

SATURDAY, SEPTEMBER 28

ANOKA CITY HALL PLAZA | 9 AM - 1 PM

HOPEFEST

9.28.2024

## VENDOR & EXHIBITOR PACKAGE

### Family-Friendly Event

- Vendor/Exhibitor Fair
- The Bones Brothers BBQ
- Games & Prizes
- Bounce Houses
- KS95 Music
- Balloon Twisters
- Face Painters
- Dog Friendly
- Kidz Dash
- 1+ Mile Walk





# VENDOR OR EXHIBITOR DETAILS


ANOKA CITY HALL PLAZA

2015 - 1<sup>ST</sup> AVE, ANOKA, MN 55303

9:00 AM - 1:00 PM

## ARRIVAL AND UNLOADING

Plan to arrive between 7:30 - 8 am. Booths must be set up and ready by 8:30 am.

- Vendor/exhibitors may unload ONLY at the HopeFest event area  between 7:30 - 8:15 am. After this time, the barricades will be in place and you will not be able to unload.
- Please have your materials labeled as a volunteer will be there to take your materials from the unloading area to your booth space so you can quickly move your vehicle out of the unloading zone.
- To unload, Vendors/Exhibitors/Sponsors should enter on Jackson Street from 2<sup>nd</sup> Avenue. Once unloaded, please exit the event space using 1<sup>st</sup> Avenue and Main Street. (see Unloading map)

## PARKING:

- Vendor/exhibitors must park in the designated HopeFest event parking areas (*street parking, Anoka Municipal Ramp, 2110 - 2<sup>nd</sup> Avenue or the surfact lot on VanBuren between 3<sup>rd</sup> and 4<sup>th</sup> Avenue*).

## ALEXANDRA HOUSE WILL PROVIDE:

- Assigned booth space
- 1—6' table | 1—Folding chair
- 1— Bottle of Hand Sanitizer
- **Vendors** will receive two (2) wristbands | **Exhibitors** will receive one (1) wristband

## Please Note:

- There is no electrical available
- Expect 300 - 500 participants

## VENDOR OR EXHIBITOR WILL BE RESPONSIBLE FOR:

- Display, equipment, table cloth, pop-up tent or canopy
- Unloading, set-up, and tear-down

## EVENT SCHEDULE:

7:30 - 8:30 a.m. — Vendors/Exhibitors setup by 8:30 a.m.

9:00 - 10:00 a.m. — Registration

10:00 - 10:30 a.m. — Program

10:30 a.m. — Kidz Dash and Awards

11:00 a.m. — 1+ Mile Walk

10:30 a.m. - 1:00 p.m. — Entertainment, Food, and Activities

1:00 - 2:00 p.m. — Clean up {*You may begin tearing down your booth after 1:00 pm*}

*\* The Alexandra House leadership team reserves the right to deny participation of any and all organizations that are inconsistent with our core values and overall mission.*

# VENDOR/EXHIBITOR UNLOADING MAP





# VENDOR OR EXHIBITOR REGISTRATION FORM

*Reservation must be received by Friday, August 23, 2024.*



We invite you to host a booth at our **HOPEFEST** where you may sell your items to our attendees as one of our **VENDORS** or you can be an **EXHIBITOR** and distribute FREE samples, printed materials, or complimentary services. The vendor / exhibitor fees are tax-deductible but non-refundable.

We will participate in the **HOPEFEST** as a:  Vendor (\$100)  Exhibitor (\$25)

## CONTACT INFORMATION:

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**VENDOR/EXHIBITOR INFORMATION:** Are you a non-profit?  Yes  No

Type of Company/Organization: \_\_\_\_\_

Describe your display: \_\_\_\_\_

Describe your services: \_\_\_\_\_

Will you be providing free items, samples, products, etc. to attendees? If yes, please describe: \_\_\_\_\_

**Vendors and exhibitors:** in order to secure your vendor/exhibitor space, payment must accompany your registration form and be mailed by Friday, August 23<sup>rd</sup>.



**Alexandra House, Inc.**

Tax ID #: 41-1309977

### Mail

Alexandra House  
Attn: HopeFest  
10065 - 3<sup>rd</sup> Street NE  
Blaine, MN 55434

### Email/Phone

Amanda Fulk  
Community Engagement Coordinator  
[afulk@alexandrahouse.org](mailto:afulk@alexandrahouse.org)  
763-762-5318