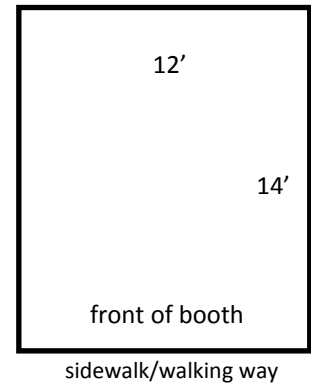


WHAT'S NEW & REMINDERS

- ◆ Single booths have increase to 12' x 14' and double booths will be 24' x 14'.
- ◆ Vendors must stay within their assigned space. This includes all supplies, storage items, equipment, etc.
- ◆ All vendors are required to go through the check in station.
- ◆ Selling individual buy/sell items is NOT permitted.
- ◆ Vendors who need generators need to obtain approval prior to check-in.
- ◆ Exhibiting artists must be present at all times during the festival. If a break is needed please contact the Chamber staff.
- ◆ Please be aware that booth space requests are NOT guaranteed and booth spaces are subject to change at all times due to the festival & park layout.



We welcome you to the 44th Annual Arts & Crafts Festival
and hope you enjoy your time with us!

Hutchinson Area Chamber of Commerce & Tourism

Show Dates & Times:

Friday, September 14, 2018
 10:00 am—6:00 pm

&

Saturday, September 15, 2018
 9:00 am—4:00 pm

Location:

Downtown Library Square
 Hutchinson, MN 55350

Hutchinson Chamber of Commerce & Tourism

2 Main Street South, Hutchinson,
 MN 55350

Office 320-587-5252

Fax 320-587-4752

Toll Free 800-572-6689

ExploreHutchinson.com

Minnesota / Hutchinson Sales Tax

- Any person who pays consideration of any kind to sell at such an event as the Hutchinson Arts & Crafts Festival is considered to be in business and must collect sales tax on all retail sales of taxable items.
- All artists/exhibitors will be asked to sign the ST19 Form (Operator Certificate of Compliance) at Check-In. If you do not currently have a Minnesota State Sales Tax ID #, please indicate on your application that you are in the process of acquiring one or that the items you sell are tax exempt. To register for a MN Tax Identification number, call the MN Department of Revenue directly at 651-282-5225.
- In addition to the MN State Sales Tax of 6.875%, the City of Hutchinson has adopted a city sales tax in the amount of 0.5% for a total of **7.375% sales tax** on any taxable item.

Marketing / Signage

- The Hutchinson Arts & Crafts Festival and the Taste of Hutchinson are marketed in a wide variety of print materials and advertisements, internet, social media, radio and press releases.
- Marketing materials for other shows and sale signage offering discounts or show specials will not be allowed during the festival.

Insurance & Security

- Exhibitors are responsible for proper insurance during the festival. The Hutchinson Arts & Crafts Festival and affiliated organizations will not be responsible for damage or loss to work or property.
- Hutchinson Police Services personnel plan to be on-site as much as possible throughout the festival beginning Thursday, September 13th through Saturday, September 15th at 6:00 pm.

2018 Prices:

- Non-Refundable Application Fee: \$25
- Early Bird Price: \$175 per booth Postmarked by March, 31, 2018
- General Price: \$200 per booth Postmarked after March 31, 2018
- Last Chance Price: \$225 per booth Postmarked after August 3, 2018 **Based on Availability**

Cancellation & Forfeiture Policies

Cancellations:

- Cancellations must be submitted in writing via email or mail.
- Reimbursements will not include any application processing fees.
- Cancellations will be subject to the following schedule for reimbursements:
 - * Received before June 15, 2018 ~ full refund of booth and extension fees
 - * Received June 15—July 31, 2018 ~ refund of booth and extension fees minus \$75
 - * Received after July 31, 2018 ~ no refund

Forfeitures:

- Failure to check-in or set up by designated show times will result in a forfeit of space.
- Leaving the show before the designated end times will result in self-elimination of future festivals.
- There will be no refunds for forfeited space.

Deadlines & Important Dates

March 31, 2018
 Early Bird Discount
 Application Deadline

May 1, 2018
 Early Bird Acceptance
 Letters will be sent
 before or on this date
 via email or mail

Applications received
 after Early Bird will be
 processed within
 30 days

August 15, 2018
 Exhibitor Packets will
 be sent via email or
 mail

August 3, 2018
 Applications received after
 this date will receive both
 Acceptance and Exhibitor
 Packets together

- All fees will be deposited/charged upon receipt. Refunds (minus application fee) will be sent to any declined applicant.
- Exhibitor Packets include directions, additional information and check-in procedures.
- If your primary category is filled, you can be put on a wait list or be refunded including application fee.
- Booth assignments will NOT be provided prior to check-in at the festival.

Festival Criteria and Regulations

- All work exhibited must be your own **handcrafted and self-produced creations**.
- If purchased materials are used as components, all finished/displayed work must be **substantially created and made by the applying/attending artist**.
- Items not considered: manufactured items, kit art, imports, store merchandise, ready-to-eat items, home-show items, buy/sell or out-sourced mass produced items.
- Applying artists/crafters must be present during the entire show.
- Exhibited work must be consistent with photos submitted during the application process.
- This is an OUTDOOR festival taking place rain or shine. A severe weather plan will be deployed when needed.
- Exhibitors must supply their own shelter, tables, chairs, displays and any additional supplies needed for the sale of their products.
- The festival takes place in a city park. Please note that we are unable to guarantee level display space or a space completely free of natural obstructions.
- Electricity is not available.
- **Generators must have prior approval** and are subject to specific locations within the park.

Application and Selection Process

- Exhibitors must submit the completed and signed application with required photos and all application and booth fees to be considered for space in the festival.
- Full payment is required to be considered for the show.
- Exhibitors must include 5 total pictures: (3) photos representing the majority of the work being sold, (1) photo of a recent booth display and (1) photo of you in the process of creating your work. Photos are filed with applications for future reference and will not be returned. **Past festival participation does not eliminate the need to submit photos for the application process.**
- Applications may be submitted via mail, fax, email or online. Photos may be included with mailed applications or emailed separately.
- All applications will be reviewed by a selection committee prior to acceptance. Applications will be accepted/denied based on the committee's determination of the criteria listed in the Festival Criteria and Regulations section above. The selection committee and festival staff reserve the right to request additional documentation and proof of workmanship if deemed necessary at any time prior to or during the festival.
- **Hutchinson Area Chamber of Commerce reserves the right to refuse any application.**

Set-up & Show Hours

- Check-in and set-up will begin no sooner than 12:00 pm on Thursday, September 13, 2018.
- Load-out will begin no sooner than 4:00 pm on Saturday, September 15, 2018.
- Festival staff and volunteers work very closely with Hutchinson Police Services to ensure check-in, set-up, and load-out move as efficiently as possible. More detailed check-in / load out procedures will be provided to accepted exhibitors with their Check-In Packet in August 2018.
- Failure to check-in by Friday, September 14th at 8:00 am will result in a forfeit of space and exhibitors will be subject to the Forfeiture Policy.
- Festival hours are Friday from 10:00 am—6:00 pm and Saturday from 9:00 am—4:00 pm. Exhibiting artists must be present at all times during the festival.

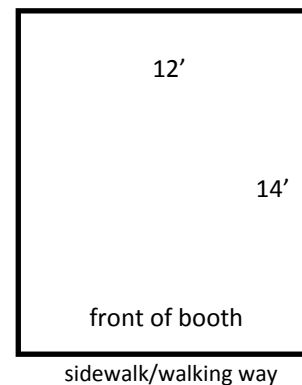
What is happening in Hutchinson that weekend?

While in the peak of harvest, Hutchinson has additional community events happening during the Arts & Crafts Festival bringing even more people to the area. The Luce Line Lace-Up features the Luce Line Trail that winds itself through quiet nature offering a chance for all racers to run alongside the historic Crow River. Then whether you're a fan of popular fiction or more esoteric literature, the Friends of the Library Used Book Sale probably have something for you at their book sale is held at the Hutchinson Public Library. Stamp-n-Storage host a Warehouse Sale inside their shop that is every crafter dream sale and at the Farmer's Market, located at the historic rail depot, you'll find fresh produce – including ginger & cultivated mushrooms – plants, honey & maple syrup, fresh herbs, herbal teas, baked goods & candies, potted peonies, cut flowers, preserves, crafts, meats & soaps, scrubs & lotions. Finally, back at Library Square the Taste of Hutchinson is in full swing. It is a collection of food and beverage vendors who are set up adjacent to the Arts & Crafts Festival. The Ambassador Program within the Chamber is responsible for the food vendors and food vendor applications. In the past, we have had approximately 20 food vendors with a variety of over 40 food options to choose from.

IMPORTANT!

BOOTH MEASUREMENTS: All standard booth spaces are 12' wide x 14' deep.

- Double booths are considered on a first come basis and will be granted based on availability. Double booths will be 24' wide x 14' deep with the longest side indicating the front of the booth.
- **AWNINGS:** Use of awnings will be permitted ONLY within designated booth spaces and may **NOT** hang out over walkways. Any awnings felt to be a safety hazard for shoppers will need to be moved or removed to remain in the show.
- All exhibitors are required to stay within the booth area they are assigned. You are not allowed to encroach or block any sidewalks, walkways, or adjacent booths in the festival area. Exhibitors **must** confine themselves, their wares, equipment and any back stock to their outlined space.
- Due to the nature and layout of the park, booth spaces WILL be enforced to ensure equal opportunity for all exhibitors.
- Festival staff has the right to make ANY changes necessary to the layout of the booths and cannot guarantee an exact booth location per previous years. Booth spaces are non-transferrable once an exhibitor has been accepted.





Hutchinson Area Chamber of Commerce & Tourism

2 Main Street South, Hutchinson, MN 55350

Office 320-587-5252 Fax 320-587-4752 Toll Free 800-572-6689

ExploreHutchinson.com info@ExploreHutchinson.com

2018 Exhibitor Application

Attending Artist Name (First & Last): _____

Partner's Name (First & Last): _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____

Email: _____ Website: _____

MN Sales Tax # (REQUIRED): _____ Vehicle License Plate # (REQUIRED): _____

Primary Category—Please choose **ONE** of the following: **We do reserve the right to re-categorize**

Accessories	Artwork	Bath	Clay	Clothing	Dolls	Fabric	Fiber
Floral	Furniture	Games/Toys/Books	Glass	Gourmet	Jewelry	Leather	Metal
Misc. Craft	Musical	Painting	Paper	Photography	Repurposed	Seasonal	Wood

Photos: (Photos will not be returned)

Photos enclosed with application

Photos emailed

Date emailed to info@explorehutchinson.com _____

May we use your submitted photos and photos taken at the event in our marketing materials? Yes No

Booth Location Preference: _____

Exhibitors may submit booth requests (i.e.: same as last year, shade, full sun, handicap accessible, etc.) or you may request that staff contact you regarding questions about booth locations. All requests will be taken into consideration and granted to the best of our ability.

Please be aware that booth space requests are NOT guaranteed and booth spaces are subject to change at all times due to the festival & park layout.

Payment Information / Booth Selections:

Application Processing Fee

(NON REFUNDABLE): = \$ 25.00

-Early Bird Price

(Postmarked by March 31, 2018):

of Booths: _____ x \$175 per 12' x 14' booth = \$ _____

-General Price

(Postmarked April 1, 2018 – August 3, 2018):

of Booths: _____ x \$200 per 12' x 14' booth = \$ _____

-Late Applications

(Postmarked after August 3, 2018):

of Booths: _____ x \$225 per 12' x 14' booth = \$ _____

Total Amount Owed: \$ _____

*Payments will be processed as they are received.

*Refunds will be used as necessary following festival procedures.

*\$30 fee for returned checks

Payment Method: Check enclosed Credit Card

Credit Card #: _____

Exp. Date: _____ CVV # _____

Billing Zip Code: _____

Authorized Signature: _____

By signing below, I have read and agree to abide by the following:

- I am directly involved in creating and producing all items for sale in my booth and will be in attendance during the show.
- I have read, acknowledge and accept the rules and guidelines as explained in the application packet for this event. Including but not limited to application requirements, booth requirements, cancellation/forfeiture policies, etc.
- Failure to abide by festival rules and guidelines may result in forfeiture of booth space and/or future acceptance to the show.
- All decisions made by the selection committee and/or festival coordinators are considered final and will be upheld without recourse on the part of the exhibitor.
- I hereby agree and understand that I, as the exhibitor, will carry the necessary insurance covering pictures, art objects and other property displayed by the exhibitor in Library Square and/or on the streets and sidewalks of Hutchinson during the Hutchinson Arts & Crafts Festival, September 13, 14 & 15, 2018.
- I hereby exonerate the Hutchinson Area Chamber of Commerce & Tourism, committees, volunteers, City of Hutchinson officials and members from all liability of any nature while said objects are on display or while in transit to or from the aforesaid Hutchinson park, sidewalks and/or streets.

Authorized Signature: _____

Printed Name: _____

Date: _____

Where to Stay

Hotels / Motels: ★

For your convenience, below is a list of our hotels/motels with their individual contact information:

- **AmericInn Lodge & Suites**—1115 Hwy 7 East, 800-634-3444
- **Cobblestone Hotel & Suites**—416 Prospect St NE, 800-693-8262
- **Custom Stay Residence & Suites**—700 Hwy 7 East, 320-587-2088
- **Days Inn & Suites** —1000 Hwy 7 West, 800-369-0145
- **Economy Inn**—200 Hwy 7 East, 320-587-2129
- **King Motel**—1255 Hwy 7 West, 320-587-4737
- **Shamrock Inn**—1200 Hwy 15 South, 320-587-9299

RV & Trailer Parking:

- The Hutchinson Chamber & Tourism office works with local businesses and the city to provide overnight parking for Arts & Crafts exhibitors with large trailers and or RV's that do not wish to use the camping facilities. More information on these parking options will be available in the summer acceptance packets.
- Overnight RV & trailer parking is not allowed on any Hutchinson city street.

Camping:

There are ★ three regional campgrounds within 10 miles of Hutchinson. Each of them have electrical service available but you may call each of them directly for additional information and availability.

- **Masonic/West River Park:** about 1 mile west of downtown Hutchinson; first come availability; please call Parks & Recreation at 320-587-2975 for rates and information
- **Piepenburg Regional Park:** north of town on the southeast corner of Belle Lake; for rates and reservations call 320-587-2082
- **Lake Marion Regional Park:** south of town on Hwy 15; for rates and reservations call 320-328-4479

