



Discover Staples
Railroad Days 2024

Planning has begun for Railroad Days 2024, and the tentative lineup of events is proving to be the best yet! As a past participant, we look forward to welcoming you back! We appreciate your participation in making this long-standing Staples tradition a success.

Please fill out and return the attached form to Discover Staples by June 14, 2024

General Service, Organization, and Merchandise Sales

Set-up time: Saturday, August 17, 2024 8:00 am – 9:30 am

Event Hours: Saturday, August 17, 2024 10:00 am – 5:00 pm

Vendor Space: 12' x 12'

Railroad Days is held in downtown Staples. This event draws over 5,000 attendees from neighboring towns and the greater region. Item sales and selection should reflect a large variety of attendees from infants to senior citizens. Our goal is to offer a unique variety of items that will keep visitors engaged during the event.

SET UP TIMES Vendor registration/set-up is on Saturday, August 17, 2024 8:00 am – 9:30 am. We will have specific times for each vendor to set-up their booth within this timeframe as we get closer to the event. These times must be strictly adhered to in order to get all vendors set in the space available.

POWER No power will be supplied or available this year. Please plan accordingly. If you desire to run off a generator, generators must be quiet as to not disturb the ambiance of the festival or your neighboring booths.

SET UP REQUIREMENTS Vendors must operate within space purchased, including prep, storage, supplies, awnings, and signage. You are expected to be set up and ready to sell ½ hr before opening and have all vehicles and storage items out of the area.

VENDOR HOURS Vendors agree to register and set-up during assigned times on Saturday and have booth completely set-up by 9:30am. Vendors must understand that early closing or tear-down is not permitted. This event is held rain or shine, please plan accordingly.

In the spirit of family fun, all items must be appropriate to the family atmosphere of the event. If any item is found to be inappropriate it will be removed.



Railroad Days 2024

Please fill out the following form to confirm your Staples Railroad Days Participation

Completed forms and payment can be mailed to Discover Staples – PO Box 133, Staples, MN 56479. Hard copies and payment can be picked up in person if you desire, please call 218-894-3974 or email staplesrailroaddays@gmail.com to arrange for a board member to pick up your completed form.

Please don't hesitate to contact us with any questions!

CONTACT INFORMATION:

Company/Group Name

Contact Person's Name

Contact Email Address

Contact Phone Number

Mailing Address

City/State/Zip

OPPORTUNITIES:

OPPORTUNITIES – Non-Profit/Civic Organizations:

_____ \$100 Food Vendor
Please attach copy of CFPM certificate

_____ \$50 Food Vendor
Please attach copy of CFPM certificate

_____ \$50 Non-Food Vendor
Please attach copy of MN ST19 Form

_____ \$25 Non-Food Vendor
Please attach copy of MN ST19 Form

PAYMENT INFORMATION:

_____ I have enclosed a check made payable to
Discover Staples

_____ Complimentary - Event Sponsor (Silver & Higher)

Once we receive your completed form, a board member will contact you to discuss event arrangements as well as logistics and spacing.

\$ _____
Total Commitment

Authorized Signature