



# September 13 & 14, 2024

## Hutchinson, MN

### Key Points to Remember

**The Hutchinson Arts & Crafts Festival will feature Arts & Crafts vendors in Library Square Park.**

- ◆ Booths will be outdoor only, rain or shine event.
- ◆ Single booths are 12' wide x 14' deep; double booths are 24' w x 14'd.
- ◆ **Vendors must stay within their assigned space. This includes all supplies, storage items, equipment, etc.**
- ◆ Vendor Check-In will be 12-8PM, Thursday, Sept.12, 2024 and 6-8AM on Friday, Sept.13, 2024.
- ◆ All vendors and additional vehicles are **required** to go through the check-in station.
- ◆ Detailed location maps will be provided in Vendor packets when you check in the day of the Festival.
- ◆ Vendor packets containing arrival instructions will be emailed or mailed no later than August 16, 2024
- ◆ Vendors who need generators **MUST** notify us prior to the festival.
- ◆ Exhibiting artists/vendors or helper must be present at all times during the festival. If a break is needed please contact the Chamber staff.
- ◆ Park layout is defined by the number of vendors and booths reserved.
- ◆ There will be **NO Open Market Vendors** on site this year.

**Save the Date! 51st Annual Hutchinson Arts & Crafts  
Festival September 12th & 13th, 2025**



# September 13 & 14, 2024

*~ Save this page for future reference*

## Show Dates & Times:

**Friday, September 13, 2024**  
10AM- 6PM

&

**Saturday, September 14, 2024**  
9AM- 4PM

## Location:

Downtown Library Square  
Hutchinson, MN 55350

**Hosted by:**  
**Hutchinson Area Chamber  
of Commerce & Tourism**

44 Main Street South  
Hutchinson MN 55350

Office 320-587-5252  
Toll Free 800-572-6689  
ExploreHutchinson.com  
info@ExploreHutchinson.com

**#MuchInHutch**

## 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 attached ST19 Form (Operator Certificate of Compliance) when applying. Applications will not be considered complete until this is received. 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.

## 2024 Pricing, Deadlines & Important Dates:

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

	<u>Price per Booth</u>	<u>Deadline</u> *Postmarked or Email Timestamped
Early Bird Price	\$200	<u>on or before</u> April 30, 2024
General Price	\$220	<u>On or after</u> May 1, 2024
Last Chance Price	\$250	<u>On or after</u> August 1, 2024
Very Last Chance Price	\$275	<u>On or after</u> September 2, 2024

- 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 10th, 2024. **WATCH JUNK EMAIL FOLDER**
- Acceptance letters will be sent on a monthly basis starting May 10th, 2024.
- Applications received after August 16, 2024, will receive both Acceptance and Exhibitor Packets in the same mailing.
- Applications received after September 1, 2024, will be based on availability.
- Exhibitor Packets will be sent via email or mail on or before August 16, 2024.
- Exhibitor Packets include directions, additional information and check-in procedures.
- Refunds (minus application fee & credit card 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, minus credit card fee.
- Booth assignments will **NOT be provided prior** to check-in at the festival. This is due to late applications and the possibility of park layout design changes.

## Cancellation & Forfeiture Policies

### **Cancellations:**

- Cancellations must be submitted in writing via email or mail.
- Cancellations will be subject to the following schedule for reimbursements:
  - \* Received before June 14, 2024 ~ full refund of booth fee\*
  - \* Received June 14—July 31, 2024 ~ refund of booth fee minus \$75 \*
  - \* Received after July 31, 2024 ~ no refund\*

\*Reimbursements will not include any application fees or credit fees.

### **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.**

## Vendors

- Exhibited work must be consistent with photos submitted during the application process.
- This is an outdoor event taking place rain or shine. A severe weather plan will be deployed if needed.
- Exhibitors must supply their own tent/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.
- 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.

## 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.
- Vendors **MAY NOT** display products or signs with foul language or curse words publicly.

## 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 are REQUIRED to submit photos for the application process.**

- Applications may be submitted via mail, email, walk-in 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.**

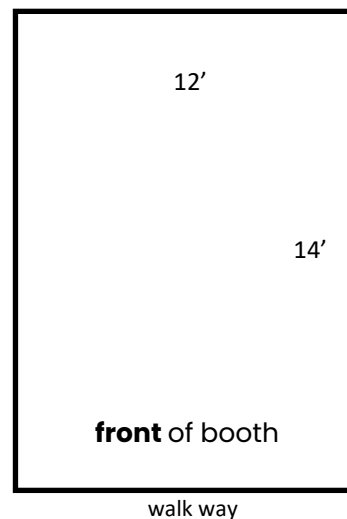
## Set-up & Show Hours:

- Check-in time on Thursday, September 12 will begin at 12PM and will end at 8PM & Friday, September 13 will be from 6-8AM.
- Festival staff and volunteers work very hard 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 2024
- **Failure to check-in by Friday, September 13 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 14, 2023.

## **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.
- 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.
- **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.



Booth layout

## Hutchinson Chamber member Hotels/Motels:

### Hotels / Motels: ★

- **AmericInn Lodge & Suites**—1115 Hwy 7 East, 800-634-3444  
www.wyndhamhotels.com/american
- **Cobblestone Hotel & Suites**—416 Prospect St NE, 800-693-8262  
www.staycobblestone.com
- **Days Inn & Suites**—1000 Hwy 7 West, 800-369-0145  
https://www.wyndhamhotels.com/days-inn
- **Shamrock Inn**—1200 Hwy 15 South, 320-587-9299  
shamrockinnhutchinson.com

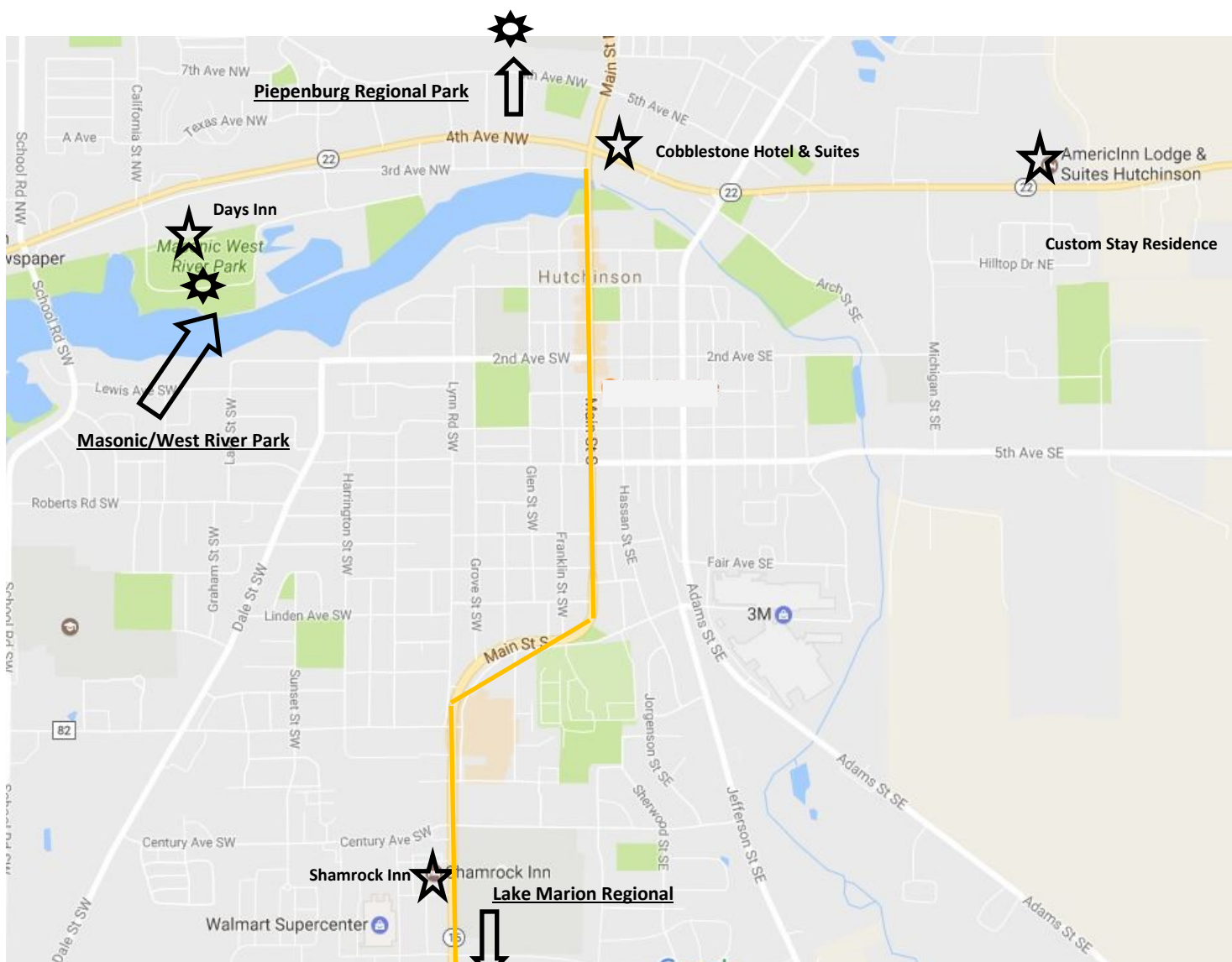
### Camping: ★

There are three regional campgrounds within 10 miles of Hutchinson.

- **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

*Designated RV & trailer parking will be available.*

*Overnight RV & trailer parking or Van Camping is NOT allowed ON ANY Hutchinson city street.*





## Hutchinson Area Chamber of Commerce & Tourism

44 Main Street South, Hutchinson, MN 55350

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

ExploreHutchinson.com info@ExploreHutchinson.com

### 2024 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/	Glass	Gourmet	Jewelry	Leather	Metal	Misc. Crafts
Musical	Painting	Paper	Photography	Seasonal	Wood	Books	Animal/Pet

Is this your first year attending our show?: \_\_\_\_\_yes \_\_\_\_\_no

What was the first year you attended the Festival? \_\_\_\_\_ Location Request: \_\_\_\_\_

Who designs your inventory \_\_\_\_\_ Who makes your inventory \_\_\_\_\_

#### Vendors

**5**

**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 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)**

**Past festival participants are required to submit photos for the application process.**

We use your submitted photos and photos taken at the event in our marketing materials unless you tell us otherwise

\*Jury may request raw material invoices during selection process.

#### Office Use Only

☐ Photos enclosed with application

☐ Photos emailed—date \_\_\_\_\_

☐ Payment \_\_\_\_\_

☐ Acceptance \_\_\_\_\_

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## Section A: Payment Information- Choose One

### Early Bird Price Applications

(Postmarked on or before April 30, 2023):

# of Booths: \_\_\_\_\_ x \$200 per single booth = \$ \_\_\_\_\_

### General Price Applications

(Postmarked May 1, 2023 – July 31, 2023):

# of Booths: \_\_\_\_\_ x \$220 per single booth = \$ \_\_\_\_\_

### Last Chance Price Applications

(Postmarked August 1, 2023 – August 31, 2023):

# of Booths: \_\_\_\_\_ x \$250 per single booth = \$ \_\_\_\_\_

### Very Last Chance Price Applications

(Postmarked after September 1, 2023):

# of Booths: \_\_\_\_\_ x \$275 per single booth = \$ \_\_\_\_\_

## Section B: Finalize Payment

Subtotal: \$ \_\_\_\_\_

- 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

Application Processing fee for all + \$ 25.00  
(NON REFUNDABLE) - \$25.00

Total Amount Owed: = \$ \_\_\_\_\_

## Section C: Payment Options

☐ Check enclosed: Check # \_\_\_\_\_

☐ Credit Card (Complete information below)

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV # \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

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

\_\_\_ 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.

\_\_\_ 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. I/we will NOT actively persuade attendees to come to my/our booth while on route to another .

\_\_\_ 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 during the Hutchinson Arts & Crafts Festival, September 12, 13 & 14, 2024.

\_\_\_ I hereby exonerate the Hutchinson Area Chamber of Commerce & Tourism, committees, volunteers, City of Hutchinson and members from all liability of any nature while said objects are on display or while in transit to or from the event.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Mail Applications, Photos & Payment to:

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

## Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type

Name of Business Selling or Exhibiting at Event

Minnesota Tax ID Number

Seller's Complete Address

City

State

ZIP Code

Name of Person or Group Organizing Event

Name and Location of Event

Date(s) of Event

Merchandise  
Sold

Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information

Complete this section if you are not required to have a Minnesota tax ID number.

☐ I am selling only nontaxable items.

☐ I am not making any sales at the event.

☐ I participate in a direct selling plan, selling for \_\_\_\_\_ (*name of company*), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is

☐ a nonprofit organization that meets the exemption requirements described below:

\_\_\_\_\_ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (*MS 297A.70, subd. 13[a][4]*).

\_\_\_\_\_ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015) (*MS 297A.70, subd. 13[b][1]*).

\_\_\_\_\_ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here

*I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.*

Signature of Seller

Print Name Here

Date

Daytime Phone

**PENALTY —** Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

# Information for Sellers and Event Operators

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Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

## Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

## Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

For information related to sellers and event

operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.