



# The 17<sup>th</sup> Annual Back to Basics

## Vendor/Exhibitor Guidelines

Saturday, February 11th, 2023 8:00AM-5:00PM  
Co-hosted by and held at Pine River-Backus Schools

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If you have any questions or concerns, please contact us at 218-587-2303 up until the day of the event;  
**call Michelle at 218-251-3165 or Nora at 603-682-7050 on the day of the event.**

- **Event hours:** 8:00AM – 5:00PM. You must be set up and have someone managing your booth until the last workshop begins at 3:45PM. You may choose to keep your booth open until the event closes at 5:00PM. Participants have scheduled breaks between workshop sessions to shop and the public is welcome throughout the day.
- **Set-up:** Friday 5-7PM and Saturday 7-8AM. Please enter through Door #17 and check in at the Vendor/Exhibitor Table in the Commons when you arrive. Please be completely set up and ready for sales **by 8:00AM.**
- **Space:** Each vendor will be assigned an 8'x8' space (single booth). Please set up within your designated space, respecting the space of those near you and the flow of shoppers. Your table and chair(s) will be provided as requested on your registration. You are welcome to bring your own additional table.
- **Door Prizes:** If you would like to offer a door prize, we will place a bucket at your booth where attendees can drop in a ticket with their name on it. Staff members will come around at ~3:30PM and have you draw a winning ticket. Prizes will be gathered at that time, and winners posted in the Commons where they can pick up the prizes.
- **Workshops:** As long as there is someone managing your booth, you may attend workshop sessions at a cost of \$7 per single, and \$14 per double session. Please register for these in advance – sessions will close when the maximum number of registered participants is reached.
- **Lunch:** Lunch will be served starting at 11:15AM at a cost of \$10. We recommend you purchase a lunch ticket **in advance**, as lunch tickets are limited. Complimentary snacks and beverages will be available throughout the day in the Commons.
- **Nametags:** Please let us know, **in advance**, the first and last name(s) of anyone that will be working at your booth so that nametags can be printed before the event. Include them in lunch and workshop reservations, as appropriate.
- **Sales Tax:** You will be responsible for collecting and reporting all sales taxes. The ST-19 online form can be found [here](#). Please complete it and turn it in at the Vendor/Exhibitor table no later than the morning of the event.
- **B2B Bucks:** Participants can purchase/win B2B Bucks, a gift certificate that can be used at the Vendor Fair. If you are given B2B Bucks as payment, please accept them as cash, with no change given. Bring any B2B Bucks you receive to the Happy Dancing Turtle booth to turn them in for cash.
- **Sustainability:** In keeping with the sustainable nature of the event and in an effort to reduce the prevalence of single-use plastics, we ask that you strive to provide sustainable and/or reusable bags for your customers. Participants will also be encouraged to bring their own reusable bags.
- **Clean Up:** All booths must be emptied and clean by **6:00PM**. At the end of the event, please remove all materials from your booth, including any signs, tape, trash, etc. Please return your nametag and Vendor/Exhibitor Evaluation to the Vendor/Exhibitor Table at the end of the day.
- **Advertising:** Although we advertise extensively, your promotion of the event in your circles (social media, emails, etc.) is incredibly valuable and encouraged.
- **Cancellation Policy:** Vendors who are unable to attend the event should contact event staff at [b2b@happydancingturtle.org](mailto:b2b@happydancingturtle.org) or 218-587-2303. Cancellations received by noon on Monday, January 30 will receive a refund minus a \$5 processing fee. No refunds are available after 12:00 PM on January 30.



**Thank you! We value your participation!**

Happy Dancing Turtle 2331 Dancing Wind Rd SW, Suite 1 Pine River, MN 56474  
Phone: 218-587-2303 [www.happydancingturtle.org](http://www.happydancingturtle.org) [b2b@happydancingturtle.org](mailto:b2b@happydancingturtle.org)