



# Temporary Show

## EXHIBITOR APPLICATIONS

January 24-28

March 7-11

April 13-15

August 8-12

October 5-7

# 2025





# Minneapolis Mart Temporary Vendor Exhibit Contract

**Show Dates & Location:**  
MPLS Mart 10301 Bren Rd West Minnetonka MN 55343  
**January 24<sup>th</sup>-28<sup>th</sup> - 5 day show**

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Bus. Phone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_  
Email (required): \_\_\_\_\_  
Website: \_\_\_\_\_

**CONTRACTS ARE DUE BY 12/16/2024**

### Booth Size Selection

- 10x10 - \$800.00       10x15 - \$1100.00
- 10x20 - \$1400.00       10x25 - \$1600.00
- 10x30 - \$1800.00
- End of Gallery (no rolling racks)**
- 5x15 - \$800.00       5x30 - \$1100.00

Yes, I want to buy 100 postcards at \$20.00 to invite my buyers to the MPLS Mart for this show (upon receipt of on-time deposit and while supplies last).

**Exhibitor Badges (Required):**  
List names of all exhibitors working:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
Completed contract & deposit required. All deposits will be processed upon receipt. Upon acceptance, all monies are nonrefundable & nontransferable. After 12/26/24, full payment will be due w/application by credit card or company check. The above signed consents to receiving communications from or on behalf of MPLS Mart via phone or email & agreement to the terms and conditions herein.

**Mail or fax completed contract and deposit of \$500.00 to be received by 12/16/2024 to:**  
MPLS Mart, 10301 Bren Rd W Minnetonka MN 55343  
Fax: 952-932-0847

**For Office Use Only:**  
Booth Assignment(s): \_\_\_\_\_  
Amount Due \$ \_\_\_\_\_

Date	Check/Charge	Amount

**Payment Totals**

- Booth(s) .....\$ \_\_\_\_\_
- Display Table 6' or 8' (\$30.00 ea) .....\$ \_\_\_\_\_
- Post-show list (emailed) (\$25.00) .....\$ \_\_\_\_\_
- Discovery Table (\$100.00 ea) .....\$ \_\_\_\_\_
- Postcards \$20.00 (per 100) .....\$ \_\_\_\_\_
- Total .....\$ \_\_\_\_\_
- Deposit (\$500.00 per booth) .....\$ \_\_\_\_\_
- Balance: .....\$ \_\_\_\_\_

**FULL PAYMENT IS DUE 12/26/2024. DEPOSITS AND FEES ARE NON-REFUNDABLE.**

**Payment Made By:**  
 Company Check     Mastercard     Visa  
 Card no. \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 V-code (3 digit # on back of card) \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ Total Charged \$ \_\_\_\_\_

Card Holder's Name (print) \_\_\_\_\_  
 Card Holder's Address \_\_\_\_\_  
 Card Holder's Signature \_\_\_\_\_

I, the cardholder, authorize the amount specified above to be charged to my credit card. I understand the final balance will be charged on this credit card on (12/26/2024). I understand that upon cancellation of this agreement, payment will not be refunded or transferred to another market. No exceptions. I understand there will be a 3.5% charge added for using my credit card.

**IMPORTANT!**  
**Information request for publication in Buyer's Guide**  
 Please email the Editor, Caroline Walters, at caroline@mplsmart.com by 01/03/2025 with a company logo, high res. product image(s) and a brief product description. Late entrees will not make it to print.  
 In the Buyer's Guide supplement, each exhibitor will have their company name & contact info. w/their product line(s), description(s) and be listed in the Classified Listing section up to 10 classifieds, as well as listed alphabetically. Any adjustments will be at the discretion of Editor and/or Temporary Show Manager.



## Marketing

\*The MPLS Mart attracts buyers from all over the Midwest and beyond with aggressive & comprehensive marketing.

\*Extra exposure is offered on our website at [www.mplsmart.com](http://www.mplsmart.com).

\*We broadcast our show announcement & reminder emails across our full buyer base.

\*You get free listing in the MPLS Mart guidebook supplement.

\*We offer postcards to generate awareness and invite your buyers.

\*Buyer incentive prize giveaway drawings are held during each day of the show. Buyers earn drawing entry slips with each order they place.

## Special Notes:

\*The MPLS Mart will assign specific booth numbers.

\*We will advise once payment is received & the contract is approved by the Board of Directors.

\*We reserve the right to reject any application for any reason.

\*Booths shall be taken down, packed, and removed at the end of each show.

\*Ask about pallet space booth storage between shows (and see contract terms and conditions for more details).

## Important Terms & Deadlines:

\*Deposits and show fees are non-refundable and must be made on time and prior to contracted show start date.

\*Deposit is due by 12/16/2024 and full payment by 12/26/2024.

\*Booth space not paid in full on/prior to 12/26/2024 will be re-assigned or cancelled with no refund.

\*Samples may not be sold to buyers during the show (no cash and carry).

\*DO NOT ENTER other exhibitor's booths or showrooms without permission.

\*All exhibitors, their employees & guests must wear MPLS Mart provided badges (order on your contract form).

## Load In and Load out Terms

\*Load-in hours are 9:00am-4:00pm on 01/22/25 and 9:00am-8:00pm on 1/23/25 and are FIRM. Set-up that runs later than contracted hours is prohibited and if occurs will incur an additional fee of \$200/hour charged a minimum of one full hour at a time regardless of full usage of that hour with payment due before show start.

\*All booths must be set up by 8:00am on the contracted show start date or we have the right to terminate exhibitor.

\*Load-out begins at 5:00pm on Tuesday 1/28/2025. No early teardown is permitted.

Initial and date \_\_\_\_\_



**Included in Exhibit Space:**

- \*Line listings in our buyer's guide
- \*Booth signage
- \*Chair, wastebasket & daily booth cleaning
- \*Load in/out dock time & free parking as provided
- \*Name badges (must be pre-ordered)
- \*Wireless internet

**Booth Set Up/Tear Down/Removal of Merchandise:**

All shipments must be arranged through the MPLS Mart. Exhibitors are provided firm dock/Mart hours for set up and tear down. **Set-up/tear down outside of the contracted hours is prohibited** and if the hours given are not abided, exhibitor will incur a penalty fee of \$200/hour charged a minimum of one full hour at a time regardless of full usage of that hour. All booths must be set up by 8:00am on the contracted show start date or Sponsor has the right to terminate exhibitor. Exhibitor shall not dismantle or remove any part of their exhibit prior to contracted closing show date.

To store your booth/products between shows, pallet space can be reserved via pre-pay at \$50/pallet per show. No storage after your last show in a calendar year. After 30 days of late/unpaid storage fees, stored items will be considered relinquished by Exhibitor to the MPLS Mart and will be dealt with at Sponsors discretion.

**Assignments/Subletting:**

**Exhibitors must stay within the square footage (space) as assigned by Sponsor or additional fees will incur.** Sponsor reserves the right to alter/modify/relocate exhibitors' space allocation to conform to the Mart rules and/or city regulations. There will be no refunds for a change in location except for reductions in the space provided.

**Deposits/Payments/Cancellation:**

A \$500.00 per booth deposit is required by contracted due date. **Deposits and Show fees are non-refundable.** All payments must be paid in full prior to contracted show start date. Booth space not paid in full on/prior to contracted due date will be re-assigned or cancelled with no refund.

**Liabilities:**

All reasonable efforts are made to provide a safe and secure location & event. The MPLS Mart, their respective representatives and subcontractors, shall not be responsible or liable for any loss, loss of sales, damage or injury sustained by Exhibitor, or their property, or their agents or invitees. Exhibitor agrees to indemnify, defend, protect and hold harmless the MPLS Mart, their respective representatives and subcontractors, for all liabilities which might occur by reason of Exhibitor's exhibit, action, failure to act or presence at the show or the negligence of Exhibitor or their agents and shall make reimbursement to the MPLS Mart for any loss or expense incurred thereby.

**Exhibit/Merchandise Requirements/Samples:**

Exhibitors may exhibit product lines only as approved by Sponsor. Exhibitors cannot exhibit lines currently shown in a MPLS Mart permanent showroom, nor lines withdrawn from a permanent showroom at the Mart within a six month period prior to contracted show start date. Sponsor reserves the right to reject exhibits for any reason. Samples may not be sold during show hours.

**Use, Signs and Advertising:**

**Publication in Buyers guide is subject to Exhibitor providing complete line information by contracted deadline.** No Exhibitor signs are permitted outside of Exhibitor's assigned space(s). Exhibitor will not endorse, promote or advertise any other trade show or off-site exhibit while at the MPLS Mart.

**Rules & Regulations:**

**Sponsor reserves the right to reject any application for any reason.** Approved Exhibitors will abide by all terms and conditions herein and such other rules and regulations of the MPLS Mart. Exhibitor shall not engage in any action that may have a negative adverse impact on the reputation or good will of the MPLS Mart, or will be subject to expulsion without refund. **All Exhibitors, their staff and associated personnel must wear MPLS Mart provided badges at all times on the show and Mart premises. Exhibitors are not allowed in other Exhibitor's booths or showrooms without permission.** No photography without subject's consent. Sponsor may cancel/alter this contract without refund upon failure of Exhibitor to abide by the terms and conditions, rules and regulations herein. Should the MPLS Mart cancel the show or fail to furnish the space to Exhibitor, Sponsor shall promptly refund Exhibitor all sums paid to the MPLS Mart and in no case will any refund exceed the Exhibit Fees actually paid by the Exhibitor to us.

**Private Event:**

This show is a private event, operated on private property. All Exhibitors, guests and Buyers are subject to regulations as adopted by the MPLS Mart. Exhibitors agree to abide by all federal, state and local laws in the operation of their exhibits and while on the premises of the MPLS Mart.

**Entire Agreement:**

This contract constitutes the entire agreement between the parties hereto and supersedes any and all prior written or oral contracts, correspondence, agreements, and understandings. Any amendment to the terms hereof shall not be valid unless presented in writing and signed by authorized parties hereto. The full balance of this contract remains binding in the event that any party of the contract is legally found to be void.