The 13th Annual
Back to Basics
Vendor/Exhibitor Guidelines
Saturday, February 2nd, 2019 - 8:00AM-5:00PM
Co-hosted by and located at Pine River-Backus Schools

These guidelines will make everything run smoothly and make this year’s Back to Basics another success! If you have any questions or concerns, please contact us at 218-587-2303 up until the day of the event, or call Quinn at 218-393-2504 on the day of the event.

- Event hours are from 8:00AM – 5:00PM. You must be set up and have someone managing your booth until the last workshop begins at 3:45. You may choose to keep your booth open until the event closes at 5:00PM. Participants have scheduled breaks between workshop sessions to shop and the public is welcome throughout the day.
- The building will be open for early set-up on Friday from 5-7PM and on Saturday from 7-8AM. Please check in at the Vendor/Exhibitor Table in the commons area when you arrive, and please be completely set up and ready for sales by 8:00AM. Please set up within your designated 8’x8’ space, respecting the space of those near you and the flow of shoppers.
- Due to limited quantities, we will provide one table per booth and chairs as per your request on your registration. If needed, you are welcome to bring your own additional table.
- As in the past, we are offering an incentive for participants to visit vendor booths. If you would like to offer a door prize, we will place a bucket at your booth where attendees can drop in a ticket with their name pre-printed on it. Staff members will come around at ~3:30 and have you draw a winning ticket. Prizes will be gathered at that time, and winners posted in the commons area where they can pick up the prizes.
- As long as there is someone running your booth, you may attend workshop sessions at a cost of $6 per single, and $12 per double session. Please register for these in advance – sessions will close when the maximum number of registered participants is reached.
- Lunch will be served starting at 11:15AM. Cost for the luncheon is $9 for vendors/exhibitors. We recommend you purchase a lunch ticket in advance, as lunch tickets are limited. Snacks and beverages will be available throughout the day in the Commons.
- Please let us know, in advance, the first and last name(s) of anyone that will be working at your booth so that we can have name tags printed for them. Also, be sure to include them in your lunch or workshop reservations, if appropriate. Prices noted above.
- You will be responsible for the collection of all sales taxes. A link to the ST-19 online form will be sent via email. Please complete it and turn it in no later than the morning of the event.
- Thank you in advance for respecting our participants by avoiding excessive solicitation.
- All booths must be emptied and clean by 6:00PM. At the end of the event, please remove all materials from your booth, including any signs, tape, trash, etc.
- Please return your nametag and Vendor/Exhibitor Evaluation to the Vendor/Exhibitor Table at the end of the day.
- Although we advertise extensively, your promotion of the event in your circles (Facebook, emails, etc.) is incredibly valuable and encouraged.
- In keeping with the sustainable nature of the event and in an effort to reduce the prevalence of single-use plastics, we ask that you strive to provide sustainable and/or reusable bags for your customers.

Cancellation Policy: Vendors who are unable to attend the event should contact event staff at b2b@happydancingturtle.org or 218-587-2303. Cancellations received by noon on Monday, January 21 will receive a refund minus a $5 processing fee. No refunds are available after 12:00 PM on January 21.

Thank you! We value your participation!
Happy Dancing Turtle 2331 Dancing Wind Rd SW, Suite 1 Pine River, MN 56474
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