# 2026 Landmark Center Holiday Bazaar Information

Welcome to the 48th Holiday Bazaar! We're happy you're here.
Please read the following details carefully.

Hours:

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| **Friday, December 4** | **10 am - 7 pm** |
| **Saturday, December 5** | **10 am - 5 pm** |
| **Sunday, December 6** | **10 am - 5 pm** |

**IMPORTANT ANNOUNCEMENT!**

After years of accepting only cash or checks, Landmark Center will accept credit cards for Holiday Bazaar admission, in addition to cash and checks!

→ **The 6th Street entrance will be the only general admission entrance.** All other exterior doors will be locked, with the exception of the accessible entrance on Market Street.

**ST19 SUBMISSION:**

- MN State Law requires all sellers to submit written evidence that persons who do business at the event have a valid Minnesota tax ID number (ST-19 form). **Because the ST-19 form was updated last year, ALL vendors need to have an updated ST19 on file.**
- If you are selling food products, we also require a food handler license or cottage food producer license.
- Please email your completed form(s) to holidaybazaar@landmarkcenter.org or submit a completed paper copy at the check-in table when you arrive. This form is available on our vendor website downloadable on MN Dept. of Revenue's website.

**LOAD-IN & SET-UP**

## Thursday, Dec. 3

***Group A***
8:00 am - 10:00 am

***Group B***
10 am - 12 pm

***Group C***
12 pm - 2 pm

***Group D***
2 pm - 4 pm

***Group E***
4 pm - 6 pm

## Friday, Dec. 4

***Group F***
8:00 am - 9:30 am

**LOAD-IN & SET-UP INSTRUCTIONS:**

- To avoid congestion at our loading dock, you have been assigned a load-in/set-up time. The Landmark Center Map will assist you.

***Step 1.*** Pick up your packet at the check-in table, which is through the loading dock door, inside the building and

to the right. This is where you will pick up your booth signage and vendor identification. *For security reasons, you and anyone assisting you must wear a Holiday Bazaar name badge at all times during load-in*.

***Step 2.*** The maximum time allowed for unloading is 15 minutes, therefore, bring all your items in, then move your vehicle to a parking spot. The loading dock is equipped with carts for your convenience. *Check with a crew member if you need extra time*.

***Step 3.*** Your requested tables will be in place. Chairs will be available on Friday morning.

- Please remove the tape and string from your booth boundaries.
- All tables must be covered to the floor with table linens.

Booths must be ready to sell by 9:30 am on Friday, Dec. 4.

**ELECTRICITY:**

- If you requested electricity, you will need to bring your own power strip and ground-fault interrupter cord.
- Please bring duct tape to adhere your cords to the floor.
- Be aware that on cloudy days and after dark, lighting at the center of the cortile is dim. If you'd like to add electricity, ask a staff member onsite or email HolidayBazaar@landmarkcenter.org.

**BOOTHS:**

- Booths are approximately 8' by 9'. Due to the historic architectural design of the building, booths vary in size. See Holiday Bazaar Floor Plans document for Cortile booth measurements. landmarkcenter.org/2026-holiday-bazaar-vendor-documents
- DO NOT hang or attach anything to the columns or walls.
- If your booth is back-to-back with another vendor, please consider setting up a backdrop to better define your space.
- Make sure you have enough merchandise for all three days.
- We are unable to provide "booth sitters" for liability reasons. If you are exhibiting alone, a helpful tip is to ask a neighbor to mind your booth during short breaks.
- Extra merchandise must be stored and/or concealed in your booth or other arrangements made (ex. vehicle). We do not have storage available for tubs, boxes, etc.

**SIGNAGE:** At check-in, we will supply uniform signage for each booth, which must remain visible at all times. You are also welcome to bring your own additional signage.

**VENDOR SUPPORT TAGS:** Support staff lanyards are included in your packet. Please remind your support staff to wear them at all times while on site, as they are required for entry and access to the vendor lounge. If you need additional lanyards, please ask a staff member.

**CASH BOXES:** You are responsible for the safekeeping of your cashbox and providing your own change.

**SECURITY:**

- Your security is important to us. Maintenance crew will be present during set-up. They will monitor building activity when it is open. A guard will also be present during the hours of the bazaar.
- We advise that you store your merchandise in boxes and under your tables when the bazaar is closed. When the bazaar is open, we expect that you do not leave your merchandise or cash box unattended and that your booth will be staffed continuously.
- During load in and out, we suggest having someone watch your merchandise as you load your vehicle.

**DONATED RAFFLE ITEM:**

- As a valued vendor, we kindly ask for a donated item valued at $30 or more for the raffle held during the event.

Proceeds from raffle tickets ($1 each) and the $5 admission fee support Landmark Center's efforts to provide free and accessible family programming. Thank you for helping us make this possible!

- Item(s) you donate should be from your current stock - the public seeks out your booth when they see your talent!
- Please bring your donation to the raffle area during your load-in time slot.
- Raffle entries close at 3:00 pm on Sunday, and the drawing will be held at 3:30 pm.

**ENTERTAINMENT:** Live holiday music will be played throughout the bazaar, adding to the festivity of the event. Performers will be on the 2nd floor, with the exception of pianists on the 1st floor.

**MEDIA REPORT:** Can be found on the 2026 Holiday Bazaar Vendor Documents website. The document will be uploaded closer to the event and updated during and after the event.

**TWILIGHT SHOPPING:**

- On Friday from 4-7 pm, we offer Twilight Shopping. Shoppers will receive a ticket for one free glass of wine or soda (additional glasses may be purchased). The bar will be located on the third floor.
- Your two tickets are included in this packet.

**VENDOR HOSPITALITY LOUNGE:**

- Please take advantage of the hospitality lounge in room 430 on the 4th floor. Water, coffee, and snacks will be provided.
- Hours: Friday, 9 am - 4 pm; Saturday and Sunday, 9 am - 2 pm

**JENNI'S CAFÉ**

Will be open to Holiday Bazaar attendees throughout the event with a special Bazaar menu. The café will also be open to the general public on Friday, Dec. 4, from 8 am - 2 pm.

**BATHROOMS:**

- Located on the Lower Level, 2nd, 3rd, and 4th floors of the building.

**WI-FI PASSWORDS:**

**Cortile**
Network: **CortileClient**
Password: **Cortile#54321 (case sensitive)**

**Cortile Public**
Network: **Public**
Password: **Landmark75! (case sensitive)**

**Courtroom 317**
Network: **Courtroom 317**
Password: **1234567890**

**Courtroom 326**
Network: **Courtroom326**
Password: **1234567890**

**Courtroom 430**
Network: **Courtroom326**
Password: **1234567890**

**SALES TAX:** The city of St. Paul retail sales tax is 9.875% (Tax Rate Calculator, zip code 55102)
(MN State = 6.875% ; Ramsey County Transit = 0.500% ; St. Paul = 1.500% ; Metro Area Transportation = 0.750% ; Metro Area Tax for Housing = 0.250%

**LOAD-OUT PROCEDURES**

*Will be provided on Sunday, December 6. Holiday Bazaar staff will speak to you directly regarding these procedures.*

Staff, guards, and volunteers are stationed at the Information Desk throughout the Bazaar. You may ask them or any staff member for assistance.

**For further questions please contact the following:**

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