



Woodbury Days Council
PO Box 25042
Woodbury, MN 55125

Business Fair Vendor

Woodbury Days 2018 is right around the corner and we're excited about your participation in our community celebration! We encourage you to stop out at the park in advance to check out your site.

BOOTH LOCATION AND CHECK IN TIME: To find your location number and check in time look for your business on the list of businesses and check in times at the end of this letter. Also included below you will find an Event Layout Map that includes booth numbers.

FORMS: If you have not already done so, please make sure to provide us with a copy of your certificate of insurance for the event, ST-19 form, and a copy of your Washington County Special Event Food Stand License application if you are handing out samples of any food (including popcorn or water). Please email information to email it to businessfair@woodburysdays.com. **If you do not provide us with a copy of these items by August 20, you will be denied participation in Woodbury Days. No refunds will be granted.**

SET-UP: Entry for check-in and set up is from the north entrance of the park located off Courtly Road. To help ensure a smooth and orderly setup, please be at the park on Friday at your assigned check-in time listed below. **Important Note:** You will only be allowed a ½ hour to unload your vehicle at your booth and then you will be asked to move your vehicle into vendor parking and come back to finish setting up your booth. Make sure to bring your parking pass with you when you check in. Thursday set-up is allowed; however, volunteers will not be available to assist you.

If you are in booths 1-56, this is a very tight congested area. If you have lots of things or large items to set up in your booth, we encourage you to come on Thursday evening (3pm or later) to set up your booth, avoiding all the congestion of set up on Friday. Note that even though Thursday set-up is allowed, volunteers will not be available to assist you. We do have overnight security in the park, however WDC is not responsible for any lost, stolen or damaged items.

Please be at the park early to set up on Saturday and Sunday. **Setup must be completed no later than 3:00pm Friday, 9:00am Saturday, and 10:00am Sunday.** Vehicles cannot be on the park paths after the above times or admitted into the park ½ hour prior to the above times. This is for safety reasons and no exceptions will be allowed. We will have volunteers available to direct you to your booth space and help unload your vehicles.

HOURS OF BUSINESS FAIR: The business fair is open Friday 4pm-8pm, Saturday 10am-8pm and Sunday 11am-5pm. **Your booth must be open and staffed during all hours of operation.** If you would like to stay open later you are welcome to do so.

ELECTRIC: If you requested electricity, you will need to bring along a 100 foot, outdoor-approved 3-prong extension cord in good condition (no split jackets or cut grounding prongs). We do not provide them to you.

TEAR-DOWN: For tear down at the end of the night, **no vehicles will be allowed in the park until 11:30pm on both Friday and Saturday and 6:00pm on Sunday or until a Woodbury Days Council representative deems it safe. This is for safety reasons and no exceptions will be allowed.** We recommend that you bring a 2-wheeler or wagon to bring the contents of your booth back and forth to your vehicle if you are planning on tearing down your booth every night. We

understand that this can be an inconvenience; however, safety is our #1 concern so we ask that you be patient and let one of our volunteers know that you need help. Overnight security will be provided; however, Woodbury Days Council is in no way responsible for any stolen or damaged goods.

PARKING: We have limited Vendor Parking available. Three parking permits will be issued for each vendor to use for your vehicle and/or volunteers working in your booth. Please share these passes amongst yourselves. Vendor/volunteer parking is located in the high school parking lot at the south end of Ojibway Park, enter off Wyndham Way. The parking lot will be marked for vendor/volunteer parking only. Street parking may also be available.

PLEASE NOTE: Volunteers may park in the Woodbury High School Northwest Parking Lot or on city streets near the park. **IMPORTANT:** On Sunday, there is no parking in the High School Northwest lot due to the Parade teardown, and street parking along the parade route is NOT ALLOWED. Carpooling is recommended.

If you have questions, please contact me at 651-731-9090 or at businessfair@woodburydays.com.

Once again, we appreciate your participation and cooperation in making Woodbury Days a success! I know that together we will make this event the best ever!

See you on the 24th!

Barbara Flanagan
Business Fair Chair, Woodbury Days Council

VENDOR INFORMATION SHEET

DIRECTIONS TO OJIBWAY PARK FOR VENDOR SET-UP/CHECK IN:

From 494: Take 494 to Valley Creek Rd. Go East on Valley Creek Rd. to Woodlane Dr. Turn right on Woodlane Dr. to Courtly Rd. Turn left on Courtly Rd. to Ojibway Dr. and go right into the park. A volunteer will direct you to your booth location.

From 94: Take 94 to Radio Dr. Go South on Radio Dr. to Valley Creek Rd. Turn right on Valley Creek Rd. to Woodlane Dr. Turn left on Woodlane Dr. to Courtly Rd. Turn left on Courtly Rd. to Ojibway Dr. Turn right on Ojibway Dr. into the park. A volunteer will direct you to your booth location.

CHECK IN: Use North Ojibway Park Drive entrance for check in. Proceed to first available attendant. Make sure to bring your parking pass as the attendant will ask you for it upon arrival. The attendant will check you in and enter your arrival time on your parking pass. **You will have ½ hour from that time to unload your vehicle at your booth location.** You will then need to go and park your vehicle and come back to your booth to finish setting it up.

SET-UP: To help ensure a smooth and orderly setup, please be at the park on Friday at your assigned check-in time. Please be at the park early to set up on Saturday and Sunday. **Setup must be completed no later than 3:00pm Friday, 9:00am Saturday, and 10:00am Sunday.** Vehicles cannot be on park paths or admitted into the park after the above mentioned times. **This is for safety reasons and no exceptions will be allowed.** We will have volunteers available to direct you to your booth space and help unload your vehicles.

ELECTRIC: If you have signed up for electric at your booth you will need to bring a 100 foot outdoor 12 gauge 3-prong extension cord in good condition to the event. If you are planning on having lights at your booth all light fixtures must be 3-prong with a lens cover. Some exceptions are rope lighting with 2-prongs. The State Board of Electricity has special requirements for booths at fairs. Although an exemption for Woodbury Days is currently waived by the local Electrical Inspector, this is subject to change in the future. If you have any questions about electrical requirements, please contact Barb Flanagan at 651-731-9090 or businessfair@woodburydays.com.

BUSINESS FAIR HOURS OF OPERATION: Your booth should be open and staffed during all open hours of the business fair. If you do not comply with this rule you may not be allowed in the event in the future. Short breaks with no one staffing your booth are allowed.

The business fair is open Friday 4-8pm, Saturday 10am-8pm and Sunday 11am-5pm.

TEAR-DOWN: For tear down at the end of the night, **no vehicles will be allowed in the park until 11:30pm on both Friday and Saturday and 6:00pm on Sunday or until deemed safe by a Woodbury Days Council Representative. This is for safety reasons and no exceptions will be allowed.** We recommend that you bring a 2 wheeler or wagon to bring the contents of your booth back and forth to your vehicle if you are planning on tearing down your booth every night. We understand that this can be an inconvenience; however, safety is our #1 concern so we ask that you be patient and let one of our volunteers know that you need help.

VENDOR PARKING OPTIONS: Vendor/Volunteer Parking Lot:

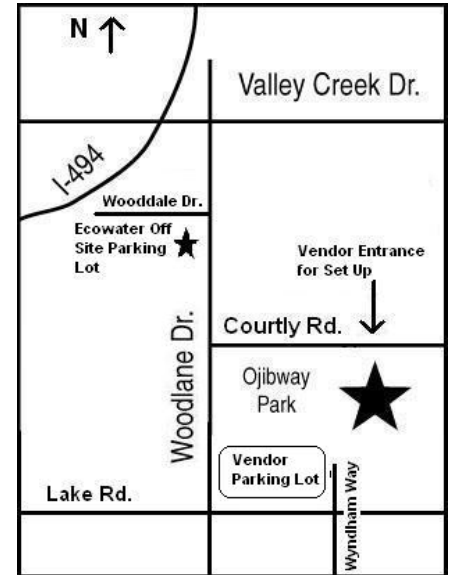
We have limited vendor parking available so each vendor is limited to three vendor parking permits. Vendor/volunteer parking is located in the high school parking lot at the south end of Ojibway Park, enter off Wyndham Way. The parking lot will be marked for vendor/volunteer parking only.

Directions to Vendor/Volunteer Parking Lot:

494 to Lake Road, go East on Lake to Wyndham Way. Go north on Wyndham Way straight into the parking lot. We will have it blocked off for Vendor/Volunteer parking only. Put your parking pass on your dash for the parking attendant to see.

NOTE: There will be no vendor admittance from the West High School entrance or parking lot. You must use the Wyndham Way entrance.

Workers for your booth may park in the Woodbury High School Northwest Parking Lot or on city streets near the park. **Please note that on SUNDAY, there is NO PARKING in the High School Northwest lot due to the Parade teardown, and street parking along the parade route is NOT ALLOWED. Carpooling is recommended.**



Business Name	Booth Number	Check In Time
A.M. Burney Exteriors, Inc.	75	11:30 AM
All Energy Solar	45	12:00 PM
Andros ENT & Sleep Center	116	1:00 PM
Anne Burt for Mayor 2018	97	11:30 AM
Anoka County Community Action Program/Parent Aware	67	11:30 AM
Associated Eye Care	90	11:30 AM
AT&T	91	11:30 AM
Axia Home Loans	38	1:00 PM
Big Thrill Factory	81	11:30 AM
Blacktop Central	137	12:00 PM
Blissful Balance	21	12:30 PM
Board and Brush Creative Studio	23	12:30 PM
Brain Balance Achievement Center of Woodbury	19	12:30 PM
Carl Plus Boutique & Gifts Store	133	12:00 PM
Carr Ventures	53	10:00 AM
Central + Priority Pediatrics	2	11:30 AM
ChiroWay	11	10:30 AM
Christian Cupboard Emergency Food Shelf	51	10:00 AM
Chuck & Don's Pet Food	108	1:00 PM
Classical Ballet Academy of Minnesota	103	12:00 PM
Club Pilates Woodbury	126	12:00 PM
Coldwell Banker Burnet	66	12:30 PM
Community Action Partnership of Ramsey/Wash Cties	65	11:30 AM
Complete Nutrition	125	12:00 PM
Cornerstone Chiropractic	79	11:30 AM
Costco Wholesale	5	10:30 AM
Counseling Care	70	12:30 PM
Cub Foods	36	1:00 PM
Custom Drapery & Blinds by Esch LLC	9	10:30 AM
Cutco Cutlery	6	11:30 AM
Dan Starry Committee for Sheriff	59	10:00 AM
DMR Clinic Woodbury	61	11:30 AM
DoTERRA Essential Oils	94	12:30 PM
East Metro Financial Team - Thrivent Financial	56	11:00 AM
East Ridge Wrestling	110	1:00 PM
Eastview Family Chiropractic Clinic	68	12:30 PM
Eileen Welsh Eng, CPA	109	12:00 PM
ETS Performance	47	10:00 AM
Excel Martial Arts	42	1:00 PM
Family Achievement Center	37	12:00 PM
Foss Swim School	27	12:30 PM
Fractional Toys	0	10:00 AM
Frenchies Nails	62	12:30 PM
Girl Onward	63	11:30 AM
Goddard School	14	11:30 AM
Goldfish Swim School of Oakdale	13	10:30 AM

Business Name	Booth Number	Check In Time
Green Oasis	127	12:00 PM
Grove United Methodist Church	113	12:00 PM
Guardian Angels Catholic Church	58	11:00 AM
Henna Body by Zaney Janey	12	11:30 AM
Hometown Senior Living	92	12:30 PM
Hoppe for Sheriff	120	1:00 PM
Horton Orthodontics	112	1:00 PM
Huasi Crafts	117	12:00 PM
Ideal Credit Union	43	12:00 PM
iLove Kickboxing	132	1:00 PM
Ispiri Design Build Remodel	104	1:00 PM
James Hardie Building Products	121	12:00 PM
LeafFilter North of Minnesota, Inc.	17	12:30 PM
Life Development Resources, PA	124	1:00 PM
Lifeline Chiropractic	28	1:30 PM
LindySprings Systems	128	1:00 PM
LipSense by SeneGence	93	11:30 AM
Little Sprouts Childcare and Pre-School	25	12:30 PM
Lunds & Byerlys	54	11:00 AM
Master Kim's World Class Tae Kwon Do	95	11:30 AM
Mathnasium of Woodbury	50	11:00 AM
Max Muscle Sports Nutrition Woodbury	136	1:00 PM
Midwest Facial Plastic Surgery & Face Cosmetic Ski	35	12:00 PM
Minnesota Army National Guard	111	12:00 PM
Minnesota Eye Consultants	46	11:00 AM
Minnesota Gastroenterology, P.A.	107	12:00 PM
Minnesota Spine and Sport	122	1:00 PM
Mochiis Footwear	88	12:30 PM
Nectar of the Vine	10	11:30 AM
New Life Academy	64	12:30 PM
New Windows for America MN/Expert Exteriors	71	11:30 AM
Nick Karnuth Imagin	0	10:00 AM
Norwex	15	10:30 AM
Olson Hoang Crafts	7	10:30 AM
Orange Theory Fitness	74	12:30 PM
Painterati	85	11:30 AM
Pampered Chef	16	1:30 PM
Papa John's Pizza	76	12:30 PM
Paramount Auto Service	30	1:00 PM
Paws Unleashed	77	11:30 AM
Pet Evolution	84	12:30 PM
Pet Wants	105	12:00 PM
Premier Designs	134	12:00 PM
Primrose School of Woodbury	39	12:00 PM
Pure Haven	118	1:00 PM
Pure Romance	83	12:30 PM

Business Name	Booth Number	Check In Time
Renewal By Andersen	82	12:30 PM
RetroGreen Energy	78	12:30 PM
Rising Stars Gymnastics Academy	29	12:00 PM
River Valley Church: Woodbury Campus	48	11:00 AM
Russell Room Remodelers	18	1:30 PM
Rust Law	22	1:30 PM
S&F Corporation	52	11:00 AM
Sam's Club	33	12:00 PM
Scentsy Wickless Candles	4	11:30 AM
Schmidt Chiropractic Clinic	72	12:30 PM
Senate District 53 DFL	99	11:30 AM
Senate District 53 RPM	106	1:00 PM
Sky Zone	3	10:30 AM
Sodastream, USA	20	1:30 PM
Spa Specialist	130	1:00 PM
Star Tribune	49	10:00 AM
State Farm - Bob Lawrence	80	12:30 PM
Summit Orthopedics	102	1:00 PM
Target	0	10:00 AM
Threads of Hope Counseling	98	12:30 PM
Title Boxing Club Woodbury	60	12:30 PM
Torque Strength and Conditioning	135	12:00 PM
Traveling Vineyard	34	1:00 PM
Twin Cities Pain Clinic	129	12:00 PM
United States Air Force	55	10:00 AM
Universal Windows Direct/Steve the Window Guy	8	11:30 AM
University of MN Health Pediatric Specialty Clinic	26	1:30 PM
Urgency Room	73	11:30 AM
US Bank	123	12:00 PM
USA Karate	101	12:00 PM
Usborne Books & More	24	1:30 PM
Valley Creek Family Dentistry	87	11:30 AM
Wells Fargo Home Mortgage	69	11:30 AM
White Bear Mitsubishi	1	10:30 AM
Woodbury Animal Hospital	114	1:00 PM
Woodbury Athletic Association	100	1:00 PM
Woodbury Community Foundation	31	12:00 PM
Woodbury Dance Center	32	1:00 PM
Woodbury Smiles Dentistry	115	12:00 PM
Woodbury Women of Today	89	11:30 AM
Woodbury Young Life	119	12:00 PM
Xcel Energy	44	1:00 PM
Young Living Essential Oils	86	12:30 PM
Your Home Improvement Company	131	12:00 PM

