

Ely Chamber of Commerce Expo Policy

(Approved 11/13/2023)

All nonprofits, hereinafter referred to as “vendors” are required to comply with these Expo Policies.

Mission: The Chamber’s Experience Ely Expos promote area nonprofits offering recreation, sports, art, attractions, service, or first responder information or experiences.

Goals:

- Provide a reason for visitors to return to Ely.
- Generate revenue for the Chamber so it can continue to fulfill its mission.
- Provide a venue for nonprofits to promote their organization and activities that meet expo criteria.

Criteria: Must be an organization registered as a 501(c)3 or 501(c)4 organization. No political organizations or events whose primary focus is on lobbying or politics. The primary focus is determined at the discretion of the Ely Chamber of Commerce board of directors. Clearly fits within one of the five participant categories. Organization must have a chapter based in the Ely, Winton or Babbitt area.

Dates: The Experience Ely Expo is held twice a year during the last full weekend in July and again the weekend after Labor Day.

Place:

Whiteside Park in Ely, Minnesota

July Experience Ely Expo Times:

Friday	9 am – 5 pm
Saturday	9 am – 5 pm
Sunday	10 am – 4 pm

September Experience Expo Times:

Friday	9 am – 5 pm
Saturday	9 am – 5 pm
Sunday	10 am – 3 pm

I. Application process:

- A. In March of each year, the Chamber will make available Expo applications both online and at the Chamber office (1600 E. Sheridan St., Ely). Applications will be accepted starting January 2nd or the next regular business day.
- B. All nonprofit applications will go through a jury process using a point system. Selection for available booth spaces in each expo will be completed by April 15 or the next regular business day. If all booth spaces are not assigned, a second call for applications will occur. All booth spaces for both expos will be finalized by April 30.
- C. **NOTE:** The jury application does NOT guarantee a space. New vendors will be given priority over those previously appearing in the expos.
- D. The number of vendors for each category will be determined based on balance and diversity of the expo.

II. Materials & Images for Jury:

- A. All vendors must submit copies of their literature, and if selling merchandise photos of those products. NOTE: Vendors should make sure submitted photos are good quality images, as vendors will be judged on what can be seen. Only the literature submitted with the application may be distributed during the expo.
- B. If the vendor plans to have raffle or door prizes as part of their booth, they must secure the appropriate permits and follow local and/or state laws governing those activities.

III. Vendor Classifications & Definitions: To participate in the Expos, vendors must fit into one of the following vendor categories:

- A. Sports & Recreation Organizations & Events – Promotes motorized or silent sport recreation, hunting, fishing or other outdoor activities.
- B. Arts & Crafts Organizations & Events – All forms of arts and crafts, including visual and performing arts.
- C. Attractions-Museums – Museums, nature or wildlife centers, historical tours, naturalist groups.
- D. First Responder Organizations - Police, Fire, Rescue, Ambulance or other First Responder organizations.
- E. Service Organizations - Provides service and support to our local community and may expand beyond to serve a larger area.

IV. Vendor Fees:

- A. Vendor fees will be set at the discretion of the Chamber. The fee is for booth space only.
The vendor fee is non-refundable.

V. Booth Space Specifications:

- A. Each booth space is 12' x 12'.
- B. Nonprofit's booth must fit within the space size.
- C. No additional storage space or booth space outside of the 12' x 12' area is available.

VII. Payment: Payment may be made in the form of personal check, cash, money order or credit card within 15 days of acceptance into the expo. No booth space will be reserved or assigned until payment is received.

IX. Vendor Responsibility:

- A. Vendors will be required to sign up for the Ely Notification System, as well as the Ely Chamber of Commerce Text System
- B. Vendors are responsible for providing their own liability insurance.
- C. Vendors are responsible for providing and setting up all tables, canopies and other items needed for their display.
- D. All vendors must comply with all applicable ordinances, statutes, and regulations. All vendors must have a current MN Sales and Use Tax ID number and must submit an Operator Certificate of Compliance (ST-19) to the Chamber for each Expo in which they participate.
- E. If applicable, sales tax must be collected and remitted to the Minnesota Department of Revenue. The current state sales tax is 6.875% and 0.5% St. Louis County transit tax for a total of 7.375%.

- F. Vendors must exhibit all three days of the Expos. Failure to do so, without approval by the Event Coordinator, jeopardizes the vendor's ability to apply for the following year.
- G. All booths must be open on or before the noted start time each day. Vendors are not permitted to close early.
- H. These are open air Expos; please come prepared for any weather. Unless there are unsafe weather conditions, the show will go on!

X. Code of Conduct: The Expos are events with up to twenty vendors. The Chamber expects all vendors to be mindful of the Expo area, the environment, attendees, and neighbors. At all times, all vendors are expected to follow and respect the Expo Policies and instructions from Chamber and other Expo staff.

The Expos are not a place for behavior that is inappropriate, off-topic, disruptive, inciteful, disrespectful, or abusive. The Chamber defines inappropriate behavior as any form of verbal or physical abuse, the use of derogatory or discriminatory language, gestures or actions, any form of harassment, racism, sexism, or any other targeted comments that may cause personal offense to another Expo vendor, staff, or attendee, or any word or action that detracts from the mission and goals of The Expos.

XI. Non-Compliance with Expo Policies: The Chamber may take action in its discretion to address any vendor or vendor applicant it believes fails to meet the standards set forth in the Expo Policies, including, without limitation, prohibiting the vendor or vendor applicant from participating in the Expos and removing the vendor from the Expos without refund.

XII. Booth Set-Up:

- A. All vendors must check in with Expo Staff before setting up. If a vendor does not check in and is set up in the wrong location, they will be asked to move.
- B. July Expo Set-up: Thursday: 7:00 a.m. - 7:00 p.m. No Friday setup.**
- C. September Expo Set-up: Thursday: 7:00 a.m. - 7:00 p.m. No Friday setup.**
- D. At check-in, each vendor is provided with an official booth number. This number must be mounted at or above eye level in front of the booth.
- E. *Customers come early on Friday; it is recommended to be set-up and ready for them.*

XIII. Vehicles:

- A. Normally, no motorized vehicles are allowed to operate in the park. During the Expos, however, if weather permits, the City of Ely has agreed to make an exception to this rule to allow for set-up and take-down of the Expos only.
- B. NO VEHICLES OR TRAILERS ARE ALLOWED IN THE PARK AFTER THE EXPOS OPEN ON FRIDAY UNTIL TAKE-DOWN ON SUNDAY.**
- C. Use of non-motorized hand trolleys or carts is allowed.
- D. Vendors must unload and move vehicles out of the park before setting up.
- E. Friday: All trailers and vehicles must be out of the park one hour before the Expo open.
- F. Closing:
 - a. *No motorized vehicles are allowed in the park until it has been cleared.*
 - b. *All vendors must wait for clearance by Expo officials before bringing in motorized vehicles.*

- c. Customers will naturally leave when booths are closed. Vendors should pack merchandise and dismantle their booth. Use of non-motorized hand trolleys or carts is allowed. The Chamber appreciates vendor patience in the interest of safety.

XIV. Parking:

- A. During set-up and throughout the Expos, all Avenues and Streets will remain open to traffic. Double parking will not be allowed on 8th Avenue except to re-supply a booth. There will be a 5-minute limit.
- B. Vehicles and/or trailers may not be parked behind the booths on 7th Avenue.
- C. There will be some reserved parking on 7th and 8th Avenues. These areas will be designated with signage.
- D. Pickup areas for customers will be on 8th Avenue, adjacent to the portable restrooms, and on 7th Avenue adjacent to the park walkway near the pavilion. There will be a 15-minute limit.
- E. No parking on Sheridan Street, between 7th and 8th Avenues after 9:00 a.m. on Expo days.

XVI. Event Cancellation: The Chamber reserves the right to cancel either of the Expos on any given day(s) due to inclement weather, local emergency or other circumstances that would make the event non-viable.

XVII. Security & Risk: All vendors assume the risk of loss or damage. Vendors are strongly encouraged to obtain their own insurance and to consult with an experienced insurance agent regarding appropriate types of coverage and limits. All vendors must execute a General Release and Hold Harmless Agreement.

XX. Trash:

- A. The Chamber will obtain the services of a business for trash receptacles and pick up.
- B. Vendors are responsible for keeping their area neat and clean and free of loose trash, wrappers, napkins, flyers, or other refuse generated by their operation. Vendors are responsible for disposing trash in the receptacles provided in the park.
- C. **NO CARDBOARD BOXES IN DUMPSTERS:** Vendors shall break up their cardboard boxes and keep them in their booth space area until the end of the day. At the end of the day, the broken-down boxes should be placed alongside the trash receptacles.
- D. The Chamber encourages recycling. Containers are positioned throughout the park during the Expos.

XXI. Other Regulations as per City Ordinances:

- A. Dogs, skateboards, roller blades, bicycles, motor homes, campers, tents and camping are not permitted in the park.
- B. Possession of alcohol and its consumption by nonprofits in their booth during the Expos is not permitted.

XXII. Portable Restrooms: The Chamber will provide portable restrooms.