

2025 DULUTH OKTOBERFESTIVAL VENDOR BOOTH INFORMATION



2025 EVENT OVERVIEW

DATES			
September 12, 13, 14, 2025			
LOCATION			
Bayfront Festival Park in Duluth, MN			
VENDOR SET-UP/DEPARTURE TIMES			
Friday Set-Up:	9:00 am – 12:00 pm	Sunday Departure:	4:00 pm – 6:00 pm
PUBLIC GATE TIMES			
Friday Open:	4:00 pm	Friday Close:	11:00 pm
Saturday Open:	11:00 am	Saturday Close:	11:00 pm
Sunday Open:	11:00 am	Sunday Close:	4:00 pm

2025 DULUTH OKTOBERFESTIVAL VENDOR SPACE OPTIONS

OPTION 1 & OPTION 3 CRAFT VENDOR / EDUCATIONAL, POLITICAL, INFORMATIONAL VENDOR
This space is for those who will display and/or sell non-food/beverage items. The cost for each 10' x 10' space for the event is \$250 for the weekend. The cost for each additional 10' increment is \$25.
OPTION 2 SPECIALTY FOOD VENDOR
This space is for those who sell a single type of snack-like food (ice cream, popcorn, homemade candy, etc.). The cost for a 10' x 10' or smaller space for a specialty, <u>one item food vendor</u> is \$250 for the weekend. The cost for each additional 10' increment is \$50.
NOTE: You are not allowed to sell beverages. There is an exclusive contract for beverage sales for this event.

**Please note that you must get approval of all items being sold and price points.*

Event Communication:

All Vendor communication for the Duluth Oktoberfestival will be done via email.

All Oktoberfestival related questions, comments or concerns can be directed to the Duluth Oktoberfestival Logistics team, Katrina Patterson. Katrina can be reached at katrina@kernkompany.com

Vendor confirmation letters will be emailed out to the email address provided on the Vendor registration.

If you are on Facebook, Instagram or Tiktok, we encourage you to follow our event page at Duluth Oktoberfestival.

Vendor Set-up and Tear Down:

Vendor set-up and tear down for Oktoberfestival will be as follows:

Set-up: Friday, September 12th from 9:00 a.m. to 12:00 p.m.

Tear down: Sunday, September 14th from 4:00 p.m. to 6:00 p.m.

Educational, Political, & Information Vendors:

Educational, political, or information booths must be promoting only the causes that were described in their vendor registration.

Vendors may not be promoting outside of their assigned spaces. This includes in front of their booth space.

Vendors may not be roaming the event in order to promote, collect signatures, survey, or any similar activities.

Vendor Parking:

Vendors can park in the main Bayfront Parking Lot or at the Duluth Entertainment Convention Center at their own expense.

No vendor parking is allowed inside Bayfront unless previously coordinated.

Vendors should enter via the dedicated Vendor Gate located on the right side of the Bayfront Parking Lot next to Pier B Resort. **DO NOT ENTER** the festival grounds from the main entrance.

Vendors may enter Bayfront Park off Railroad Street at the vendor entrance. This is not the ticket booth entrance but the one at the other end of the parking lot. You will then see the vendor gate entering the park. There will be security personnel there to check in vendors. Once vendors drop off your items, we ask that you remove your vehicle from the park and park it in the vendor/volunteer parking lot and walk back to the park. After 3:00 pm on Friday, September 12, no vendor parking is allowed onsite, although support trailers will be considered. The vendor will agree to abide by all guidelines established by the Duluth Oktoberfestival including restrictions on vehicular access to the festival site. THESE ARE NON-NEGOTIABLE.

Vendor Space:

Vendors are responsible for their own booth set up and dismantling. A vendor must provide his/her own equipment for displaying merchandise in an outdoor environment and is encouraged to have suitable material to protect these works. Such equipment includes tables, chairs, tablecloths, and signage; canopies are strongly recommended. Vendors must provide tie downs, weights (such as sandbags) and any other sturdy equipment necessary to stabilize canopies, displays and artwork from inclement weather conditions should they occur.

Each vendor will have access to electrical outlets but will need to provide their own extension cords.

Work criteria & restrictions:

There will be NO vehicle access permitted onto the festival grounds during festival hours. If you need to bring items via a vehicle to your vendor area daily – please do so prior and have your vehicle off the grounds by 10:30 a.m. (Saturday/Sunday)

Vendors can close your booth whenever you see fit as the event runs well into the evening on Friday and Saturday.

Public Gate hours:

The public gate hours for this event are:

Friday, September 12 (4:00 pm – 11:00 pm) Saturday, September 13 (11:00 am – 11:00 pm)
Sunday, September 14 (11:00 am – 4:00 pm)

Badges:

You will receive your vendor badges upon your arrival/check in on Friday, September 12th. You must always wear these badges while at the Duluth Oktoberfestival. You are only authorized a certain number of badges, if you need additional from what you submitted on your registration – please contact Katrina. These badges will give you access to the event during the weekend. You are not able to just go to an event entrance and say that you are a vendor and get in, that is a security issue and thus why the badges were issued to you.

MISC.

There will be ATMs on site – they will be located near the main event tent. So, if any customers are asking- you can direct them to the proper location.

There is 24-hour security on site during the event. This presence does not guarantee against theft or loss but should supplement any precautions which you as a vendor already have in place. The Duluth Oktoberfestival is not responsible for any lost or stolen items.

Reminder that it is the sole responsibility of each exhibitor/vendor to obtain and maintain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to your operation.

Please ensure that you have the appropriate MN State or Health Department forms prior to arriving at the site.

Vendor gate:



2025 DULUTH OKTOBERFESTIVAL VENDOR REGISTRATION FORM



CRAFT VENDOR

☐ \$250

☐ \$_____ (Add'l Space: _____ ft)

SPECIALTY (SNACK) FOOD VENDOR

☐ \$250

☐ \$_____ (Add'l Space: _____ ft)

POLITICAL/EDUCATIONAL/ INFORMATIONAL VENDOR

☐ \$250

☐ \$_____ (Add'l Space: _____ ft)

VENDOR/BUSINESS NAME		ADDRESS			
CONTACT NAME – ON SITE POC (For weekend of event)		EMAIL ADDRESS		PHONE NUMBER	
CONTACT NAME – BILLING/ACCOUNTS PAYABLE		EMAIL ADDRESS		PHONE NUMBER	
MN TAX ID (required)	VENDOR FOOTPRINT (width/length)	NUMBER OF STAFF WORKING BOOTH			
ITEMS/PRODUCTS SOLD & PRICE POINTS <i>*Please note that you must get approval of all items being sold and price points.</i>					
HOW DID YOU HEAR ABOUT OUR EVENT?					
Oktoberfest Website	Friend	Event staff referral	Social Media	Word of Mouth	Other:
Are you a returning vendor?					

THE FOLLOWING ITEMS MUST BE INCLUDED TO RESERVE YOUR SPACE	
✓	Vendor Registration Form
✓	List of products or services for sale/display and prices
✓	MN ST19 Form
✓	Vendor Consent Form

REGISTRATION FORMS must be emailed to katrina@kernkompany.com

PAYMENT METHODS: Electronic payment – Upon receipt of the registration form an email will be sent with an invoice to the email address provided. Payment can be made securely with the invoice link.

If you prefer to pay with cash/check – please contact Katrina Patterson at katrina@kernkompany.com

**Payments are non-refundable in the event the vendor cancels or does not show up*