

Discover Staples

Railroad Days 2025

Planning has begun for Railroad Days 2025, 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. As a past vendor you are given **priority registration**, if you would like to secure your spot again this year, we need a **commitment by April 1, 2025 or you will need to fill out another vendor application** and go through the application process.

Please fill out and return the attached form to Discover Staples by April 1, 2025

2024 Returning Vendor

General Service, Organization, and Merchandise Sales

Set-up time: Saturday, August 16, 2025 8:00 am – 9:30 am

Event Hours: Saturday, August 16, 2025 10:00 am – 4:00 pm

Non-Food Vendor Space: 12' x 12'

Food Vendor Space 12' x 18' (larger spaces available – please email or call for details)

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 16, 2025 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/WATER No power or water 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 2025

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 1, Staples, MN 56479**. Hard copies and payment can be dropped off in person at Timberlake Hotel if you desire.

Please don't hesitate to contact us with any questions - 218-895-1300 or staplesrailroaddays@gmail.com.

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:

_____ \$75 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)

E-mails will be sent out with final details including logistics and spacing the first week in August. Please add us to your contacts so our email is delivered to your inbox

\$ _____
Total Commitment

Authorized Signature