

Agricultural Marketing and Development Division Phone: 651-201-6539

Tradeshow & Demo Support Program (TSP) Application for Reimbursement

This program reimburses up to 50% of eligible expenses for wholesale food shows and in-store retail sampling events. Funds are limited and available on a first-come, first-served basis. For TSP guidelines, including eligible costs and annual limits, visit: www.mda.state.mn.us/food/business/processedfoods/tradeshowsupport.aspx

First Name / MI	Last Name	Phone	
Company Name	Email		
Mailing Address	City	State	Zip
City Where Product Was Made			

Wholesale Tradeshow Claims *(Receipts Required)*

Event Name	Event Date	Eligible Item to be Reimbursed	A. Total Paid for Item	B. TSP Request (50% of Column A)

In-store Retail Sampling Claims <i>(Complete Page 2 or Attach Spreadsheet)</i>	Total from Page 2	\$
	Total Request	\$

Submit this form within 6 months of the event(s), along with copies of receipts. If you are a first-time applicant, submit a completed IRS W-9 form. Mail to Tori Hoepfner at the address above or email the form and receipts to victoria.hoepfner@state.mn.us

I, the undersigned, agree to submit evaluation forms and surveys to the MDA, providing sales estimates and other data as requested. I confirm that our company has fewer than 500 employees. I agree to keep all related records and make them available to the MDA or a state auditor for three years. I hereby grant permission to the MDA to take and use video and photographs and/or digital images of me for use in printed or electronic publications or materials, including social media sites. I authorize the use of these images without compensation to me. All footage, negatives, prints, and digital reproductions shall be the property of the MDA. I attest that the information submitted with this form is true, complete, and accurate.

 Applicant Signature _____
 Date

NOTE: We are requesting IRS Form W-9 in order to issue a payment to you under the TSP Program. You are not legally required to give us this information but we will be unable to process your claim without it. No one will have access to your social security number except those permitted access by law, by your written consent, by a court order, or by those department employees whose job duties require access.

To be Completed by Minnesota Department of Agriculture

Date Received	Vendor ID
PO: 3(4)24691	
Ok to Pay \$	Denied Claims Reason
Signed	

Retail Sampling/Demo Reimbursement Claim Table

Transfer the total claim to page 1. You may copy this page if you are submitting claims for more than 8 events.

A. Demo Location / Store	B. Demo Date	C. Demo Duration	D. Actual Labor Rate Paid (Max \$20/hr)	E. Total Labor Claim (C x D)/2	F. Round Trip Miles	G. Mileage Rate	H. Mileage Total (F x G)	I. Total (E + H)
			\$ /hour	\$		0.545/mile	\$	\$
			\$ /hour	\$		0.545/mile	\$	\$
			\$ /hour	\$		0.545/mile	\$	\$
			\$ /hour	\$		0.545/mile	\$	\$
			\$ /hour	\$		0.545/mile	\$	\$
			\$ /hour	\$		0.545/mile	\$	\$
			\$ /hour	\$		0.545/mile	\$	\$
			\$ /hour	\$		0.545/mile	\$	\$
Total Claim								\$

Example Table

** Transfer this total to Page 1*

A. Demo Location / Store	B. Demo Date	C. Demo Duration	D. Labor Rate Paid (Max \$20/hr)	E. Total Labor Claim (C x D)/2	F. Miles	G. Mileage Rate	H. Mileage Total (F x G)	I. Total (E + H)
Eastside Food Co-op	2/13/2014	2.5	\$ 11.50	\$ 14.37				\$ 14.37
France 44 (Edina)	3/7/2014	3	\$ 20.00	\$ 30	29.1		\$ 15.59	\$ 45.59
Lake Wine & Spirits Cheese Shop	3/14/2014	3	\$ 11.50	\$ 17.25				\$ 17.25
Total Claim								\$ 77.21

Column Descriptions and Definitions:

- Stores where demo was conducted.
- Date of demo.
- Amount of time, in hours, spent sampling/demoing on-site in a retail location where your products are sold. Round to the nearest half hour.
- The hourly rate you actually paid for labor. If salaried employee, owner, or contracted labor, calculate hourly rate for their time (max. rate of \$20/hour).
- Labor rate paid x hours divided by 2.
- Actual miles driven to and from an event, calculated using an Internet mapping program. When traveling to multiple events, please request actual miles driven (as a "trip"). Mileage is only eligible when company staff or business owners are traveling/sampling, not for contracted demo workers. Save hard copy of maps with your TSP files, do not submit to MDA.
- The IRS mileage rate, which are subject to change.
- Miles driven x current mileage rate. Maximum mileage claim per event is \$200.
- Total reimbursement request per sampling event. Note: transfer the total to page 1 of this form.