



UpLIFT Store: Vendor Application

Thank you for your interest in the UpLIFT Movements event, The Gathering being held at the IDS Center, 80 S. 8th Street, Minneapolis, MN on September 3-5, 2021. We love providing an opportunity for vendors to share their creative products and provide a one stop experience for our guests who are looking for products and or services from black owned businesses.

Ideation4 and the UpLift Movement agreed to the following venue location, Suite 254 on the Skyway level of the IDS Center. The event runs from September 3rd to September 5th. **Vendors are responsible for ensuring products arrive a week before the event (Aug 28, 2021), all products have visible pricing, and complete inventory management checklist.** The checklist will be provided to vendors once the application is processed by our team.

Out of state vendors will ship merchandise to the address listed below by **Monday, August 23, 2021** prior to our vendor move in day. Out of state vendors will need to make sure shipping arrangements are made for unsold merchandise. Vendors will need to coordinate these arrangements with our Social Media & Event Manager, William Enin

Ship to: Jonathan Jones | 10736 Falling Water Lane, Unit A, Woodbury, MN 55129

Retail Space: We are using a one-point of sale boutique set up in which the products and services will be displayed throughout the retail space. The UpLIFT Store staff will be responsible for displaying your merchandise throughout the store.

Operating Hours | The UpLIFT Store: Friday 4-8pm, Saturday 9-4pm & 6-8pm, Sunday 9-11am. The UpLIFT Store will be staffed throughout the listed times during the event. It is required that vendors remain open and operational during all scheduled hours for The Gathering. Open is defined as having merchandise ready for purchase, and staff in vending space at the state of scheduled hours.

Point of Sale: Vendors must check which Minnesota taxes apply to their products and include that. You will be sent the **inventory management checklist** prior to opening that will request specific product information and sales tax requirements that will be loaded into our Square point-of-sale software. There will be one point of sale via Chameleon Shoppes. There will be no cash transactions during the event. Vendors will receive a sales and use tax report for their records and their checks will be processed and mailed two weeks after the event.

Vendor fee: The IDS Center and Chameleon Shoppes require vendors to pay 20% of their sales; these are non-negotiable and will automatically be deducted from vendors' checks. **There is a nominal vendor application fee of \$75 payable to SJC Consulting, LLC.** Vendor fee covers cost of space, staffing, display arrangement and POS system set up.

Merchandise: We are looking for vendors who provide quality products and services for black male educators, their peers and their families. Merchandise sold in the store cannot be pre-used. The UpLIFT Store team will assist and direct you on setting up your products and displaying them in the event space.



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Vendors must provide all necessary display equipment. Vendors must remove any part of their display that's deemed inappropriate.

Vendor Check-In Day: Saturday, August 28, 2021 is vendor move in day. On this day the Event Manager will schedule your time to drop off your merchandise for the store staff to organize and display. Special to vendors shipping their merchandise, your products must be received before the vendor check in day by August 23, 2021.

Insurance: Ideation4 and the UpLIFT Movement are not responsible for lost or damaged items. All Vendors are fully responsible for all damages or loss of their items, merchandise and equipment.

Licenses & City Code: Vendors must submit a completed and signed [ST-19 Form](#) prior to the first day of consignment sell date. Vendors will not be allowed to sell their products without this form being submitted. All vendors must comply with all City of Minneapolis codes and requirements for food handling and preparation if applicable. Ideation4 will work with the City of Minneapolis to ensure the public's safety. Additional information may be obtained on the City of Minneapolis website: www.ci.minneapolis.mn.us/index.asp. We strongly encourage you to prepare for these requirements in advance. Ideation4 will work with the City of Minneapolis to ensure the public's safety.

Marketing: All vendors are encouraged to advertise The Gathering on their social media pages and utilize any other avenues of advertising and marketing. All vendors should supply UpLIFT with their brand logo in at least two product photos. Advertising the event should happen at least twice a week if possible. UpLIFT and other vendors agree to publicize this event through various types of media in around the greater Twin Cities area. Please note the more publicity the Gathering can receive the more awareness of potential traffic to the store.

Vendors may not sell or display their product outside the allocated space. This includes but is not limited to walking items around to sell or displaying items in the bathrooms. Vendors must remain in a professional manner in selling and displaying their goods. Any vendor who demonstrates behavior that is not in conjunction with the morals values and ideals held standard in our community may be asked to leave the gathering.

No pets are permitted in the building at any time. Service animals with appropriate identification will be the only exception to this rule Chameleon Shoppes and its affiliate organizations and members are not responsible for any damages, loss, or theft of merchandise or display equipment. We feel these regulations are necessary to ensure a successful event for all our vendors. Please keep this agreement and refer as needed.

Thank you for being a part of the UpLIFT Store.

Questions? Email us at uplift2021thegathering@gmail.com



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Signing and dating this document acknowledges that you understand and will comply with all items listed on all pages. Please print clearly.

Name of Business:

Name of Business Owner:

Contact Number:

Contact Email:

Business Social Media Pages:

Website

Twitter

Instagram

LinkedIn

Vendor Name

Vendor Signature

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Email the Following:

1. Signed Vendor Application - page 3
2. Signed [ST-19 Form](#)

If Participation is Confirmed:

3. A Paypal invoice will be sent to your email for payment (@ideation4)
4. Ship products and provide tracking number