

WHAT'S NEW DUE TO LOCATION CHANGE

Due to MnDOT construction on Main Street/Hwy 15 the festival will be at the McLeod County Fairgrounds.

The fairground location is the perfect location for us to move to during construction. They host a wide variety of events throughout the year, and are fully equipped to manage our needs.

- ◆ **Booth choices will include indoor and outdoor options**
- ◆ **Vendor Check-In will be 12-8PM, Thursday, Sept., 17, 2020 and 6-8AM on Friday, Sept., 18, 2020.**
- ◆ **A Open Market has been added for vendors who are outside our previous festival definition of Arts and Crafts. The Open Market will be in a different building(s), separate from Arts and Crafts Vendors.**
- ◆ **On-site parking for vendor vehicles, trailers and campers will be available!**
- ◆ **Detailed maps will be provided in Vendor Packets which will be emailed out in August 2020**
- ◆ **The Festival committee reserves the right to move vendors from Arts & Crafts to the Open Market due to products. All Decisions will be final.**

REMINDERS

- ◆ Indoor Single booths are 12' x 12' and double booths are 24' x 12'.
- ◆ Outdoor 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 and additional vehicles are required to go through the check-in station. This is the only entrance to the fairgrounds.
- ◆ Vendors who need generators must be outdoors and **MUST** notify us prior to the festival.
- ◆ Exhibiting artists/vendors must be present at all times during the festival.
If a break is needed please contact the Chamber staff.

Show Dates & Times:

Friday, September 18, 2020
 10AM- 6PM

&

Saturday, September 19, 2020
 9AM- 4PM

Location:

McLeod County Fairgrounds
 840 Century Ave SE
 Hutchinson, MN 55350

Hosted by:

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

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 and McLeod County has adopted a sales tax in the amount of 0.5% (1.0% combined) for a total of **7.875% 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, billboards, internet, social media, radio, press releases and signs.
- 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.

2020 Pricing, Deadlines & Important Dates:

- All fees will be deposited/charged upon receipt.
- Non-Refundable Application Fee: \$25

	Price per Booth	Deadline
Early Bird Price	\$200	Postmarked on or before June 30, 2020
General Price	\$220	Postmarked after July 1, 2020
Last Chance Price	\$240	Postmarked after August 1, 2020
Very Last Chance Price	\$250	Postmarked after September 1, 2020

- 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, 2020. Acceptance letters will be sent on a monthly basis starting May 3, 2020.
- Applications received after August 1, 2020, will receive both Acceptance and Exhibitor Packets in the same mailing.
- Applications received after September 1, 2020, will be based on availability.
- Exhibitor Packets will be sent via email or mail on or before August 15, 2020.
- Exhibitor Packets include directions, additional information and check-in procedures.
- 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 fees.
- Cancellations will be subject to the following schedule for reimbursements:
 - * Received before June 15, 2020 ~ full refund of booth fee
 - * Received June 15—July 31, 2020 ~ refund of booth fee minus \$75
 - * Received after July 31, 2020 ~ 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.

All Vendors

- Exhibited work must be consistent with photos submitted during the application process.
- This is an Indoor and Outdoor event 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.
- Vendors may only sell items submitted during the application process.
- Outdoor Vendors: Please note that we are unable to guarantee level display space or a space completely free of natural obstructions and electricity is not available.
- **Outdoor Generators must have prior approval** and are subject to specific locations within the vendor space.
- There will be on-site jurying of all vendors during the festival to judge compliance to all rules and regulations.

Arts & Crafts 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**.
- **APPLYING** artists/crafters must be present during the entire show.

Open Market Criteria and Regulations:

- Manufactured items, kit art, imports, store merchandise, ready-to-eat items, home-show items, buy/sell or out-sourced mass produced items.
- **APPLYING** vendor must be present during the entire show.
- Only one business may be represented per booth.
- There will be no duplications of businesses. This will be on a first-received, first-reserved basis.

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 ALL PHOTOS required on page 5. Photos are filed with applications for future reference and will not be returned.

Past festival participants **MUST STILL** 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.

Set-up & Show Hours:

 Check-in and set-up will begin no sooner than 12PM on Thursday, September 17, 2020.

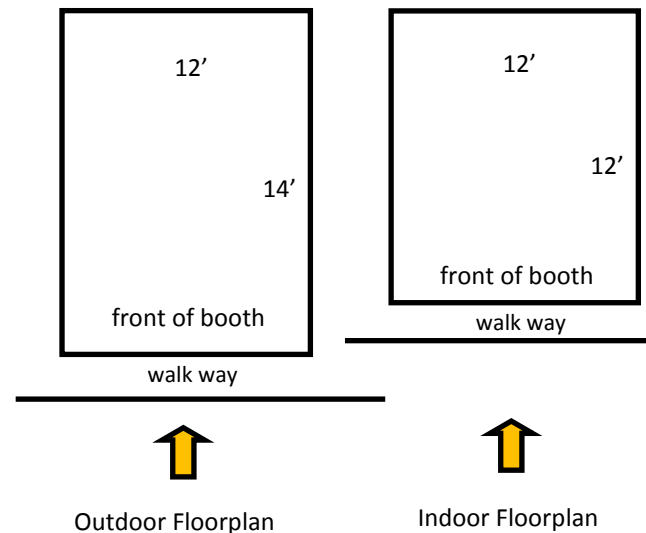
- Check-in time on Thursday, September 17 will begin at 12PM and will end at 8PM & Friday, September 18 will be from 6-8AM.
- Festival staff and volunteers work very hard ensure check-in, set-up, and load-out move as efficiently as possible. More detailed check-in / load out procedures will be provided to accepted exhibitors with their Check-In Packet in August 2020.
- **Failure to check-in by Friday, September 18 at 8AM** will result in a forfeit of space and exhibitors will be subject to the Forfeiture Policy.
- Festival hours are Friday from 10AM-6PM and Saturday from 9AM-4PM.
- Exhibiting artists **must be present** at all times during the festival.
- Load-out will begin no sooner than 4PM on Saturday, September 18, 2020.

IMPORTANT!

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

- Double booths are considered on a first come basis and will be granted based on availability. Double booths will be 24' wide x 12' deep with the longest side indicating the front of the booth.
- 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 this event 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.
- Booth spaces are non-transferrable once an exhibitor has been accepted.
- Indoor booths may use tents to help define space and for display purposes.
- **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.

Indoors: awnings are not needed, however if you choose to set up a tent & use an awning, the above rules apply.



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
- **Queens 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

Camping: ⚡


Camping IS available ON-SITE at the Fairgrounds ⚡
840 Century Ave SW

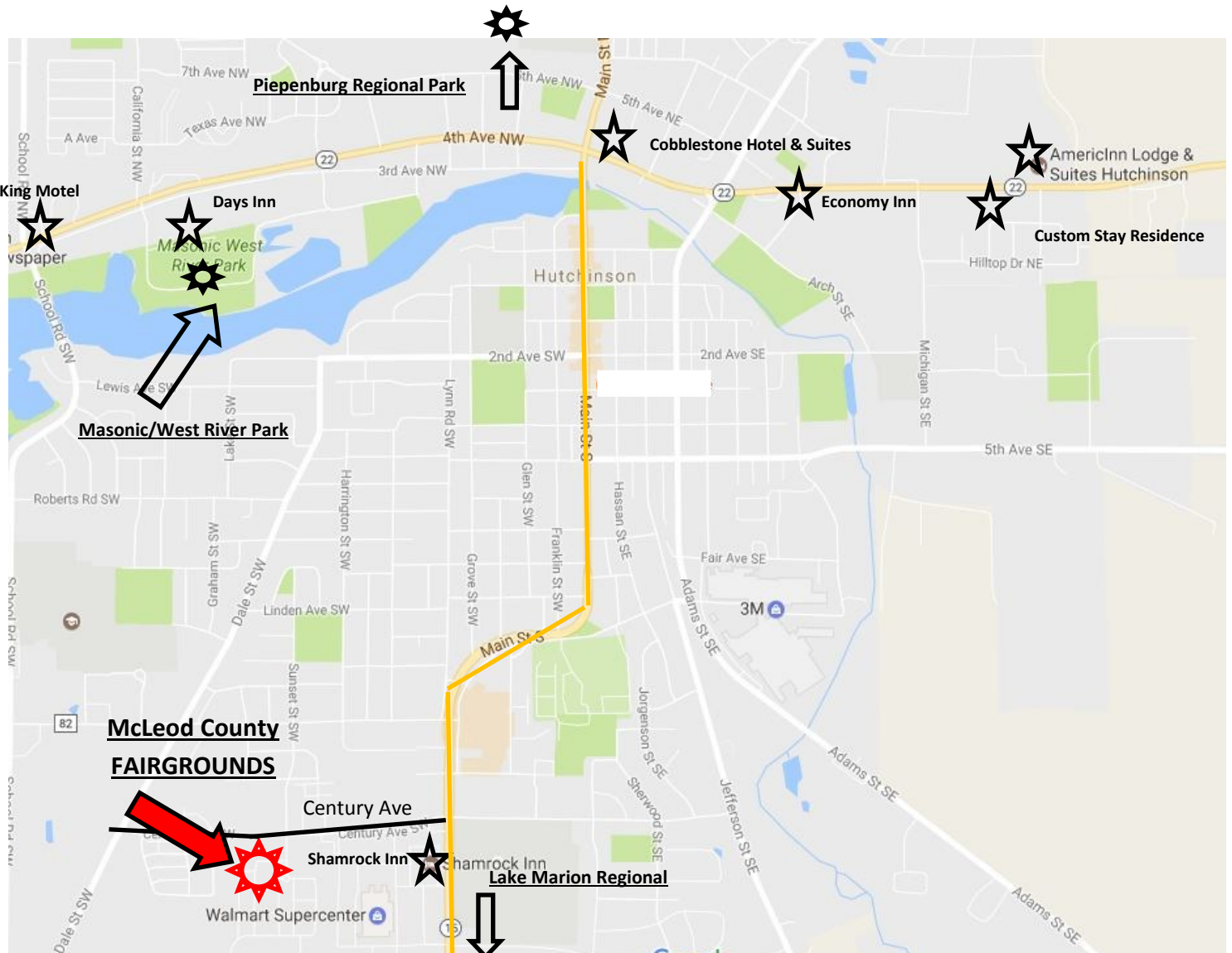
There are three regional campgrounds within 10 miles of Hutchinson. Each of them have electrical service available but you may call each of them directly for additional information and availability.

- **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

RV & Trailer Parking:

- Overnight RV & trailer parking is not allowed on any Hutchinson city street.
- Parking will be available on-site at the Fairgrounds.

 = 2020 Road Construction, Specific directions will be included in confirmation



2020 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):** _____

Arts & Crafts Primary Category—Please choose ONE of the following: We do reserve the right to re-classify.

- | | | | | | | | |
|------------------------|------------------|-------|-------------|----------|---------|--------------|--------------|
| 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 | | |

Indoor _____ **Outdoor** _____

Is this your first year: _____ yes _____ no

Market Place Primary Category—Please choose ONE of the following: We do reserve the right to re-classify.

- Antiques Buy-Sell Direct Sales Manufactured Repurposed Other: _____

Arts & Crafts Vendors

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 and showing raw materials.**
- 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 participants MUST 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.

Open Market Vendors

must include four (4) 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.
- 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 four (4) photos submitted to Chamber staff.

Past festival participants MUST submit photos for the application process.

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

Office Use Only

Photos enclosed with application

Photos emailed—date _____

Payment _____

Acceptance _____



Section A: Payment Information

Early Bird Price Applications

(Postmarked on or before June 30, 2020):

of Booths: _____ x \$200 per single booth = \$ _____

General Price Applications

(Postmarked July 1, 2020 – August 1, 2020):

of Booths: _____ x \$220 per single booth = \$ _____

Last Chance Price Applications

(Postmarked August 2, 2020 – August 31, 2020):

of Booths: _____ x \$240 per single booth = \$ _____

Very Last Chance Price Applications

(Postmarked after September 1, 2020):

of Booths: _____ x \$250 per single booth = \$ _____

Fairgrounds Camp Site

2 Nights Thursday and Friday \$60 = \$ _____

3 Nights Thu, Fri, & Saturday \$90

Total of Section A \$ _____

Section B: Finalize Payment

Carry forward total from Section A \$ _____

Subtotal= _____

Application Processing Fee For All

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

Total Amount Owed: = \$ _____

- Payments will be processed as they are received.
- Make checks payable to: 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: choose one of the vendor options

Mark one of the two options, then read the acknowledgement and sign below.

- As an **Arts & Crafts vendor**, I am directly involved in creating and producing all items for sale in my booth and will be in attendance during the show.
- As an **Open Market vendor**, I have the rights and permission to sell the items I will have on display.

- 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.
- I/we will conduct myself in a professional manner with respect to vendors, volunteers, customers, and Chamber Staff. I completely understand if officials of this event find fault with my product or conduct, I/we will correct it or voluntarily leave without incident or refund.
- 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 at the McLeod County Fairgrounds during the Hutchinson Arts & Crafts Festival, September 17, 18 & 19, 2020.
- I hereby exonerate the Hutchinson Area Chamber of Commerce & Tourism, committees, volunteers, City of Hutchinson officials, County of McLeod officials and members from all liability of any nature while said objects are on display or while in transit to or from the aforesaid McLeod County Fairgrounds.

Authorized Signature: _____

Mail Applications, Photos & Payment to:
 Hutchinson Area Chamber of Commerce & Tourism
 Attn: Arts & Crafts Festival
 2 Main Street South