

**AGENDA**  
**Special Work Session City Council Meeting**  
 Hybrid (ZOOM Video and In Person), City Hall  
 July 6, 2026, 6:30 p.m.

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1. | <b>CALL TO ORDER/DETERMINATION OF QUORUM</b> <i>Council President</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>Information Found On:</i> |
| 2. | <b>PUBLIC FORUM</b> (3 minute limit)<br>Individuals may address the City Council about items on the agenda or not included on the agenda. Speakers are required to state their name and address for the Council record and limit their remarks to three minutes or fewer. Speakers are requested to frame their comments around items that fall within the authority of the City Council. Generally, the City Council will not take official action on the items discussed at this time, but may place the item on file, take the matter under advisement, refer the matter to staff or a committee for a future report or direct the matter to be placed on an upcoming agenda. |                              |
| 3. | <b>BILLS DISCUSSION</b> <i>City Council</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |
| 4. | <b>CONSENT AGENDA ITEM DISCUSSION</b> <i>City Council</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |
| 5. | <b>COUNCIL INFORMATION ONLY ITEMS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |
| a. | Golf Course Signage, Cary's on the Course (5 mins) <i>PW Director/City Engineer</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Pages 2-3                    |
| b. | City Service Fees Discussion – Arts and Crafts Fair (10 mins) <i>City Administrator</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pages 4-25                   |
| c. | City Service Fees Discussion – Antiques and Collectibles (10 mins) <i>City Administrator</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Pages 26-44                  |
| d. | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |
| 6. | <b>CONSTITUENT MESSAGE(S)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
| 7. | <b>ADJOURNMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |

If you need any type of reasonable accommodations to participate in this meeting, contact City Hall at (320) 616-5500 at least 72 hours prior to the meeting. Meetings are live streamed at [LITTLE FALLS CITY COUNCIL MEETING](#). A current list of meetings can be found at [Notice of Meetings](#).

**AGENDA ITEM**

**MEETING:** July 6, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Golf Course Sign Replacement

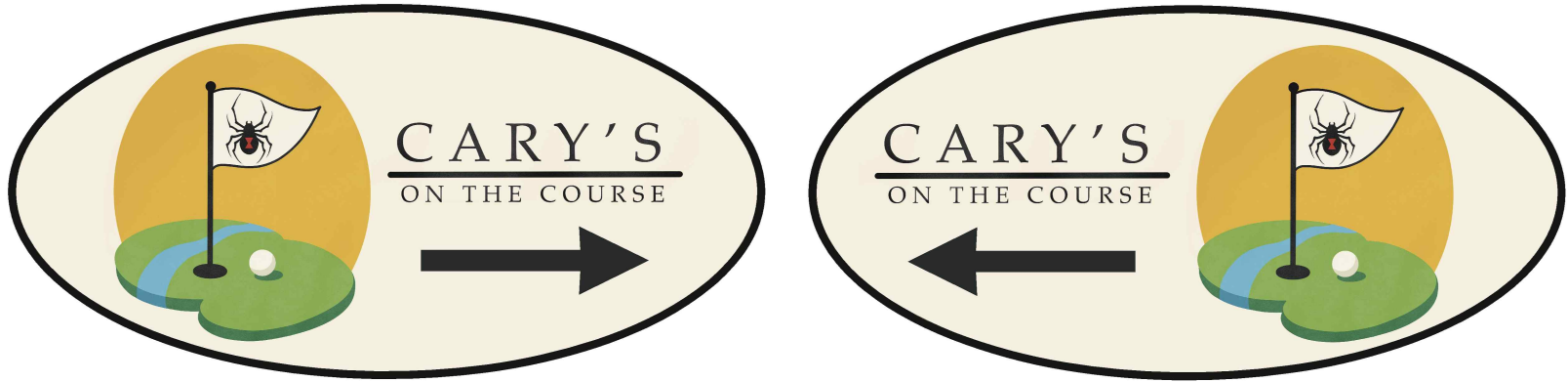
**BACKGROUND:** On June 16, staff received a request from Cary's on the Course to replace the existing golf course sign with the attached proposed sign. Because this sign is located on City property, City Council approval is required before any modifications or replacement can occur.

After reviewing the proposal, staff discussed the design with Golf Course Superintendent, Paul Filippi. At a minimum, staff recommends that the "Little Falls Golf Course" lettering remain 12 inches in height to match the existing sign and maintain its visibility and prominence.

**ACTION REQUEST:** The City Council review the proposed sign design and provide direction to staff regarding approval of the replacement sign.

**BUDGETED:**  N/A  No  Yes Fund: Golf

**STAFF PERSON REQUESTING:** Greg Kimman and Paul Filippi



(2) 4'x8'x1/4" Maxmetal 1-sided \$445 each  
\$40 for shape cut  
Total = \$930 plus tax

**A. LITTLE FALLS GOLF COURSE**

**B. Little Falls Golf Course**

(2) 4'x8'x1/4" Maxmetal 1-sided \$120 each  
Total = \$240 plus tax

- APPROVED AS-IS
- MAKE CORRECTIONS & PROCEED
- MAKE CORRECTIONS & PROVIDE NEW PROOF

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AGENDA ITEM****CITY COUNCIL MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Arts and Crafts Fair, City Service Fees

**BACKGROUND:** At its April 6, 2026, City Council meeting, the City Council approved the Large-Scale Street and Sidewalk Event application. The application authorizes the City Council to waive or reduce fees by formal action, in whole or in part, based on public benefit, community impact, and economic value to the City.

The Arts & Crafts Fair has requested a full or partial waiver of City service fees and has provided justification in its application (pages 8–9).

Based on the application and the 2026 fee schedule (which are not eligible for waiver), estimated City revenues are as follows:

- Application Fee: \$240
- Merchant Licenses: 560 × \$10 = \$5,600
- Food/Beverage Licenses: 40 × \$10 = \$400

**Total Estimated City Revenue from Fee Schedule: \$6,240**

*Note: Vendor registration remains open until approximately one week prior to the event; therefore, actual revenue may vary.*

*Please note that the City previously approved a 50% reduction in booth fees for 2026 to help offset City service cost. The booth fee was \$20 in 2025 and has been reduced to \$10 for 2026. This reduction effectively reduced the total Little Falls Area Chamber of Commerce and Tourism merchant licenses amount from an estimated \$11,200 to an estimated \$5,600 for a reduction of \$5,600.*

**ESTIMATED CITY SERVICE COSTS (EXHIBIT A):**

- Public Works Cost: \$13,075
- Police Cost (Billing Rate at \$100/hour): \$8,600

**Total City Service Cost for services rendered to the Little Falls Area Chamber of Commerce and Tourism to be paid for by the Little Falls Area Chamber of Commerce and Tourism: \$21,675**

**The City Service Costs are eligible for waiver by formal action of the City Council.**

*This amount is subject to change based on final vendor participation and staffing requirements.*

**ACTION REQUEST:** The City Council is requested to provide direction on whether to waive, partially waive, or assess City service fees as presented. The City Council may not take formal action during a special work session; however, the Council may provide direction and determine whether to place the item on a subsequent regular meeting agenda for formal action.

**BUDGETED:** \_\_\_ N/A \_\_\_  No \_\_\_ Yes Fund:

**STAFF PERSON REQUESTING:** Alex Smith

**Public Works Cost**

Description	Cost
Set out city-supplied cones/barricades (9/12)	\$1,320
Review city-supplied cones/barricades (evening 9/12)	\$990
Set out city-supplied cones/barricades (9/13)	\$990
Take down city-supplied cones/barricades (evening 9/13)	\$1,320
Move picnic tables to craft area	\$855
Parking lot sweeping	\$4,080
Sign preparation (week of 9/7)	\$1,320
Gather garbage and recycling bins from storage	\$880
Park repair due to event impacts (as needed)	\$1,320

**Total Staff Hours: 85**

**Total Public Works Cost: \$13,075**

**Police Cost**

Description	Hours
Administrative Staff (Sat., Sept. 12)	10
Command Staff (Sat., Sept. 12)	8
Patrol Officers (Sat., Sept. 12)	30
<b>Saturday Subtotal</b>	<b>48</b>
Administrative Staff (Sun., Sept. 13)	10
Command Staff (Sun., Sept. 13)	8
Patrol Officers (Sun., Sept. 13)	20
<b>Sunday Subtotal</b>	<b>38</b>

**Total Staff Hours: 86**

**Total Police Cost at \$100/hour billing rate: \$8,600**

## Large Scale Street & Sidewalk Sponsorship License Application

**SUBMISSION NOTICE:** In accordance with **City Code § 6.28.C.1**, this application must be submitted to City Hall at least **thirty (30) days** prior to the first day of the event. All questions must be answered, or the application will be considered incomplete. Incomplete applications will not be processed.

Applicants are responsible for the cost of any City services provided for the event, including law enforcement, fire, public works, administrative review, equipment, and facility use, as established in the City of Little Falls Fee Schedule. All fees are non-refundable.

By submitting this application, the Applicant agrees to comply with all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event.

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### I. EVENT & SPONSOR DETAILS

Event Title: Little Falls Arts & Craft Fair

Sponsoring Organization: Little Falls Area Chamber of Commerce & Tourism

Tax ID: 41-0856056

*(Must be a Non-Profit Organization per Code 6.28.C.1)*

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Primary Contact (Name): Purva Watten

Daytime Phone: 320-639-0117 Email: purva@littlefallsmn.com

Cell # during event: 2183435023

Mailing Address: 200 1 Street NW

City: Little Falls State: MN Zip: 56345

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Property Owner (Name): NA

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Event Date(s): September 11-13, 2026 Start/End Times: Friday-5:00pm- Sun 4:00pm

**Event District/Locations:** Attach a map establishing the boundaries of the district/location within which the event will be held (City Code 6.28.C.2).

All participating vendors at the Little Falls Arts and Crafts Fair have to do the following

- Submit complete and signed fair application
- Submit payment
- Submit ST 19
- Submit Insurance information along with insurance certificate
- For Food vendors – they have to reach out to the county’s food department. Food Inspector does come around to the fair to check licenses.

**Event Activities:** Provide a detailed description of all activities that will occur as part of the event (describe or attach):

- Juries Art and Craft Vendor Booths
- Marketplace Art and Craft Vendor Booths
- Food Booths

These booths placed on sidewalks and middle of streets.

Attendees will be walking around the fair radius shopping and visiting local businesses and attractions

**Expected Number of Arts & Crafts Vendors:** 520

**Expected Number of Market Place Vendors:** 40

**Expected Number of Food Vendors:** 40

Is this a recurring annual event?  Yes  No

**Event type:** Art & Craft Fair

**Estimated Attendance:**

- Under 250  251–1,000  1,001-5,000  5,001-10,000  
 10,001+ (specify amount)

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## II. MANDATORY OPERATIONAL PLANS (Code § 6.28.C.2)

**Vendor Allocation:** Total Units:575 | Units on Private Property: 37  
(At least 10% of total units MUST be on private property).

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**Objective Criteria:** State the criteria used for selecting participating vendors:

- Submit complete and signed fair application
- Submit payment
- Submit ST 19
- Submit Insurance information along with insurance certificate
- For Food vendors – they have to reach out to the county’s food department. Food Inspector does come around to the fair to check licenses.
- If the applicants are new – they submit pictures of their products and workspaces so they can get juried

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**Parking, Traffic & Public Safety:** Location(s) of event parking (describe or attach):

- Please see attached map for parking and safety locations
- The Little Falls Area Chamber and Tourism has a complete Emergency Operations Plan attached
- Attached also are the maps indicating, parking, RV Parking, Street Closures

**Impacted areas (check all that apply):**

Private Property  City Park  City Sidewalk/Trail  City Street

**Street closures, proposed traffic control/detour, signage, barricades, fencing, and safety personnel (describe or attach map):**

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**Is the event in coordination with another event?**  Yes  No

If yes, event name: *Antiques & Collectibles*

**Emergency Operations Plan (EOP): Attached?**  Yes  No

*\* Before submitting your application, please coordinate EOP with the City's emergency leadership:*

- Fire Chief, Craig Seelen: [CraigS@ci.little-falls.mn.us](mailto:CraigS@ci.little-falls.mn.us)
- Police Chief, Kyle Johnson: [KyleJ@ci.little-falls.mn.us](mailto:KyleJ@ci.little-falls.mn.us)

**Severe weather or emergency cancellation plan (describe or attach):**

**Facilities & Services**

Portable restrooms provided?  No  Yes Number: 80

Company contracted for restrooms: Nelson Sanitation, Rice MN

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Trash and recycling service provided?  No  Yes

Company contracted for trash/recycling: City Sanitary, Bob Lemieur Rolloffs

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Amplified sound or live music?  No  Yes

Describe and/or attach sound equipment and proposed times:

Possibly, vendors selling cd of their music

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Temporary power or generators?  Yes  No

Describe and/or attach type and location:

vendors may have them. per rules and regs.

- Electricity is not available for artisan vendors
  - Generators exceeding 65 dBA or producing too much exhaust will be removed. They will be tested by Chamber staff. Generator use must be disclosed on the application.
  - Official sound measurements conducted by Chamber staff are final. Failure to comply
- 

Park Use (if applicable)  Yes  No

If yes, park name: Memorial Park and Veterans Park

Shelter reserved?  Yes  No

**III. 2026 FEE SCHEDULE & REIMBURSEMENT**

Fees are established by the City Council via Resolution and are subject to the current Fee Schedule. By signing this agreement, the Sponsor agrees to pay all applicable fees and reimbursements.

Fee Item	Basis	2026 Rate	Quantity	Total
Application Fee	Per Day	\$80.00	3	\$ 240.
Merchant License	Per Unit	\$10.00	560	\$ est. 5,600
Food/Beverage License	Per Unit	\$10.00	40	\$ est. 400
<b>Total Due with Application:</b>				<b>\$ 240.</b>

**City Service Reimbursement** \*total booth fees estimated = \$6,000

Pursuant to City Code § 6.28.C.4, the sponsoring organization is responsible for reimbursing the City of Little Falls for all costs related to sanitation, traffic control, security, and other incurred expenses.

**Fees and City Services**

The Applicant is responsible for all applicable fees as established in the City of Little Falls Fee Schedule, including, but not limited to, police services, public works support, and administrative costs.

**Waiver or Reduction of Fees**

Upon request, the City Council may waive or reduce certain fees by formal action, in whole or in part, based on considerations such as public benefit, community impact, and economic value to the City.

**Request for Fee Waiver/Reduction**

The applicant is requesting consideration for a full or partial waiver of City service fees. Please describe the public benefit of the event (attendance, economic impact, community value, etc.):

The Little Falls Arts and Crafts Fair is a cornerstone event that enriches both the cultural and economic fabric of Little Falls. For decades, this beloved fair has not only celebrated the arts but also significantly contributed to the prosperity of our local businesses and nonprofit organizations.

Beyond its vibrant showcase of artistic talent, the fair provides a substantial economic boost to the community. Every year the fair attracts over 580 vendors from 17 different states. The event attendance is around 100,000+ attendees.

It directly benefits the hospitality industry, retail shops, gas stations, campgrounds, and numerous in-town establishments. Additionally, local nonprofits leverage the event as a platform for impactful fundraising efforts, further strengthening the town's social and economic vitality.

The financial impact is undeniable. Each year, the Little Falls Area Chamber of Commerce reinvests approximately \$30,000 into the community from fair proceeds. This support extends to a wide range of organizations, including but not limited to Little Falls

#### IV. ADDITIONAL REQUIREMENTS FOR LARGE SCALE EVENTS

1. **City Requirements:** The City of Little Falls reserves the right to impose additional requirements, request further documentation, or seek additional information from the applicant prior to approval of the event permit. Compliance with any additional requests from the City is required for permit issuance.
2. **Pre-Event Meeting(s):** Prior to the event, the applicant shall meet with City staff, including representatives from Police, Fire, and Public Works, to review event logistics and the Emergency Operations Plan (EOP). Scheduling of this meeting is required to ensure the event meets all safety and operations standards.
3. **License Agreement.** The City of Little Falls reserves the right to require the applicant and/or property owner to enter into a separate license agreement for the event, in addition to the issuance of Large-Scale Street & Sidewalk Sponsorship License.
4. **Data Practices.** The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a Large-Scale Street & Sidewalk Sponsorship License from the City of Little Falls. You are not legally required to provide this data, however, refusing to supply the data may cause your license application to not be processed. This data can be shared by City of Little Falls staff and the City Council. Your signature on this application indicates you understand these rights.
5. **Indemnification.** The Applicant for the submitted event, as described in this application, agree(s) to defend, indemnify, and hold harmless the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Council members from and against any claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages which may be asserted, claimed, sought, awarded, or recovered against or from the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Councilmembers, as a result of the event by reason of any damage to the property, personal injury, or bodily injury including death, sustained by any person whomsoever in which such damage, injury or death arises out of, is incidental to, or is in any way connected whatsoever with the special event referenced herein, or anything connected thereto, and regardless of whether the claim, demand, damage, loss, cost, or expense is caused in whole or in part, by the event organizer and/or promoter, or any of its employees, agents, representatives.

**V. SIGNATURES (REQUIRED)**

The undersigned hereby understand and agree to abide by all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event described herein. The undersigned further acknowledges that the information, documentation, and materials submitted in support of this application are truthful, accurate, and complete to the best of their knowledge.

Applicant Signature: *Purawn* Date: 4/20/2026  
 Applicant Printed Name: PURAWN WATREN Date: 4/20/2026  
 Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If different than applicant)

**ATTACHMENT CHECKLIST**

- Certificate of Liability Insurance:** Naming City of Little Falls as "Additional Insured" in an amount required by Council (City Code 6.28.C.3). *Not Available until August*
- Financial Information:** Itemized Budget: Income, Expenses, etc.
- Vendor Roster:** Including Name, Address, Tax ID/SSN, and MN Sales Tax # for ALL vendors (City Code 6.28.E). *Applications are taken through August - unknown at this time*
- Exhibitor Rules and Regulations**
- Board of Directors & Staff** (Optional)
- Site Plan/Event Map:** Identifying the Event District, vendor locations, and street use/closures, parking, and camping.
- Temporary Liquor License Application** (if alcohol is sold or served) *N/A*
- Fireworks Display Permit** (if applicable) *N/A*

**OFFICE USE ONLY**

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
 Public Works Director/City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Clerk/Deputy Clerk: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Council Date Approved: \_\_\_\_\_

## Large Scale Street & Sidewalk Sponsorship License Application Attachment and Additional Information

### **Event Activities**

Provide a detailed description of all activities that will occur as part of the event

- Juries Art and Craft Vendor Booths
- Marketplace Art and Craft Vendor Booths
- Food Booths

These booths placed on sidewalks and middle of streets.

Attendees will be walking around the fair radius shopping and visiting local businesses and attractions

### **Objective Criteria: State the criteria used for selecting participating vendors:**

All participating vendors at the Little Falls Arts and Crafts Fair have to do the following

- Submit complete and signed fair application
- Submit payment
- Submit ST 19
- Submit Insurance information along with insurance certificate
- For Food vendors – they have to reach out to the county’s food department. Food Inspector does come around to the fair to check licenses.
- If the applicants are new – they submit pictures of their products and workspaces so they can get juried
- Read Rules and Regulations

### **Parking, Traffic & Public Safety: Location(s) of event parking (describe or attach):**

- Please see attached map for parking and safety locations
- The Little Falls Area Chamber and Tourism has a complete Emergency Operations Plan attached
- Attached also are the maps indicating, parking, RV Parking, Street Closures

**Request for Fee Waiver/Reduction [ ] The applicant is requesting consideration for a full or partial waiver of City service fees. Please describe the public benefit of the event (attendance, economic impact, community value, etc.)**

### **How does this event help the community?**

The Little Falls Arts and Crafts Fair is a cornerstone event that enriches both the cultural and economic fabric of Little Falls. For decades, this beloved fair has not only celebrated the arts but also significantly contributed to the prosperity of our local businesses and nonprofit organizations.

Beyond its vibrant showcase of artistic talent, the fair provides a substantial economic boost to the community. Every year the fair attracts over 580 vendors from 17 different states. The event attendance is around 100,000+ attendees.

It directly benefits the hospitality industry, retail shops, gas stations, campgrounds, and numerous in-town establishments. Additionally, local nonprofits leverage the event as a platform for impactful fundraising efforts, further strengthening the town's social and economic vitality.

The financial impact is undeniable. Each year, the Little Falls Area Chamber of Commerce reinvests approximately \$30,000 into the community from fair proceeds. This support extends to a wide range of organizations, including but not limited to Little Falls Community Schools' football, soccer, tennis, wrestling, and Volleyball teams; the Swim Team; Mary of Lourdes School; Living Hope Assemblies of God Church; American Legion Baseball Team; Dandee Lions; Boys/Cub Scouts, Knights of Columbus; and many more. These groups actively participate in the event by providing essential services such as parking assistance, water stations, and cleanup efforts, making the fair a truly community-driven endeavor.

The Little Falls Arts and Crafts Fair is more than an event—it is a catalyst for local economic growth, a driver of community engagement, and a celebration of our shared cultural heritage. Its profound impact on businesses, nonprofits, and residents alike makes it a deserving recipient of this award.

### **How does this event impact the local businesses?**

For over 52 years, the Little Falls Arts and Crafts Fair has been an incredible event that pumps lots of revenue into the community.

Beyond financial impact, the fair provides unparalleled exposure and visibility to local businesses. Taking place in the heart of Downtown Little Falls, it spans approximately 10 blocks, attracting thousands of visitors who engage with and support Chamber members. This influx of foot traffic boosts business for restaurants, retail shops, service providers, and other establishments within the fair's radius, making it an economic powerhouse for the entire community. The fair also helps a wider area than just Little Falls by providing traffic to establishments like lodging, restaurants, gas stations in 30-mile radius.

Beyond its economic impact, the fair significantly increases public visibility. The event receives widespread media coverage, ensuring that Little Falls City, The Arts and Crafts fair and the Chamber remain in the public eye. The Little Falls Arts and Crafts Fair has become a signature event, reinforcing the Chamber's role as a key community leader.

In 2023, the Arts and Crafts Fair earned national recognition, ranking #13 in the "200 Best Shows in America" for the Classic and Contemporary Craft category by Sunshine Artist Magazine. In 2025 the Little Falls Arts and Crafts Fair won the Best Community Event of the Year Award through MACE (Mid. America Chamber Executive). These prestigious awards solidifies its reputation as one of the top craft fairs in the country, further elevating the city's profile on a national level.

The Little Falls Arts and Crafts Fair is not just an event—it is the lifeblood of our Chamber and a vital economic catalyst for our city. Its ability to sustain local businesses, strengthen the Chamber, and bring immense visibility to the downtown area, the businesses and Little Falls.



Little Falls  
**ARTS & CRAFTS FAIR**  
Established 1973



• MARKET •  
**PLACE**

----- FAIR -----

## 2026 Arts & Crafts and Market Place Fairs Budget

<b>Income</b>		
<b>Arts &amp; Crafts</b>		
Jury, Applications and booth Fees	\$15 per vendor	173000
License fee		10,000
Cancellation Fee		\$25
<b>Market Place</b>		
Application & Booth fees	\$210 per booth space	\$7,000
License fee		\$1,000
<b>*Food Vendors</b>		
Commercial	\$355 per booth space	\$5,000
Morrison Co. Non Profits	\$115 per booth space	\$250
Chamber Members	\$210 per booth space	\$4,000
Electric Fees		\$650
Sponsorships		\$500
	<b>Total Budget Income</b>	<b>\$201,425**</b>
<b>Expenses</b>		
Advertising		\$7,500
Jury		\$1200
Electricity		\$2200
Insurance		\$1800
License fee		11,000
Postage		\$1200
Printing		\$1,320
Sanitation		\$17,000
Security		\$10,000
Supplies		\$3000
Shuttle Buses		\$9000
Credit Card Processing		\$4,620
<b>Total Budgeted Expenses</b>		<b>\$69,840</b>

\*Food vendors pay the base rate. Plus \$17.25 per foot for additional footage as needed.



## 2026 Little Falls Arts and Crafts Fair Rules and Regulations (Marketplace)

### 1. Application & Agreement

A completed and signed application is required to be considered for participation in the 2026 Little Falls Arts & Crafts Fair. Submission of an application constitutes a binding agreement that the exhibitor has read, understands, and agrees to comply with all Rules & Regulations. Failure to comply may result in removal from the Fair and/or disqualification from future events.

Submission of an application does not guarantee acceptance.

### 2. Event Dates, Times & Attendance Requirements

- **Saturday, September 12, 2026:** 8:00 a.m. – 6:00 p.m.
- **Sunday, September 13, 2026:** 9:00 a.m. – 4:00 p.m.

All exhibitors are required to be open and staffed during the full operating hours listed above.

The Fair operates **rain or shine**. Early teardown, late opening, or failure to remain open for the duration of the event may result in immediate removal and/or ineligibility for future Fairs.

### 3. Application Timeline & Jury Process

- Deadline to request the same booth location as the previous year: **March 31, 2026**
- Early Bird pricing deadline: **May 31, 2026**
- New exhibitors will be notified of acceptance status via email in **June 2026**
- Booth licenses and final instructions will be mailed in **August 2026**

All applicants must submit: - 1 high quality photo of your product. Photos will not be returned.

If an application is rejected, all except application fee of \$15.00 will be refunded. We do not provide reasons for not accepting an applicant. Please be aware of this condition before applying.

### 4. Merchandise Requirements (Strictly Enforced)

The following are strictly prohibited: - Items that launch projectiles - Face painting - Live animals - Raffle tickets or giveaways (except small product samples) – Alcoholic products – Adult novelty items - Sexually explicit merchandise

Sale signage is not permitted in or around booths.

All merchandise must remain within the assigned booth space. Hawking, soliciting, or selling outside the assigned area is prohibited.

Fair officials reserve the right to require immediate removal of non-compliant merchandise/actions. Decisions are final and non-negotiable and non-refundable.

### 5. Application process (Strictly Enforced)

Applications can be mailed or submitted electronically via website or emailed to [mary@littlefallsmn.com](mailto:mary@littlefallsmn.com). Payment may be sent via mail, website or by phone.

**NOTE:** No immediate confirmation will be issued upon receipt of an application.

All marketplace applications are automatically approved as long as the vendor complies with event rules. Only one vendor will be accepted per trade name or parent company. If multiple vendors apply with similar offerings, acceptance will be granted on a first-come, first-served basis.

**Liability Insurance**-is required by all vendors. Ask your insurance provider to verify your individual insurance coverage. Please include a copy of your policy and policy number.

### 6. Booth Assignment & Use

- Booth spaces measure approximately **10' x 10'**
- Booth assignments are made at the sole discretion of event management
- Booth locations are not guaranteed and may be reassigned, including the day of the event, if necessary
- Vendors may not sell, transfer, or share booth space
- Booth spaces are for merchandise sales only; vehicles and trailers are prohibited
- Vendors must not block business doorways or extend beyond booth footage.

Only Chamber staff may authorize booth changes.

### 7. Fees & Payment

- fees are non-transferable. Full payment is required for an application to be considered complete. All rules apply to private property vendors as well. Private Property refunds will be issued before the Fair.

#### Required Fees: -

Non-refundable application fee: **\$15.00** per application

City of Little Falls Large Scale Street Fair License Fee: **\$20.00 per location**

#### Booth Fees: -

Early Bird (by May 31, 2026): \$210.00 per space (first and second), \$115.00 additional spaces

Standard (after June 1, 2026): \$260.00 first space, \$210.00 second space, \$115.00 additional spaces

**Refund Policy:** - Booth and license fees refundable until **May 31, 2026**. Application fee of \$15 not refundable. **No refunds after May 31, 2026 for any reason.**

Vendor checks will be cashed immediately when received. Post-dated checks and incomplete applications will be returned. Any checks returned for non-sufficient funds will incur an additional \$25 NSF fee.

### 8. Set-Up, Vehicles & Safety

- Vendors must provide tables, chairs, canopies, rain/sun protection.
- No early set-up before **5:30 p.m. Friday, September 11, 2026**. You may be ticketed and failure to comply will result with you not being invited back to the fair. Exceptions only apply for lawn exhibitors (see below)
- Vehicles must be removed before opening each day.
- A 5 lb fire extinguisher is required in every booth
- Staff may be available to respond to general questions during designated office hours at the fair office.
- The fair office address and related information will be provided in August via surface mail along with the exhibitor license; however, delivery timelines are not guaranteed.
- Due to limited staffing and the volume of vendors, the organization assumes no responsibility for delays, missed or unanswered communications, or matters not addressed during designated office hours.
- Inquiries are addressed as staff capacity permits and generally on a first-come, first-served basis; however, response order and timing are not guaranteed. Booths will not be moved the week of fair.
- Violations may result in ticketing, towing, or removal from the Fair.

- A Block Host will be on-site to assist with set-up and answer questions

### 9. Utilities, Generators & Noise

- Electricity is **not available** for marketplace vendors
- Generators exceeding **65 dBA** or producing too much exhaust will be removed. They will be tested by Chamber staff.
- Generator use must be disclosed on the application

Official sound measurements conducted by Chamber staff are final. Failure to comply will result with you not being invited back to the fair.

### 10. Licenses, Insurance & Sales Tax

- Booth license must be displayed in the upper left front corner of the booth at all times including set up day.
- Liability insurance is required for all vendors
- A completed **ST-19 form** is required annually

Vendors without required documentation will not be permitted to sell.

#### Sales Tax:

*We are required to notify vendors that they must have a Minnesota Sales Tax number and collect and pay 7.375% Minnesota Sales Tax.*

*APPLICANTS **MUST INCLUDE A COMPLETED ST-19 FORM** (each year) WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY VENDOR.*

*This form can be accessed at <http://www.revenue.state.mn.us>.*

*Failure to have this form can result in a fine for both the vendor and the Little Falls Chamber of Commerce & Tourism. Violations of tax law, Dept. of Ag regs, ordinances, or misrepresentation = immediate closure*

**\*Vendors will not be allowed to sell without this form on file.\***

The MN Department of Revenue will be furnished a list of registered vendors and may attend the Fair to check vendors concerning compliance with the sales tax law. To register and obtain a MN Sales Tax Number, call 651-282-5225. For information, contact the MN Dept. of Revenue at 651-296-6181, or on the web at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and click on Sales & Use Tax, and follow instructions.

### 11. Cancellations, Violations & Enforcement

- Booths may not be transferred or resold
- Cancellation requests have to be made in writing.
- All enforcement and removal decisions are final and made at the sole and absolute discretion of the Chamber. No refunds, credits, or reimbursements will be issued for removals or closures resulting from enforcement actions.
- Immediate removal may occur at any time for reasons including, but not limited to, safety concerns, noncompliance, misrepresentation, or conduct deemed inappropriate or disruptive to the event, participants, or the public. The Chamber reserves the right to deny future participation

### 12. Assumption of Risk and Weather Conditions.

The fair operates rain or shine and is conducted in an outdoor environment. By participating, exhibitors voluntarily assume all risks associated with outdoor events, including but not limited to inclement weather, wind, rain, temperature fluctuations, uneven or slippery surfaces, utility access, and other environmental or site conditions.

Exhibitors are solely responsible for properly installing, weighting, anchoring, and securing tents, canopies, displays, merchandise, and equipment in compliance with all applicable safety requirements and weather conditions. The organization does not provide oversight, inspection, or approval of exhibitor setups.

The exhibitor agrees that the Chamber of Commerce, the City, event organizers, volunteers, officials, and agents shall not be liable for any loss, damage, theft, injury, or expense to persons or property arising from or related to weather conditions, surface conditions, acts of nature, or participation in the event, whether occurring before, during, or after the fair.

Participation in the event constitutes acknowledgment and acceptance of these risks and responsibilities.

### **13. Food Vendor Permitting**

- All vendors selling processed and packaged food products must have a Minnesota Department of Agriculture Mobile Food Handling license and comply with all necessary requirements provided by the Dept. of Ag.
- This includes hand washing and food handling requirements for those who give samples during the fair.
- Proper refrigeration as defined by the Department of Agriculture is also required
- All numbers will be verified and an inspector will be onsite during the Fair.
- You may find more information by contacting our inspector, Jody Burke, directly at 651-201-6081 or email [mda.licensingliaison@state.mn.us](mailto:mda.licensingliaison@state.mn.us) or online at <http://www.mda.state.mn.us>.

### **14. Security & Responsibility**

- Limited overnight security may be provided during the fair period. No overnight security will be present on Thursday prior to the start of the fair.
- Any overnight security that is provided is volunteer-based and observational only. Volunteers may conduct periodic walkthroughs of the fair area for the sole purpose of observing and reporting suspected incidents to appropriate authorities. Volunteers do not provide continuous monitoring, do not intervene, and are not responsible for preventing theft, damage, loss, or unauthorized access.
- The organization makes no representations or guarantees regarding the safety or security of exhibitor property, equipment, or personal belongings. All property remains the sole responsibility of the exhibitor at all times.
- Vendors are responsible for their own property at all times
- Booths may not be left unattended
- Staff and volunteers cannot watch booths or help with set up and tear down

### **15. Parking & City Ordinances**

- No RV parking in restricted areas
- Towing will be enforced
- Free parking on nearby side streets/city lots. Some private owners offer parking for a fee.

### **16. Contact Information**

Little Falls Area Chamber of Commerce & Tourism Phone: (320) 632-5155 Email: [mary@littlefallsmn.com](mailto:mary@littlefallsmn.com)

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**Save the Date:** September 11–12, 2027 | 54th Annual Little Falls Arts & Crafts Fair



## 2026 Little Falls Arts and Crafts Fair Rules and Regulations (Artisan)

### 1. Application & Agreement

A completed and signed application is required to be considered for participation in the 2026 Little Falls Arts & Crafts Fair. Submission of an application constitutes a binding agreement that the exhibitor has read, understands, and agrees to comply with all Rules & Regulations. Failure to comply may result in removal from the Fair and/or disqualification from future events.

Submission of an application does not guarantee acceptance.

### 2. Event Dates, Times & Attendance Requirements

- **Saturday, September 12, 2026:** 8:00 a.m. – 6:00 p.m.
- **Sunday, September 13, 2026:** 9:00 a.m. – 4:00 p.m.

All exhibitors are required to be open and staffed during the full operating hours listed above.

The Fair operates **rain or shine**. Early teardown, late opening, or failure to remain open for the duration of the event may result in immediate removal and/or ineligibility for future Fairs.

### 3. Application Timeline & Jury Process

- Deadline to request the same booth location as the previous year: **March 31, 2026**
- Early Bird pricing deadline: **May 31, 2026**
- New exhibitors will be notified of acceptance status via email in **June 2026**
- Booth licenses and final instructions will be mailed in **August 2026**
- Returning vendors are not re-juried unless product offerings change or jury concerns were identified during a previous Fair.

New and re-juried applicants must submit: - 3 high quality photos for each category entered, as well as one photo of your work space, showing raw materials. Electronic submissions are also acceptable. Each photo must be labeled clearly with the exhibitor's name, medium and must be representative of the work which will be displayed. Photos will not be returned.

Photo clarity, type of product, written description, product originality, and workmanship will be determining factors for acceptance or rejection in the Fair. Each new applicant will be individually juried in each category in which they are applying (maximum of 3) according to the description and photos submitted. If an application is rejected, all except application fee of \$15.00 will be refunded. We do not provide reasons for not accepting an applicant. Please be aware of this condition before applying. There will be on-site jurying of all vendors during the Fair to judge compliance so **be sure to have your license displayed in the upper front left corner**. All jury decisions are final. Reasons for acceptance or rejection are not provided.

### 4. Merchandise Requirements (Strictly Enforced)

Only **original, handcrafted art, craft and hobby work items** created by the exhibitor may be sold.

The following are strictly prohibited: - Buy-sell or resale items - Items made from kits - Consignment items - Commercial reproductions (except limited edition, signed, and numbered prints with artist **present in person**) - Imported goods produced outside the United States - Items that launch projectiles - Face painting - Live animals - Rub-on decals in painted categories - Raffle tickets or giveaways (except small product samples) – alcoholic products - Adult novelty items - Sexually explicit merchandise. Sale signage is not permitted in or around booths.

All merchandise must remain within the assigned booth space. Hawking, soliciting, or selling outside the assigned area is prohibited.

Fair officials reserve the right to require immediate removal of non-compliant merchandise. Decisions are final and non-negotiable and non-refundable.

### 5. Application process (Strictly Enforced)

Applications can be mailed or submitted electronically via website or emailed to [mary@littlefallsmn.com](mailto:mary@littlefallsmn.com).

Payment may be sent via mail, website or by phone.

**NOTE:** No immediate confirmation will be issued upon receipt of an application.

**Liability Insurance** is required by all vendors. Ask your insurance provider to verify your individual insurance coverage. Please include a copy of your policy and policy number.

### 6. Booth Assignment & Use

- Booth spaces measure approximately **10' x 10'**
- Booth assignments are made at the **sole discretion** of event management. Canopies must be adaptable to lawn or hard-topped surfaces. Some sidewalk areas do not allow for a standard canopy, because of width and depth variances, trees, light/power poles, etc.
- Booth locations are **not guaranteed** and may be reassigned, including the day of the event, if necessary
- Vendors may not sell, transfer, or share booth space
- Booth spaces are for merchandise sales only; vehicles and trailers are prohibited
- Vendors must not block business doorways or extend beyond booth footage.

Only Chamber staff may authorize booth changes.

### 7. Fees & Payment

- All fees are non-transferable. Full payment is required for an application to be considered complete. All rules apply to private property vendors as well. Private Property refunds will be issued before the Fair.

**Required Fees: -**

Non-refundable application fee: **\$15.00** per application

City of Little Falls Large Scale Street Fair License Fee: **\$20.00 per location**

**Booth Fees: -**

Early Bird (by May 31, 2026): \$210.00 per space (first and second), \$115.00 additional spaces

Standard (after June 1, 2026): \$260.00 first space, \$210.00 second space, \$115.00 additional spaces

**Refund Policy: -** Booth and license fees refundable until **May 31, 2026**. Application fee of \$15 not refundable. **No refunds after May 31, 2026 for any reason.**

Vendor checks will be cashed immediately when received. Post-dated checks and incomplete applications will be returned. Any checks returned for non-sufficient funds will incur an additional \$25 NSF fee.

### 8. Set-Up, Vehicles & Safety

- Vendors must provide tables, chairs, canopies, rain/sun protection
- No early set-up before 5:30 p.m. Friday, September 11, 2026. You may be ticketed and failure to comply will result with you not being invited back to the fair. Exceptions only apply for lawn exhibitors (see below)
- Lawn exhibitors may set up after 5:00 p.m. Thursday once marked
- No vehicles or trailers permitted on grass. Vehicles must be removed before opening each day
- A 5 lb fire extinguisher is required in every booth

- Staff may be available to respond to general questions during designated office hours at the fair office.
- The fair office address and related information will be provided in August via surface mail along with the exhibitor license; however, delivery timelines are not guaranteed.
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- Violations may result in ticketing, towing, or removal from the Fair.
- A Block Host will be on-site to assist with set-up and answer questions

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- Electricity is **not available** for artisan vendors
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**APPLICANTS MUST INCLUDE A COMPLETED ST-19 FORM (each year) WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY VENDOR.**

*This form can be accessed at <http://www.revenue.state.mn.us>.*

*Failure to have this form can result in a fine for both the vendor and the Little Falls Chamber of Commerce & Tourism. Violations of tax law, Dept. of Ag regs, ordinances, or misrepresentation = immediate closure*

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**wind, rain, temperature fluctuations, uneven or slippery surfaces, utility access, and other environmental or site conditions.**

Exhibitors are **solely responsible** for properly installing, weighting, anchoring, and securing tents, canopies, displays, merchandise, and equipment in compliance with all applicable safety requirements and weather conditions. The organization **does not provide oversight, inspection, or approval** of exhibitor setups.

The exhibitor agrees that the **Chamber of Commerce, the City, event organizers, volunteers, officials, and agents** shall **not be liable** for any loss, damage, theft, injury, or expense to persons or property arising from or related to **weather conditions, surface conditions, acts of nature, or participation in the event**, whether occurring before, during, or after the fair.

Participation in the event constitutes acknowledgment and acceptance of these risks and responsibilities.

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- All vendors selling processed and packaged food products must have a Minnesota Department of Agriculture Mobile Food Handling license and comply with all necessary requirements provided by the Dept. of Ag.
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- The organization makes no representations or guarantees regarding the safety or security of exhibitor property, equipment, or personal belongings. All property remains the sole responsibility of the exhibitor at all times. Staff and volunteers cannot watch booths or help with set up and tear down
- Vendors are responsible for their own property at all times. Booths may not be left unattended or moved during the fair.

### **15. Parking & City Ordinances**

- No RV parking in restricted areas. Towing will be enforced
- Free parking on nearby side streets/city lots. Some private owners offer parking for a fee.

### **16. Contact Information**

Little Falls Area Chamber of Commerce & Tourism Phone: (320) 632-5155 Email: [mary@littlefallsmn.com](mailto:mary@littlefallsmn.com)

**Save the Date:** September 11–12, 2027 | 54th Annual Little Falls Arts & Crafts Fair

**Chamber Staff**

**Purva Watten**  
President/CEO

**Lynn Karst**  
Events & Marketing Coordinator

**Mary Bednarek**  
Financial and  
Special Events Manager

**2026 Chamber Board of Directors**

**Kelly Desormey**  
MN Power

**Nathan Diehl**  
Reality Roasters

**Kris Erickson**  
Rosenmeier Law Office

**Kathy Lange**  
Habitat For Humanity

**Melinda Fietek**  
Larson Abstract

**Cary Blechinger**  
Cary's On The Course

**Amy Trombley**  
Initiative Foundation

**Ben Nelson**  
Bieganek Insurance

**Cassie Larkin**  
Kampa Gerbi & Associates

**Zak Klosowski**  
Edward Jones

**Matt Dirkes**  
Wippler Hardware

**Angie Petersen**  
Central MN Realty



**AGENDA ITEM****CITY COUNCIL MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** West Little Falls Antiques & Collectibles Fair on the Mississippi River, City Service Fees**BACKGROUND:** At its April 6, 2026, City Council meeting, the City Council approved the Large-Scale Street and Sidewalk Event application. The application authorizes the City Council to waive or reduce fees by formal action, in whole or in part, based on public benefit, community impact, and economic value to the City.

The West Little Falls Antiques and Collectibles Fair has requested a full or partial waiver of City service fees and has provided justification in its application (page 4).

Based on the application and the 2026 fee schedule (which are not eligible for waiver), estimated City revenues are as follows:

- Application Fee: \$160
- Merchant Licenses: 20 × \$10 = \$200
- Food/Beverage Licenses: 5 × \$10 = \$50

**Total Estimated City Revenue from Fee Schedule: \$410**

*Note: Vendor registration remains open until approximately one week prior to the event; therefore, actual revenue may vary.*

*Please note that the City previously approved a 50% reduction in booth fees for 2026 to help offset City service cost. The booth fee was \$20 in 2025 and has been reduced to \$10 for 2026. This reduction effectively reduced the total West Side Improvement Association merchant licenses amount from an estimated \$440 to an estimated \$220 for a reduction of \$220.*

**ESTIMATED CITY SERVICE COSTS (EXHIBIT A):**

- Public Works Cost: \$1,145

Total City Service Cost for services rendered to the West Little Falls Antiques and Collectibles to be paid for by the West Little Falls Antiques and Collectibles: **\$1,145**

**The City Service Costs are eligible for waiver by formal action of the City Council.**

*This amount is subject to change based on final vendor participation and staffing requirements.*

**ACTION REQUEST:** The City Council is requested to provide direction on whether to waive, partially waive, or assess City service fees as presented. The City Council may not take formal action during a special work session; however, the Council may provide direction and determine whether to place the item on a subsequent regular meeting agenda for formal action.

**BUDGETED:**  N/A  No  Yes Fund:

**STAFF PERSON REQUESTING:** Alex Smith

**Exhibit A****Public Works Cost**

Description	Cost
Set out city-supplied signs (9/12)	\$440
Move picnic tables to craft area	\$285
Sign preparation (week of 9/7)	\$220
Park repair due to event impacts (as needed)	\$200

**Total Staff Hours: 11****Total Public Works Cost: \$1,145**



West Side Improvement Association  
Post Office Box 41  
Little Falls, Minnesota 56345

April 21, 2026

Christine Lundberg  
City of Little Falls  
100 7<sup>th</sup> Ave. NE  
Little Falls, MN 56345

Dear Christine,

Enclosed please find the application for the Large Scale Street and Sidewalk License for the West Side Improvement Association.

I have completed this application to best of my ability. If you have any questions or need additional information, please feel free to contact me.

Thank you,

Rosie LeBlanc  
Co-chair  
West Little Falls Antiques and Collectibles Fair  
320-250-1660

100 7<sup>th</sup> Ave NE, PO Box 244, Little Falls, MN 56345  
320-616-5500 | www.cityoflittlefalls.com



## Large Scale Street & Sidewalk Sponsorship License Application

**SUBMISSION NOTICE:** In accordance with City Code § 6.28.C.1, this application must be submitted to City Hall at least **thirty (30) days** prior to the first day of the event. All questions must be answered, or the application will be considered incomplete. Incomplete applications will not be processed.

Applicants are responsible for the cost of any City services provided for the event, including law enforcement, fire, public works, administrative review, equipment, and facility use, as established in the City of Little Falls Fee Schedule. All fees are non-refundable.

By submitting this application, the Applicant agrees to comply with all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event.

### I. EVENT & SPONSOR DETAILS

**Event Title:** West Little Falls Antiques and Collectibles Fair on the Mississippi River

**Sponsoring Organization:** West Side Improvement Association

**Tax ID:** 20-0245360

*(Must be a Non-Profit Organization per Code 6.28.C.1)*

**Primary Contact (Name):** Rosie LeBlanc

**Daytime Phone:** 320-250-1660 **Email:** rosieleblanc7@yahoo.com

**Cell # during event:** 320-250-1660

**Mailing Address:** PO Box 41

**City:** Little Falls **State:** MN **Zip:** 56345

**Property Owner (Name):** n/a

**Daytime Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Event Date(s):** September 12, 2026 **Start/End Times:** September 13, 2026

**Event District/Locations:** Attach a map establishing the boundaries of the district/location within which the event will be held (City Code 6.28.C.2).

See previously submitted application for details.

**Event Activities:** Provide a detailed description of all activities that will occur as part of the event (describe or attach):  
See previously submitted application for details.

**Expected Number of Arts & Crafts Vendors:** 30

**Expected Number of Market Place Vendors:** 0

**Expected Number of Food Vendors:** 3

**Is this a recurring annual event?**  Yes  No

**Event type:** Antiques and Collectibles F:

**Estimated Attendance:**

Under 250  251-1,000  1,001-5,000  5,001-10,000  
 10,001+ (specify amount)

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## II. MANDATORY OPERATIONAL PLANS (Code § 6.28.C.2)

**Vendor Allocation:** Total Units: 30 | Units on Private Property: n/a  
(At least 10% of total units MUST be on private property).

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**Objective Criteria:** State the criteria used for selecting participating vendors:  
Vintage, Collectible and Repurposed items are allowed to be sold in the vending areas.

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**Parking, Traffic & Public Safety:** Location(s) of event parking (describe or attach):  
See previously submitted application for details.

### III. 2026 FEE SCHEDULE & REIMBURSEMENT

*Fees are established by the City Council via Resolution and are subject to the current Fee Schedule. By signing this agreement, the Sponsor agrees to pay all applicable fees and reimbursements.*

Fee Item	Basis	2026 Rate	Quantity	Total
Application Fee	Per Day	\$80.00	2	\$ 160.00
Merchant License	Per Unit	\$10.00	12	\$ 120.00
Food/Beverage License	Per Unit	\$10.00	2	\$ 20.00
<b>Total Due with Application:</b>				<b>\$ 300.00</b>

#### **City Service Reimbursement**

*Pursuant to City Code § 6.28.C.4, the sponsoring organization is responsible for reimbursing the City of Little Falls for all costs related to sanitation, traffic control, security, and other incurred expenses.*

#### **Fees and City Services**

*The Applicant is responsible for all applicable fees as established in the City of Little Falls Fee Schedule, including, but not limited to, police services, public works support, and administrative costs.*

#### **Waiver or Reduction of Fees**

*Upon request, the City Council may waive or reduce certain fees by formal action, in whole or in part, based on considerations such as public benefit, community impact, and economic value to the City.*

#### **Request for Fee Waiver/Reduction**

*The applicant is requesting consideration for a full or partial waiver of City service fees. Please describe the public benefit of the event (attendance, economic impact, community value, etc.):*

*Due to the location of the event, minimal services will be required by the city. Attendance varies year to year. The vendors and attendees utilize the city and what it has to offer, food, lodging, etc.*

**Facilities & Services**

Portable restrooms provided?  No  Yes **Number:**

**Company contracted for restrooms:** Nelson Sanitation and Rental, Inc.

Trash and recycling service provided?  No  Yes

**Company contracted for trash/recycling:** City Sanitary Service

Amplified sound or live music?  No  Yes

**Describe and/or attach sound equipment and proposed times:**

Temporary power or generators?  Yes  No

**Describe and/or attach type and location:**

Park Use (if applicable)  Yes  No

If yes, park name: LeBourget Park

Shelter reserved?  Yes  No

**Impacted areas (check all that apply):**

Private Property  City Park  City Sidewalk/Trail  City Street

**Street closures, proposed traffic control/detour, signage, barricades, fencing, and safety personnel (describe or attach map):**

No Parking signs requested. See previously submitted application for details.

**Is the event in coordination with another event?**  Yes  No

**If yes, event name:** Arts and Crafts Fair

**Emergency Operations Plan (EOP): Attached?**  Yes  No

*\* Before submitting your application, please coordinate EOP with the City's emergency leadership:*

- Fire Chief, Craig Seelen: [CraigS@ci.little-falls.mn.us](mailto:CraigS@ci.little-falls.mn.us)
- Police Chief, Kyle Johnson: [KyleJ@ci.little-falls.mn.us](mailto:KyleJ@ci.little-falls.mn.us)

**Severe weather or emergency cancellation plan (describe or attach):**

Emergency Operations Plan submitted by the Arts and Crafts Fair will be utilized.

#### IV. ADDITIONAL REQUIREMENTS FOR LARGE SCALE EVENTS

1. **City Requirements:** The City of Little Falls reserves the right to impose additional requirements, request further documentation, or seek additional information from the applicant prior to approval of the event permit. Compliance with any additional requests from the City is required for permit issuance.
2. **Pre-Event Meeting(s):** Prior to the event, the applicant shall meet with City staff, including representatives from Police, Fire, and Public Works, to review event logistics and the Emergency Operations Plan (EOP). Scheduling of this meeting is required to ensure the event meets all safety and operations standards.
3. **License Agreement.** The City of Little Falls reserves the right to require the applicant and/or property owner to enter into a separate license agreement for the event, in addition to the issuance of Large-Scale Street & Sidewalk Sponsorship License.
4. **Data Practices.** The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a Large-Scale Street & Sidewalk Sponsorship License from the City of Little Falls. You are not legally required to provide this data, however, refusing to supply the data may cause your license application to not be processed. This data can be shared by City of Little Falls staff and the City Council. Your signature on this application indicates you understand these rights.
5. **Indemnification.** The Applicant for the submitted event, as described in this application, agree(s) to defend, indemnify, and hold harmless the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Council members from and against any claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages which may be asserted, claimed, sought, awarded, or recovered against or from the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Councilmembers, as a result of the event by reason of any damage to the property, personal injury, or bodily injury including death, sustained by any person whomsoever in which such damage, injury or death arises out of, is incidental to, or is in any way connected whatsoever with the special event referenced herein, or anything connected thereto, and regardless of whether the claim, demand, damage, loss, cost, or expense is caused in whole or in part, by the event organizer and/or promoter, or any of its employees, agents, representatives.

**V. SIGNATURES (REQUIRED)**

The undersigned hereby understand and agree to abide by all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event described herein. The undersigned further acknowledges that the information, documentation, and materials submitted in support of this application are truthful, accurate, and complete to the best of their knowledge.

**Applicant Signature:** Rosie LeBlanc **Date:** April 21, 2026  
**Applicant Printed Name:** Rosie LeBlanc **Date:** April 21, 2026  
**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Property Owner Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(If different than applicant)*

**ATTACHMENT CHECKLIST**

- Certificate of Liability Insurance:** Naming City of Little Falls as "Additional Insured" in an amount required by Council (City Code 6.28.C.3).
- Financial Information:** Itemized Budget: Income, Expenses, etc.
- Vendor Roster:** Including Name, Address, Tax ID/SSN, and MN Sales Tax # for ALL vendors (City Code 6.28.E).
- Exhibitor Rules and Regulations**
- Board of Directors & Staff** (Optional)
- Site Plan/Event Map:** Identifying the Event District, vendor locations, and street use/closures, parking, and camping.
- Temporary Liquor License Application** (if alcohol is sold or served)
- Fireworks Display Permit** (if applicable)

**OFFICE USE ONLY**

**City Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Police Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Fire Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Public Works Director/City Engineer:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**City Clerk/Deputy Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**City Council Date Approved:** \_\_\_\_\_



West Side Improvement Association  
Post Office Box 41  
Little Falls, Minnesota 56345

April 21, 2026

To Whom It May Concern:

Attached is the West Side Improvement Association's Certificate of Liability Insurance from 2025. This policy will be renewed if the City of Little Falls approves our application for the 24<sup>th</sup> Annual West Little Falls Antiques and Collectibles Fair on the Mississippi.

Thank you,

A handwritten signature in blue ink that reads "Rosie LeBlanc".

Rosie LeBlanc  
Co-chair  
West Little Falls Antiques and Collectibles Fair



*West Little Falls Antiques and Collectibles Fair on the Mississippi*  
2026 Vendor List

	Vendor Name	Address	Phone	Space	Fed Tax #	Sales Tax #	# of Spaces	Amount
1	F Scott & Rose Albrecht- Short But Sweet	33095 Aspen Ln, Motley MN 56466	320-333-9302	FOOD	47-5239007	4241708	1	\$ 125.00
2	A Kelly Reed	P.O. Box 1733, Ottumwa, IA 52501	641-682-2271	700 block	473523289	2194272	4	\$ 500.00
3	A Christine Kuklock	2867 140th Avenue, Bowls MN 56314	320-584-5684	13	473523289	2664102	1	\$ 125.00
4	A Richard Benedict/North Bound Ant.	11911 105th Street, Milaca MN 56353	320-369-4234	604 605	472845205	1676707	2	\$ 250.00
5	A Melanie Lintrer	17831 Grove Road, Little Falls MN 56345	320-360-3930	506, 507, 508	476825858	4683339	2	\$ 250.00
6	F Beegs Burgers & More- Sheyl Hayes	16126 133rd St Little Falls, MN 56345	863-450-0655	Food	272857868	1648240	3	\$ 375.00
7	A Patty Kaeter - Helm-Kins	PO Box 143, St. Joseph, MN 56374	320-248-1944	606- 608	472133727	6393772	1	\$ 125.00
8	A Nathan and Jennifer Wessenberg	15724 115th Ave, Little Falls MN 56345	507-837-9873	501	472906878	31370496	1	\$ 125.00
9	A Lawrence Miller	15075 Marie Ln, Little Falls, MN 56345	320-237-1341	12	483-72-6383	3207702	1	\$ 125.00
10	A Randy Carlson	9612 Christmas Tree Lane, Pierz, MN 56364	218-209-1106	9				
11	A Chuck& Autumn Pechan	22933 140th Ave, Little Falls, MN 56345	320-630-8451	601	93-2320944	8921500	1	\$ 125.00
12	A Jeff Schmidt	24505 23rd Ave, PO Box 396, Long Prairie, MN 56347	320-630-1785	509		1128053	2	\$ 250.00
13	A Miranda Peterson MO Treasure Chest	14156 Co. Rd. 116, Merrifield, MN 56465	218-851-7800	503,504	474588748	9909381	3	\$ 375.00
14	A Paul Johnson	48011 251st St, Staples, MN 56479	218-640-3726			4948937		
15	A Michael Meyer	801 Carlson Parkway, Minnetonka, MN 55305	218-766-8709					
24	E Scott & Rose Albrecht	Short but Sweet - paid for 2026 Electric						
	E Beegs Burgers & More- Sheyl Hayes	paid for 2026 Electric						
12	A Sara Bukowski	620 80th St NW, Rice, MN 56367	320-2910423		815316241	8537837		\$ -
13	A Jordan /Angela Nemmers	6167 Marble Road, Baxter MN 56425	320-413-6576	404,405		4179855		\$ -
14	A Susie Harris- Suzies Stuff	702 Viking Ave S, Laneshoro, MN 55949	218-838-5966	602		6188477		\$ -
15	A Keith Silbernick - Patriot	604- 8th St SW, Little Falls MN 56345	320-232-8423	502	261864025			\$ -
10	A Julie Goff/ Eva Lund- My Friends Porch	10950 Co Rd 32 SW, Motley, MN 56466	218-296-1664	10		3444116		\$ -
11	F Kayla Chock/ Sweet Sisters Concessions	9042 110th St, Little Falls, MN 56345	320-360-2348	FOOD	473728248	2525157		\$ -
12	A Melanie Ressler	516 2nd St S, Cold Spring MN 56320	320-491-2259	11	477882774	4770958		\$ -
5	A Susan Heurung/S'Antiques	PO Box 95, Nisswa MN 56468	218-251-2549	8	477643920	3746530		\$ -
						<b>Total</b>	<b>23</b>	<b>\$ 2,875.00</b>

As of 4-15-2026

A	Sharon Boone - 1886 House	30822 State Hwy 47, Aitkin MN 56431	320-684-2212	601		2197493		\$ 250.00
A	Dennis Griesser	814 SE 14th St. Brainerd, MN 56401	218-829-7336	9		1106878		\$ 125.00
A	Mervin Eisel	4406 Cty Rd 2, Fort Ripley MN 56449	218-829-2586	11		6733868		\$ -
A	Careys Cans							\$ #VALUE!
###	A Jordan /Angela Nemmers - Don Handeland	6167 Marble Road, Baxter MN 56425	320-413-6576	404,405		9179855	2	\$ 250.00



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24<sup>th</sup> Annual  
**West Little Falls Antiques and  
Collectibles Fair  
on the Mississippi River**

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2026  
License Application



Little Falls, MN 56345

# Application for Large Scale Street and Sidewalk Event Sponsorship License

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We, the members of the West Side Improvement Association, a non-profit organization, respectfully submit this application for the Twenty-fourth Annual West Little Falls Antiques and Collectibles Fair on the Mississippi River.

This event is to be held  
Saturday, September 12, 2026, 8:00 am – 6:00 pm  
Sunday, September 13, 2026, 9:00 am – 4:00 pm

**Potential number of vendors:**

Total Vendors.....50

Antique & Collectible and Food & Beverage Vendors  
Public Property.....90 90 %  
Private Property.....10 10 %

**Criteria for selecting Antique and Collectible, and Food & Beverage Vendors**

Being that this is an Antiques and Collectibles Fair, no handmade arts and crafts, or horticulture or food will be allowed in the vendor areas.

**Expected number of Attendees:**

Approximately 5,000 plus

**Sanitation Facilities**

6 portable toilet units including Handicapped Accessible units as well as a hand washing station.

**Security Officers and Emergency Services Access**

All areas have been reviewed with the city police chief and the city fire chief, ensuring proper access and accommodations.

**Attachment**

Map of Antiques and Collectibles Fair Area including parking restriction and picnic table requests.

2026 West Little Falls Antiques and Collectibles Fair

Parking and Road Closing Requests

1. LeBourget Park – Closed from 12 noon on Wednesday, 9-9-26 through 6:00 pm Sunday, 9-13-26. (This would also include the boat landing)
2. No Parking from Memorial Bridge to Larson Boats on the east side of Paul Larson Memorial Drive. No Parking signs to be posted every 50 feet.
3. No parking the first 200 feet of the Burlington Northern property starting at Memorial Bridge on the west side of Paul Larson Memorial Drive. The remainder of the road on the west side to 9<sup>th</sup> Avenue for RV parking only with the exception of the following across from main entrance to the park.
4. No parking on West side of Paul Larson Memorial Drive across from the entrance to LeBourget Park 100 feet to the North and 100 feet to the south of the entrance.
5. Grass area on West side of Paul Larson Memorial Drive to be used for parking on 9-11-26 through 9-13-26.

Plans have been reviewed and approved by:

Police Chief \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date: \_\_\_\_\_

Manager of City Services \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by:  
West Side Improvement Association

\_\_\_\_\_  
Rosie LeBlanc, Co-Chairperson Date

\_\_\_\_\_  
Brad Jensen, Co-Chairperson Date

\_\_\_\_\_  
Michele Retka, Co-Chairperson Date

**West Little Falls Antiques and Collectibles Fair on the Mississippi River**  
**2026 Budget**

Income

Entry Fee.....\$ 6,250.00  
Parking.....\$ 1,125.00  
Total Income       \$ 7,375.00

Expenses

Advertising.....\$ 1,250.00  
Insurance.....\$ 500.00  
License Fee..... \$1,125.00  
Postage..... \$ 150.00  
Printing/Photo Copies..... \$ 300.00  
Sanitation.....\$1,000.00  
Signage.....\$ 250.00  
Supplies..... \$ 250.00  
Total Expenses       \$ 4,825.00

**Contact Information**

West Side Improvement Association  
PO Box 41 Little Falls MN 56345  
Rosie LeBlanc 320-250-1660 Brad Jensen 320-232-8447 Michele Retka 320-630-7362

West Side Improvement Association  
West Little Falls Antiques and Collectibles Fair on the Mississippi  
2026 Rules and Regulations

Saturday, September 12, 2026 - 8:00 a.m. – 6:00 p.m.  
Sunday, September 13, 2026 - 9:00 a.m. – 4:00 p.m.

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## Vending Areas

LeBourget Park, West Little Falls

## Sale Merchandise

Vintage, Collectible and Repurposed, Items only are allowed to be sold in vending areas.  
No arts and crafts or handmade items will be allowed to be sold in the vending areas.  
No produce, horticultural or “Farmers Market” items of any kind will be allowed to be sold in the vending areas.

If any non-qualifying items are found in the vending booths, the sponsor may ask the vendor to remove the items from the vending booth. The decision of the sponsor will be final and failure to comply with the request will be a violation of these Rules and Regulations. Selling from areas other than your registered vending area will not be allowed.

## Registration Fees

Registration Fee for the two-day event is \$ 125.00 per vending space. After August 15, 2026 the fee will be \$150.00 per vending space. \*Food Vendors Only – Electric Hook Up \$25.00\* per unit. Checks can be made out to the West Side Improvement Association. The check must be for full payment of fees and must accompany a completed and signed 2026 West Little Falls Antiques and Collectibles Fair on the Mississippi Application. Incomplete applications and post-dated checks will be returned to the applicant. The Antiques and Collectibles Fair will be held Rain or Shine. No two party checks will be accepted. No refunds will be given.

## Vending Spaces

Vending spaces are available in two sizes. A 30×20 Park Space and a 10×10 Parking Lot Space. Upon completion of application process, you agree to be willing to adjust to the space assigned to you. Canopies must be adaptable to lawn or hard-topped surfaces. Canopies must be located entirely within the assigned vending area. No awnings or other extensions are allowed. Spaces are assigned on a first come first serve basis. Product sales may only be conducted from a vendor’s assigned space. Only one vehicle per vending space is allowed. All vehicles must have a permit to be allowed in vending space. Permits must be displayed in lower corner of windshield on driver’s side. Any vehicle not displaying a permit will be towed away at owner’s expense. All trailers and vehicles that will not be staying in vending space must be parked in space provided by sponsor and display appropriate parking permits. All parking permits must be obtained prior to start of event. Anyone coming to help vendors during sale must have a parking permit prior to event to park on site. Without this permit a nominal parking fee will be charged. No food or beverages will be sold in vending spaces except for vendors in the food and beverage concession areas. There are no electrical or sewer hookups available. Absolutely no reselling of vending spaces.

## Food Vendors

All food vendors are required to obtain their own license from Morrison County Public Health and pay the required fees to them. **Once this license is obtained, a copy of this license must be turned in to the West Side Improvement Association no later than the Monday before the fair. *\*\* Food vendors are responsible for hauling any and all trash to the roll off at the entrance of the park at the end of the show.* Vending spaces must be free of trash at the conclusion of show.**

## Set-Up & Tear Down

- **There will be no admittance to the park prior to 9:00 a.m. Friday, September 11, 2026.** Absolutely no parking in vending area prior to Friday, September 11, 2026 will be allowed.
- Vendors may begin setting up after 9:00 a.m. on Friday, September 11, 2026 after checking in at the Registration Booth located at entrance of vending area. Registration is from 9:00 am–4:00 pm. **\*\*If you will need to arrive after 4:00 p.m., please make prior arrangements by calling Rosie LeBlanc at 320-250-1660 or for any emergency travel delays.**
- Vendor set-up must be completed by 7:00 a.m. Saturday, September 12, 2026.
- All vendor aisles must be cleared of vendor vehicles and trailers by 7:00 a.m. Saturday and 8:00 a.m. Sunday.
- No vehicles or trailers will be allowed back to the vending spaces during the official fair hours. Vendors who fail to comply with this rule will be removed from future mailing lists.
- Vendors must display their West Little Falls Antiques and Collectible Fair on the Mississippi merchant license in the upper right front corner of their vending space during the duration of the fair.
- Each vendor is responsible for their own display materials: tables, chairs, canopies and protection from rain and sun. Overnight security is not provided.
- Vendors are responsible for their own security and safety measures. Liability is the responsibility of the exhibitor.
- **A #5 fire extinguisher** is required in every vending space by the Little Falls Fire Chief.
- All vendors will display both days of fair. Any one leaving after first day will not be invited to return to future fairs.
- No vendor shall tear down their booth before 4:00 pm on Sunday.
- All vendors are responsible for their own trash and clean up of vending spaces.
- All vendors must be out of park by 7:00 pm on Sunday.

## Federal ID and Sales Tax

According to law, it is the sponsor's responsibility to notify the vendors that they must have a Minnesota Sales Tax number and collect the 6.875% Minnesota Sales Tax and maintain records regarding Sales Tax numbers. Each new applicant must attach a copy of their Minnesota Sales Tax Permit or confirmation letter to their 2026 West Little Falls Antiques and Collectibles Fair on the Mississippi application. The MN Department of Revenue will be furnished a list of registered vendors upon request and may attend the Fair to check exhibitors concerning compliance with this sales tax law. For information, contact the MN Department of Revenue at 651-556-3000.

By City of Little Falls ordinance, vendors are required to provide a Social Security or Federal ID number AND a State Sales Tax number in order to participate in this show.

## Parking

By City of Little Falls Ordinance, all Recreational Vehicles (live/sleep-in vehicles) are not allowed to park on any public street or public parking lot in areas marked no RV parking. Other high profile vehicles are requested to be parked in areas away from the Large Scale Sidewalk and Street Event district or in the areas specified for RV's. Tow-away zones will be enforced. Additional vendor parking is available near the vending area upon request on a first come first serve basis. Failure to adhere to these rules may affect vendor eligibility for future Fairs.

## City Ordinances & Event Guidelines

By City of Little Falls ordinance, No alcoholic beverages or public consumption of is allowed in city parks. Use of drugs will not be tolerated.

All pets must be kept on a leash and in vending space.

Owner is responsible and expected to clean up after pets.

**Owners are required to keep their dogs quiet.** Barking dogs are a nuisance to other vendors and guests, thus making it hard to conduct business in a pleasant and relaxing atmosphere. Our decision to include pets in future shows will depend upon compliance of these rules.

All vendors are expected to conduct themselves in a professional businesslike manner. Unacceptable behavior will not be tolerated. The West Side Improvement Association reserves the right to immediately dismiss vendors for infraction of the rules and regulations. No refunds will be given.

**Preregistration** for 2027 will be from 12:00 pm – 2:00 pm. on Sunday, September 13, 2026 to guarantee a spot(s). All spaces not paid for prior to 2:00 pm. Sunday will become open and be available on a first come/first serve basis. Exact vending space locations are continually subject to City and Park Board Improvements.

## Violations

Any violation of the Official Rules and Regulation, Minnesota Sales Tax Law, or Little Falls City Ordinance, or a material misrepresentation on the application shall suffice for the sponsor to elect to immediately close down the exhibitor and/or deny the exhibitor the right to return to the West Little Falls Antiques and Collectibles Fair on the Mississippi in the future.

## For more information:

Please contact the West Side Improvement Association  
PO Box 41, Little Falls, MN 56345

Rosie LeBlanc, Co-Chair  
320-250-1660

Brad Jensen, Co-Chair  
320-232-8447

Michele Retka, Co-Chair  
320-630-7362