



2026 Vendor Guidelines

Eligibility:

All Wednesdays on Broadway vendors who plan to sell a product must have a valid Minnesota State Tax Identification Number. If you do not have one, one may be applied for by calling Minnesota State Sales Tax and Excise Division at (800) 657-3777 or (651) 296-6181. All vendors must collect and pay sales tax on each taxable sale made at a Wednesdays on Broadway event. **A Minnesota form ST-19 must be completed and returned with your application and fee.** It must be completed and returned before any sales can be made. All vendors must be registered and paid prior to the event date. Vendors will not be allowed to sell the day of the event if any forms are missing. Food vendors must prove license or cottage food registration. Link to rules: <https://www.revenue.state.mn.us/sites/default/files/2023-04/fs148.pdf> All vendors must accept damage liability / waiver (through website registration) or sign form if alternate registration is completed.

Vendor Space:

1. **Size: 10ft x10ft** (1 parking spot)
2. **Fee: \$25 per spot**, all fees to be paid in advance and complete registration, including forms must be received to reserve a spot. Applicants must supply their own tents, tables, chairs, cleanup, electrical cords, lighting (if needed) etc.
3. **Limit 1 per direct distribution vendor**
4. Vendors must stay for the whole event 5:00-8:00 PM; Please no early teardowns
5. If you are unable to attend, please let us know at your earliest convenience as we are limited on spaces and typically have a waiting list.
6. Setup is from 3pm-4:45pm, vendors **will not be allowed to drive down Broadway after 4:30** as picnic tables will be blocking the street.

While the committee of the Wednesdays on Broadway will make every effort to produce a successful event, they cannot warrant the level of attendance, weather conditions, sales or any circumstances beyond their control.

****Please watch your inbox as we will be sending out emails ahead of time with Event Instructions / Details & Map****

Indemnity:

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the City of Spring Valley, Wednesdays on Broadway group and their respective volunteers against all claims, losses, damages to persons or property and costs (including attorney's fees), arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of event space or a part thereof, by vendor, except those claims arising out of the sole negligence or willful misconduct of the event volunteers.

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