **Please let us know early if you have special electrical needs.**
3. Sound demonstrations will be allowed if not too loud.
4. All exhibitors are responsible for their own display materials and **WILL NOT** hold the Thief River Falls Times liable for loss or theft of their merchandise. Absolutely **NOTHING allowed to be stuck on the glass, floors or walls of the building.** **NO HELIUM BALLOONS** are allowed. **NO DUCT TAPE OR COMMAND STRIPS** allowed.
5. Building is secure on Friday and Saturday nights.
6. Gasoline engines **CANNOT** be started during the show for any purpose in the arena at any time. No gasoline or fuel can be used in the building. **NO FIRES OR FLAMES OF ANY KIND AT ANY TIME IN THE ARENA.** Please use an outside space if you have these needs. This includes candles and fireplace displays.
7. We reserve the **RIGHT TO BOOTH PLACEMENT**, We have final decision on all booth assignments so we can all have a successful show. **WE WILL NOT HOLD BOOTHS WITHOUT PAYMENT AND APPLICATION.**
8. Different businesses with different owners **CANNOT** share a booth(s) for cheaper prices.
9. **PAYMENT MUST ACCOMPANY APPLICATION.** If not, you take the risk of losing your booth.
10. If you want outside space, please make arrangements with us prior to the show.
11. **EXHIBITORS, PLEASE PARK AWAY FROM THE ARENA.** We need to keep the parking area open for your customers. The West Entrance will be open each day with a parking lot available.
12. Each booth measures 8' x 10'. Except for Booth numbers C1, C2, C17-C25, C40-C45 which measure 4' x 16'. Booths C7-C12, C30-C35, C51-C54, C69-C76, are approximately 6'x11' Wide. Booth sizes are approximate and may be adjusted marginally as needed. Larger spaces are available in the Huck Olson Arena.
13. **Exhibitor passes** – Each booth will be allotted **TWO** passes for the weekend. If you have more than two workers at your booth, please make arrangements to transfer your pass to your other workers. Passes and other show information will be in a packet at your booth during setup. Contact us if this is a problem.
14. Your children are welcome at the show but **MUST** be supervised at all times. **NO ANIMALS ALLOWED.**

In order for this application to be processed and confirmed, payment (by Cash, Check or Credit Card) and the Operator Certificate of Compliance (ST19) form **MUST** be completed. Confirmation letters will be sent out approx. one month prior to the show. Payment and completed contract is the only way to guarantee your booth.

Absolutely no refunds after March 1, 2021.

Any Questions or Comments May Be Addressed To:

Thief River Falls Times, P.O. Box 100, Thief River Falls, MN 56701-0100

Phone: (218) 681-4450 • Fax: (218) 681-4455 • e-mail: printshop@trftimes.com

Motel information available at www.visitrfr.org

Follow us on Facebook for current info ~ www.facebook.com/TRFHomeShow

FOOD AND FEED SAFETY DIVISION Phone: 651-201-6081 Fax: 651-201-6119 New registration number:

COTTAGE FOOD PRODUCER REGISTRATION

Registration Period of January 1 to December 31

The data on this form will be used to process your application. You must provide your Minnesota Tax ID number. If you do not have one, you must provide your social security number (MS Sec 270C.72). We are required by law to collect this information and we cannot grant your registration without it. No one will have access to your social security number except those permitted access by law, your written consent, court order, or those department employees whose job duties require access. If you are unsure if you need a Minnesota Tax ID, contact the Minnesota Department of Revenue at www.taxes.state.mn.us.

This registration is for individuals (including sole-proprietorships). Businesses such as firms, partnerships, societies, associations, companies, and corporations may not be registered as a cottage food producer.

Individual Name	Minnesota Tax ID (NOT FEDERAL) or Social Security #	
Operating As	Mailing Address (If Different)	
Physical Street Address (no PO Box)	City, State, Zip Code	
City, State, Zip Code	Contact Home #	Contact Cell #
County	License year applied for:	
Email	Website Address or Weblink for Facebook Page	

Registration Type *(select one)*

\$0 to \$5,000 in annual sales *(no fee)*

\$5,001 to \$18,000 in annual sales *(\$50 fee)**

Registration Fee Due \$ _____ 600545 (3100)

Cottage Foods Training

Note: An in-person workshop is required training for the \$5,001-\$18,000 annual sales level

Date training completed *(if applicable)* _____

By initialing this box, I attest that I will produce only foods deemed non-potentially hazardous and allowed under the Cottage Foods Exemption (Minn. Stat. 28A.152), and I will abide by state law.

For a partial list of approved and non-approved foods, please contact mda.cottagefood@state.mn.us or call 651-201-6081

Note: Food and treats for family pets and other commercial feed products (per Commercial Feed Law Chapter 25) are not included in the cottage food law. Please submit a request for information of feed licensing and product registration requirements to mda.licensing@state.mn.us

Submit completed application and payment* by mail or email:

*If annual sales are \$5,001 to \$18,000, include \$50 payment. Make checks payable to "Minnesota Department of Agriculture."

Mail *(with \$50 payment, if applicable)*

Minnesota Department of Agriculture
 Attention: Cottage Food Registrations
 625 Robert Street North
 Saint Paul, MN 55155-2538

Email

(option only available if payment is not required)
mda.cottagefood@state.mn.us

By signing this form I certify that I understand I can sell only food exempt under 28A.152 that I have produced and For Office Use Only that it must have a label attached with my name, address, zip code, a listing of ingredients including any allergens, and the date the food was produced. I understand that I must post a sign stating "these products are homemade and not subject to state inspection". If I sell on the internet I must post a notice that the "food is homemade and not subject to state inspection" on my web page. I understand that I must register annually and if my sales exceed \$5000, I must also pay a registration fee. I certify that I have taken the required training as specified by MDA. I hereby certify that the information contained in and submitted with this form is true and correct. See warning on back of this form.

Name *(please print)* _____

Signature _____ Date _____

(Required for processing. Unsigned applications will be returned).

For Office Use Only

Cottage Foods Exemption

Minnesota Statutes [2017] Section 28A.152

Subdivision 1. Licensing provisions applicability.

(a) The licensing provisions of sections 28A.01 to 28A.16 do not apply to the following:

- (1) an individual who prepares and sells food that is not potentially hazardous food, as defined in Minnesota Rules, part 4626.0020, subpart 62, if the following requirements are met:
 - (i) the prepared food offered for sale under this clause is labeled to accurately reflect the name and address of the individual preparing and selling the food, the date on which the food was prepared, and the ingredients and any possible allergens; and
 - (ii) the individual displays at the point of sale a clearly legible sign or placard stating: "These products are homemade and not subject to state inspection."; and
- (2) an individual who prepares and sells home-processed and home-canned food products if the following requirements are met:
 - (i) the products are pickles, vegetables, or fruits having an equilibrium pH value of 4.6 or lower;
 - (ii) the products are home-processed and home-canned in Minnesota;
 - (iii) the individual displays at the point of sale a clearly legible sign or placard stating: "These canned goods are homemade and not subject to state inspection."; and
 - (iv) each container of the product sold or offered for sale under this clause is accurately labeled to provide the name and address of the individual who processed and canned the goods, the date on which the goods were processed and canned, and ingredients and any possible allergens.

(b) An individual who qualifies for an exemption under paragraph (a), clause (2), is also exempt from the provisions of sections 31.31 and 31.392.

Subdivision 2. Direct sales to consumers.

(a) An individual qualifying for an exemption under subdivision 1 may sell the exempt food:

- (1) directly to the ultimate consumer at a community event or farmers' market;
- (2) directly from the individual's home to the ultimate consumer, to the extent allowed by local ordinance; or
- (3) through donation to a community event with the purpose of fund-raising for an individual, or fund-raising for an educational, charitable, or religious organization.

(b) If an exempt food product will be delivered to the ultimate consumer upon sale of the food product, the individual who prepared the food product must be the person who delivers the food product to the ultimate consumer.

(c) Food products exempt under subdivision 1, paragraph (a), clause (2), may not be sold outside of Minnesota.

(d) Food products exempt under subdivision 1 may be sold over the Internet but must be delivered directly to the ultimate consumer by the individual who prepared the food product. The statement "These products are homemade and not subject to state inspection." must be displayed on the Web site that offers the exempt foods for purchase.

Subdivision 3. Limitation on sales.

An individual selling exempt foods under this section is limited to total sales with gross receipts of \$18,000 or less in a calendar year.

Subdivision 4. Registration.

An individual who prepares and sells exempt food under subdivision 1 must register annually with the commissioner. The annual registration fee is \$50. An individual with \$5,000 or less in annual gross receipts from the sale of exempt food under this section is not required to pay the registration fee.

Subdivision 5. Training.

(a) An individual with gross receipts between \$5,000 and \$18,000 in a calendar year from the sale of exempt food under this section must complete a safe food handling training course that is approved by the commissioner before registering under subdivision 4. The training shall not exceed eight hours and must be completed every three years while the individual is registered under subdivision 4.

(b) An individual with gross receipts of less than \$5,000 in a calendar year from the sale of exempt food under this section must satisfactorily complete an online course and exam as approved by the commissioner before registering under subdivision 4. The commissioner shall offer the online course and exam under this paragraph at no cost to the individual.

Subdivision 6. Local ordinances.

This section does not preempt the application of any business licensing requirement or sanitation, public health, or zoning ordinance of a political subdivision.

Subdivision 7. Account established.

A cottage foods account is created as a separate account in the agricultural fund in the state treasury for depositing money received by the commissioner under this section. Money in the account, including interest, is appropriated to the commissioner for purposes of this section.

WARNING: Pursuant to Minn. Stat. 34A.05, a person is guilty of a gross misdemeanor if they knowingly make or offer a false statement on an application for registration, license or permit; during investigation of a violation; or on a record or report.



The Thief River Falls Times is pleased to
present the 29th annual Home, Sport and Family Show.

We are located in the Ralph Engelstad and Huck Olson Arenas.

Share in the excitement of our 29th year!
Reserve your space NOW!

Thief River Falls, MN 56701
PO Box 100

