

2023 Landmark Center Old-Fashioned Holiday Bazaar Details

Welcome to the 45th Annual Old-Fashioned Holiday Bazaar! We're happy to have you.
Please read the following details carefully.

Thursday, November 30 10 am - 7 pm
Friday, December 1 10 am - 7 pm
Saturday, December 2 10 am - 5 pm

ST19 SUBMISSION:

- We are required by Minnesota law to acquire written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.
****If you are new to the bazaar, or need to update your information, you are required to submit a ST19 certificate to Landmark Center.****
- Please email your completed form to holidaybazaar@landmarkcenter.org or submit a completed paper copy to the raffle table when you arrive. This form is available in your email sent 11/15, or downloadable on MN Dept. of Revenue's website:
<https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>

CHECK-IN & SET-UP

Wednesday, Nov. 29

Thursday, Nov. 30

Group A

9:00 am - 12:00 pm

Group D

7:30 am - 9:30 am

Group B

12 pm - 3 pm

Group C

3 pm - 6 pm

- To avoid congestion at our loading docks, you have been assigned a load-in and set-up time allotment. Please see dock location map and parking options map (separate attachments).

Step 1. Check-in at the welcome table, through the loading dock door, inside the building. Here is where you will collect your booth signage and vendor identification. *Our crew is diligent about security. Anyone leaving the area with boxes or bags will be required to show their identification.*

Step 2. The maximum time allowed for unloading is 15 minutes, therefore, bring all your items in, then move your vehicle to a parking spot. The loading dock is equipped with carts for your convenience. *Check with a crew member if you need extra time.*

Step 3. Booths are required to be ready by 9:30 am on Thursday, Nov. 30.

- Your requested tables will be in place, including draped linens (if applicable). Chairs will be available Thursday morning.
 - Please remove the tape and string from your booth boundaries.

- o All tables must be covered to the floor with table linens. Tasteful holiday prints are acceptable.

ELECTRICITY:

- If you requested electricity, you will need to bring your own power strip and ground-fault interrupter cord.
 - o Please bring duct tape to adhere your cords to the floor.
 - o Be aware on cloudy days and after dark, lighting at the center of the Cortile is dim. If you'd like to add electricity, email HolidayBazaar@landmarkcenter.org.

BOOTHS:

- Booths are approximately 8' by 9'. Due to the historic architectural design of the building, booths vary in size. We do everything we can to compensate for this as we assign booths.
- DO NOT hang or attach anything to the columns or walls.
- Booth appearance is important. Tasteful, artistic, and creative use of booth space is essential. The 'holiday' look adds to its uniqueness and festivity of the occasion.
- If your booth is back-to-back with another vendor, please consider setting up a backdrop to better define your space.
- Make sure you have enough merchandise for all three days.
- We are unable to provide "booth sitters" for liability reasons. If you are exhibiting alone, a helpful tip is to ask a neighbor to mind your booth during short breaks.
- Extra merchandise must be stored and/or concealed in your booth or other arrangements made (ex. vehicle, etc.). We do not have storage available for tubs, boxes, etc.

SIGNAGE: Uniform signage is provided for each booth. Please do not bring your own signage.

CASH BOXES: You are responsible for the safekeeping of your cash box and providing your own change.

SECURITY:

- Your security is important to us. A security guard will be present during set-up. They will patrol the booth area when the building is open and when it is closed. A guard will also be present during the hours of the bazaar.
- We advise that you store your merchandise in boxes and under your tables when the bazaar is closed. When the bazaar is open, it is expected that you not leave your merchandise or cash box unattended and that your booth will be staffed continuously.
- During take-down and load-out, we suggest you have someone attend your merchandise as you load your vehicle.

DONATED CRAFTS:

- As part of being a vendor, we require a donated item of \$30 minimum value to Minnesota Landmarks, for a raffle held during the show. Proceeds from the raffle tickets (\$1 each), as well as the \$5 admission cost, help Landmark Center provide free and accessible family programming. Thank you!
 - o Item(s) you donate should be from your current stock - the public seeks out your booth when they see your talent!

- Please bring your donation to the raffle area between 8:00 - 9:00 am Thursday.
- The raffle drawing will take place Saturday at 3:00 pm. You may purchase tickets, too!

ENTERTAINMENT: Live holiday music will be played throughout the bazaar, adding to the festivity of the event. Performers will be on the 2nd floor, with the exception of pianists on the 1st floor.

PUBLICITY & ADVERTISING:

- *Free* Publicity includes press releases submitted to local newspapers, TV and radio stations.
- Discount postcards are circulated to business neighbors of Landmark Center, and mailed to the Landmark Center mailing list of close to 6,000 people. The Landmark Center weekly e-newsletter will begin promoting the event in November, and is sent to over 4,200 recipients.
- We depend on you to help publicize the Holiday Bazaar in your area and to your clients through social media, your own mailing lists, and the postcards that were sent to you.
- *Paid advertising* will appear in the Saint Paul Pioneer Press, as well as various local newspapers and online platforms.
- Two Holiday Bazaar banners are displayed on the outside of Landmark Center in November.
- We ask that you keep your booth well-stocked throughout all days of the bazaar, and that you be open and ready for customers according to the schedule.

TWILIGHT SHOPPING:

- On Thursday and Friday from 5-7 pm, we offer “twilight shopping”. Shoppers *and vendors* will receive a ticket for one free glass of wine (additional glasses may be purchased). The bar will be located on the first floor.

VENDOR HOSPITALITY LOUNGE:

- Please take advantage of the hospitality lounge on the 1st floor, in the ‘catering space’ (behind the black curtains on the west side of the cortile).
- Lounge hours are Thursday and Friday, 10 am - 5 pm; Saturday 10 am - 2 pm

CAFE VENDOR:

- Tom Ruhland, of Ruhland’s Strudel Haus, will be selling breakfast items, sandwiches & soup, sweet & savory strudels, snacks, and drinks. His cafe will be open 10 am - 2 pm each day of the bazaar.

BATHROOMS:

- Are located on the Lower Level, 2nd, 3rd, and 4th floors of the building.

Staff, guards, and volunteers are on duty at the Information Desk throughout the Bazaar. You may ask them or any staff member for assistance.

WI-FI PASSWORDS:

On the Cortile –

Network: 'Landmark Client'

Password: **Cortile#54321 (case sensitive)**

SALES TAX: The city of St. Paul retail sales tax is 0.7875%

LOAD-OUT PROCEDURES

Load-out will not begin until 5 pm Saturday

Step 1: Pack your booth BEFORE you retrieve your vehicle.

Step 2: Once packed, you can get a cart and parking sign from a crew member. Please be patient as all vendors will be loading out at the same time.

Step 3: Retrieve your car and park on the dock- *you will be required to show the crew your parking sign.*

Step 4: Load your vehicle and depart as you are able.

ABSOLUTELY NO USING THE SIDE DOORS.

Side doors are easily damaged and you may be invoiced for repairs.

For further questions please contact the following:

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