

# Pop Up Market Events @ River Hills Mall

## Vendor Information and Rules

- Location:** 1850 Adams St. Mankato, MN 56001
- Market Hours:** Markets are open during mall hours. Mall Hours can be found here: <https://www.riverhillsmall.com/#hours>
- Reserving Space:** All spaces at all shows must be reserved in advance by paying the full fee. No refunds or transfers will be processed.
- Check In:** All Vendors must check in at Long Dog Apparel - located in the skylight corridor near the movie theater.
- Move in:** Set-up can begin on Saturday at 7am and booths should be ready to go by mall open. If you need additional time for set up please contact us to make arrangements.
- During your check in you will be directed to the nearest service corridor for unloading. You may pull your vehicle into the truck court during move in & move out but you will be required to park in a designated employee parking area once you have unloaded.
- Move Out:** Move Out can begin on Sunday at mall close. You will be required to have your space cleaned out no later than 10pm.
- Electricity:** 110 volt electrical outlets are available at \$20 per vendor.
- Insurance:** All vendors must obtain and provide a COI of General Liability Insurance in the amount of \$1,000,000. Date of coverage must extend through the end of the show. Short term event insurance can be purchased through <https://www.actinsurance.com>.
- Form St-19:** Minnesota Law requires that participants must provide information on their status of possessing a valid sales tax permit number, having applied for, or a declaration that you are not required to have a sales tax permit number. This form will need to be completed and returned with the completion of the event agreement.
- Security:** Your company's personnel will be responsible for the security of your booth space and all items contained within.
- Rules:** No subletting of booth space – only your company can occupy your space. The booth must be advertising the company name that appears on the contract.
- No exhibit element can be over 6ft in height.
- No soliciting or placement of literature or display outside of the designated location.
- All vendors must have at least 1 sign identifying the business. Signs must be kept within the confines of the booth space and must be professional, no handwritten signs are allowed.
- Tables must be skirted and covered on all 4 sides and to the floor. Skirting must be clean and of solid color.
- Distribution of any food or beverage samples are not allowed unless prior approval from Mall Management.
- Vendors must occupy their space throughout the entire length of the show.