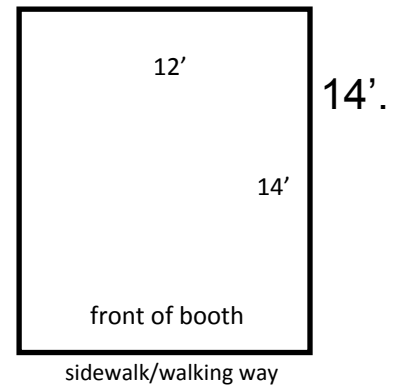


WHAT'S NEW

- ◆ Check in time on Thursday, September 12 will begin at 12:00 PM and will end at 8:00 PM.
- ◆ Check in time on Friday, September 13 will begin at 6:00 AM and will end at 8:00 AM—no change.

REMINDERS

- ◆ Single booths are 12' x 14' and double booths are 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.



Save the Date!

46th Annual Hutchinson Arts & Crafts Festival
September 18 & 19, 2020

Show Dates & Times:

Friday, September 13, 2019
 10:00 AM—6:00 PM

&

Saturday, September 14, 2019
 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

info@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 12th through Saturday, September 14th at 6:00 PM.

2019 Pricing, Deadlines & Important Dates:

- Non-Refundable Application Fee: \$25

	Price per Booth	Deadline
Early Bird Price	\$175	Postmarked on or before March 31, 2019
General Price	\$200	Postmarked after March 31, 2019
Last Chance Price	\$225	Postmarked after August 2, 2019
Very Last Chance Price	\$250	Postmarked after September 1, 2019

- Applications received after the Early Bird Deadline will be processed within 30 days.
- Early Bird Acceptance Letters will be sent via email or mail on or before May 1, 2019.
- Applications received after August 2, 2019, will receive both Acceptance and Exhibitor Packets in the same mailing.
- Applications received after September 1, 2019, will be based on availability.
- Exhibitor Packets will be sent via email or mail on or before August 15, 2019.
- Exhibitor Packets include directions, additional information and check-in procedures.
- All fees will be deposited/charged upon receipt.
- Refunds (minus application fee) will be sent to any declined applicant.
- 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.

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, 2019 ~ full refund of booth fee
 - * Received June 15—July 31, 2019 ~ refund of booth fee minus \$75
 - * Received after July 31, 2019 ~ 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.

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 **five (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 12, 2019.
- Check in time on Thursday, September 12 will begin at 12:00 PM and will end at 8:00 PM
- Check in time on Friday, September 13 will begin at 6:00 AM and will end at 8:00 AM.
- 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 2019.
- **Failure to check-in by Friday, September 13th 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.
- Load-out will begin no sooner than 4:00 PM on Saturday, September 14, 2019.

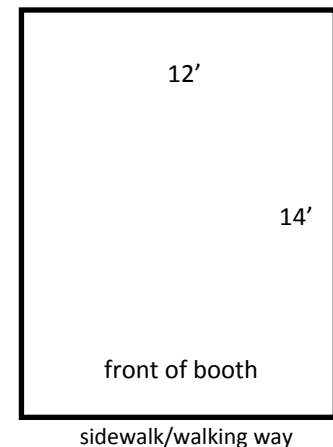
What is happening in Hutchinson that weekend?

- The Luce Line Lace-Up featuring the Luce Line Trail, for more details visit www.LuceLineLaceUp.com
- The Friends of the Library Used Book Sale at the Hutchinson Public Library.
- Stamp-n-Storage Warehouse Sale located at 25 Michigan Ave SE.
- The Peak of the Harvest Farmer's Market located at the historic Depot Marketplace on 25 Adams St. SE.
- The Taste of Hutchinson, a collection of food and beverage vendors and live music, are set up adjacent to the Arts & Crafts Festival.

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.



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

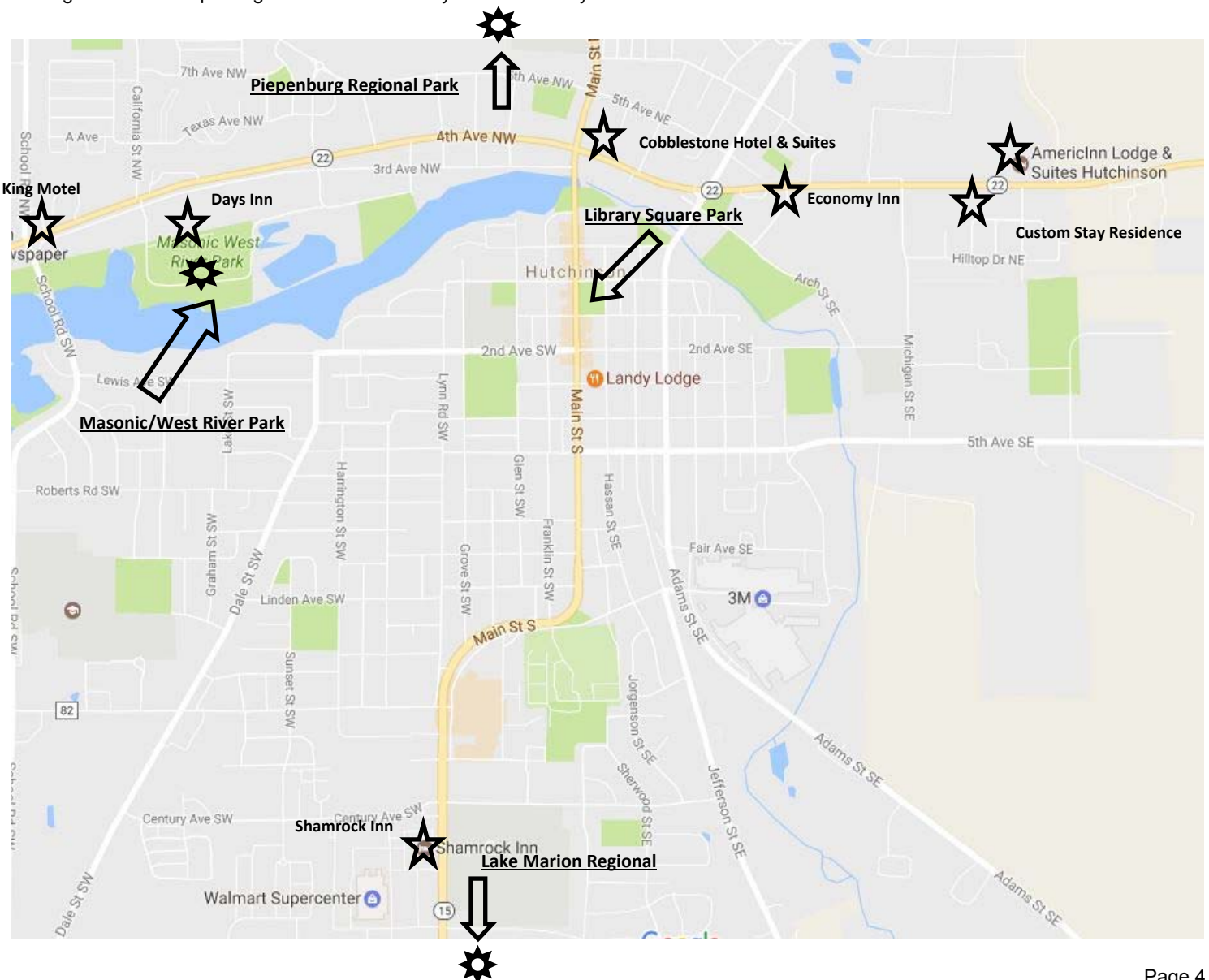
RV & Trailer Parking:

- 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



2019 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/Home Accents	Games/Toys/Books	Glass	Gourmet	Jewelry	Leather	Metal	Misc. Crafts
Musical	Painting	Paper	Photography	Seasonal	Wood		

Booth Location Preference: _____ **Is this your first year:** _____ **yes** _____ **no**

- 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.

ALL ARTISTS ARE REQUIRED TO SUBMIT FIVE (5) PHOTOS.

- Exhibitors must include five (5) total pictures:
- Three (3) photos representing the majority of the work being sold.
- One (1) photo of a **current booth** display—similar to what you will bring.
- One (1) photo of you in the process of **creating your work**.
- Photos are filed with applications for future reference and will not be returned.
- Photos may be included with mailed applications or emailed separately.
- Applications cannot be processed without all five (5) photos submitted to Chamber staff.
- **Past festival participation does not eliminate the need to submit photos for the application process.**
- ◆ May we use your submitted photos and photos taken at the event in our marketing materials? Yes No
- ◆ Jury may request raw material invoices during selection process.

Office Use Only

<input type="checkbox"/> Photos enclosed with application	<input type="checkbox"/> Acceptance _____
<input type="checkbox"/> Photos emailed—date _____	<input type="checkbox"/> Jury _____
<input type="checkbox"/> Payment _____	<input type="checkbox"/> Confirmation _____



2019 Exhibitor Application... page 2

Payment Information:

-Early Bird Price Applications

(Postmarked on or before March 31, 2019):

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

-General Price Applications

(Postmarked April 1, 2019 – August 2, 2019):

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

-Last Chance Price Applications

(Postmarked August 3, 2019 – August 31, 2019):

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

-Very Last Chance Price Applications

(Postmarked after September 1, 2019):

of Booths: _____ x \$250 per 12' x 14' booth = \$ _____

Application Processing Fee

(NON REFUNDABLE) - \$25.00 + \$ 25.00

Total Amount Owed: = \$ _____

- Payments will be processed as they are received.
- Make checks payable to the Hutchinson Chamber of Commerce & Tourism –or– HACCT.
- Refunds will be used as necessary following festival procedures.
- \$30 fee for returned checks

Payment Method:

- Check enclosed—check # _____
- 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 12, 13 & 14, 2019.
- 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: _____

Mail Applications, Photos & Payment to:

Hutchinson Area Chamber of Commerce & Tourism
Attn: Arts & Crafts Festival
2 Main Street South
Hutchinson MN 55350