

Dear Main to Main Vendor:

Hello! As Downtown Development/Main Street Director for the City of Minden, I am looking forward to seeing you all at this year's Main to Main event on November 4th and 5th. It's going to be great!!!

Attached is the vendor registration form which needs to be completed and returned to me by mail, email or you can drop it off personally at the Civic Center. These forms need to be turned in no later than October 30th.

Main to Main will begin bright and early on Friday morning, November 4th. We are looking forward to a great weekend!

Here are a few quick instructions:

- 1) When you arrive, check in with us. We will have a tent set up with a banner saying Main to Main Registration. We do not assign locations! Many of you who are "seasoned" vendors know to get here early and check in at the table under the Civic Center Marquis to get your places.
- 2) Many of the downtown merchants will be setting up in front of their stores. These spaces should already be marked off, so please be respectful, and please do not move anyone. If you get to your preferred location and someone is already there, please just set up next to them. As this event grows and grows, we adjust and all become neighbors.
- 3) We will come by sometime during the weekend to collect the \$10 ... we don't worry about that during set up on Friday.
- 4) **We ask that you unload your merchandise, and ask a neighbor to watch your tables while you park in the parking lot at the Minden Civic Center. Save the parking for customers.**
- 5) In years past, many vendors have covered their merchandise and left it on Friday night. We have never had a problem, but if you decide to leave it, we are not responsible for any damage. It is up to you. We do not furnish security.
- 6) You are responsible for reporting your sales tax to Webster Parish and the State. We will have forms available at our check in desk for your use.
- 7) Bring your own tables and chairs.
- 8) We will have a limited number of tents available for a \$10.00 rental fee. You will be responsible for setting it up, taking it down and returning it to the registration tent.

Thanks in advance for your cooperation, remember we are all neighbors here, be patient during set up on Friday morning.

If you have a question, **please do not call**, but email me at mainstreet@mindenusa.com. I will do my best to answer any questions before Friday morning.

Thank you so much!

Becky C White
Minden Main Street
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