



# September Friday 12 & Saturday 13

# 2025

## Hutchinson, MN

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### **Thank you for applying to the 51st Hutchinson Arts & Crafts Festival!**

We're excited to have you join us for this wonderful event showcasing unique, handcrafted items. Please note that the festival is dedicated to showcasing artisanal work, and we do not accept open market or mass-produced items. We appreciate your commitment to supporting local craftsmanship and look forward to a fantastic event with you!

### **Key Points to Remember**

- The Hutchinson Arts & Crafts Festival will be held in Library Square Park | 12 Main St. S, Hutchinson, MN 55350 | With outdoor booths, regardless of weather.
- Booth sizes are 12' x 14' for single booths and 24' x 14' for double booths. Vendors must stay within their assigned space, including all equipment and supplies.
- Check-in is on Thursday, Sept. 11th from 12-8 PM, and Friday, Sept. 12th 6-8 AM.
- All vendors and vehicles MUST check in at the designated station.
- Maps and instructions will be given at check-in and emailed or mailed by mid-August.
- Vendors needing to bring generators MUST indicate on Vendor Application for approval.
- Vendors or helpers must remain present during the festival, and any breaks will be available through a sign-up sheet at the Chamber booth during event days.
- The park layout is at the discretion of the event planners and any vendor notes on application will be taken into consideration. We will do our best to accommodate requests.
- Visit [www.explorehutchinson.com](http://www.explorehutchinson.com) for lodging and dining guides.



## Policy & Procedures– Hutchinson Arts & Crafts Festival

**Show Date 2025: Sept. Friday 12th, 10am–6pm & Saturday 13th, 9am–4pm**

### Minnesota / Hutchinson Sales Tax

- Anyone selling at the Hutchinson Arts & Crafts Festival must collect sales tax on taxable items.
- All exhibitors must submit a ST19 Form (Operator Certificate of Compliance) upon applying. Applications are incomplete without this form.
- If you don't have a Minnesota State Sales Tax ID #, note on your application that you're in the process of getting one or that your items are tax-exempt. To register, call the MN Department of Revenue at 651-282-5225. One is provided for you online at [explorehutchinson.com](http://explorehutchinson.com).
- In addition to the 6.875% state sales tax, Hutchinson and McLeod County have a combined 1.0% sales tax, totaling 7.875% on taxable items.

### Marketing / Signage

- Please post professional, clean and family friendly signage. Request for signage or item removal is at the discretion of the event planner. Any dispute may lead to removal of event with no refund.

### 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.

**2025 Pricing, Deadlines & Acceptance:** All fees will be charged upon receipt.

- Non-refundable application fee: \$25 + credit card fees
- Applications after the Early Bird Deadline will be processed within 30 days.
- Acceptance letters will be sent starting May via email unless requested via mail. **Check your junk email folder.**
- Exhibitor Packets, with directions and check-in details, will be sent in August via email unless requested via mail.
- Refunds (minus application and credit card fees) will be sent to declined applicants. If your primary category is full, you can be waitlisted or refunded.
- Submit a completed and signed application, full payment, required photos, and ST19 Form to be considered for the festival.
- Photos will be filed with applications for future reference/marketing and will not be returned.

<a href="#">Payment Timeline</a>	<a href="#">Price per Booth</a>	<a href="#">Deadline</a> *Postmarked or email time stamped
Early Bird Price	\$200	<b><u>End of April</u></b>
General Price	\$250	<b><u>May   June</u></b> <b><u>July</u></b>
Last Chance Price	\$350	<b><u>August– Until Full</u></b>

***Hutchinson Area Chamber of Commerce  
reserves the right to refuse any application.***

### **Cancellation & Forfeiture Policies**

#### **Cancellations:**

Cancellations must be submitted in writing by email or mail. Refunds will follow this schedule:

- Before June 12, 2025: Full booth fee refund
- June 12–July 31, 2025: Refund minus \$75
- After July 31, 2025: No refund
- Refunds do not include application or credit card fees.

#### **Forfeitures:**

- Failure to check in or set up by the show's start time will result in forfeiting your space with no refund.
- Leaving the show early will disqualify you from future festivals and no refund will be given.



## Policy & Procedures– Hutchinson Arts & Crafts Festival

**Show Date 2025: Sept. Friday 12th, 10am–6pm & Saturday 13th, 9am–4pm**

### Exhibitors

- Exhibited work must match the photos submitted with your application.
- This is an outdoor event, rain or shine. A severe weather plan will be in place if needed.
- Exhibitors must provide all of their own set up including, tent, tables, chairs, displays, and other supplies.
- We cannot guarantee level space or a space free from natural obstructions, and electricity is NOT available.
- Outdoor generators need prior approval and will be assigned specific locations.
- Exhibitors who do not comply with rules may be asked to leave without a refund and will not be invited to future shows.

### Festival Criteria and Regulations

- All exhibited work must be your own handcrafted and self-produced creations.
- If purchased materials are used, the final work must be primarily created by the applying artist.
- Exhibitors must be present for the entire event.
- Exhibitors may not display products or signs with offensive language.
- All applications will be reviewed by a selection committee prior to acceptance. Applications will be accepted/denied based on the Jury's determination of the criteria listed in the festival criteria and regulations section above. The Jury 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.
- The Hutchinson Area Chamber of Commerce & Tourism, in collaboration with the Hutchinson Ambassadors and the Taste of Hutchinson event, works closely with the City of Hutchinson and complies with all relevant public service regulations. By participating in this event, you agree to follow any law enforcement directives issued to ensure the safety and security of the festival.

#### Booth Measurements:

- Standard booths: 12' wide x 14' deep.
- Double booths (24' wide x 14' deep) are available on a first-come, first-served basis, based on availability.
- The longest side of a double booth is the front.

#### Booth Space Guidelines:

- Exhibitors must stay within their assigned booth space.
- Do not block sidewalks, walkways, or adjacent booths.
- All wares, equipment, and stock must be confined to your booth space.
- Booth space rules will be enforced to ensure fairness for all exhibitors.
- Festival staff can make necessary layout changes.
- Booth spaces are non-transferable once accepted.
- Tents are allowed only within your designated booth space and cannot extend over walkways. If deemed a safety hazard, tent may need to be moved or removed.

### Set-up & Show Hours:

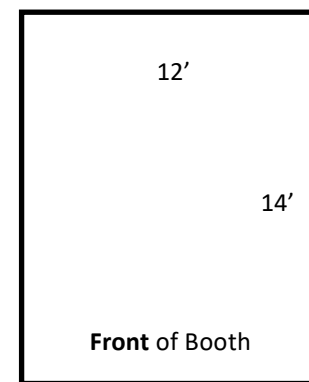
#### Check-in Times:

- Thursday, Sept. 11: 12 – 8 PM
- Friday, Sept. 12: 6 – 8 AM
- Failure to check in by 8 AM on Friday, Sept. 12 will result in forfeiting your space and will follow the forfeiture policy.

#### Load-out:

- Begins no earlier than 4 PM on Saturday, Sept. 13.

### **Booth Layout**





## Hutchinson Area Chamber of Commerce & Tourism

44 Main St South Hutchinson, MN 55350

Office 320-587-5252 | info@explorehutchinson.com

explorehutchinson.com

### 2025 Exhibitor Application (side #1)

**ATTENDING:** Exhibitor Name (First & Last): \_\_\_\_\_

Helper/s Name/s (First & Last): \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ ST19 (MN Sales Tax ID) # \_\_\_\_\_ Vehicle License Plate # \_\_\_\_\_

Arts & Crafts Primary Category—Please choose **ONE** of the following: *We 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

Do you have a generator? \_\_\_\_yes \_\_\_\_no

If no, previous space #: \_\_\_\_\_

\*Electricity is NOT provided

#### **Show us your Talent!**

##### **Must include five total pictures:**

- (3) photos representing the majority of the work being sold.
- (1) photo of a current booth display—similar to what you will bring.
- 1) photo of you in the process of creating your work and showing raw materials.

- ◇ Photos are filed with applications for future reference/marketing and will not be returned.
- ◇ Photos may be included with mailed applications or emailed separately.
- ◇ Applications cannot be processed without all **FIVE photos submitted.**

#### Office Use Only

- ☐ Photos enclosed with application
- ☐ Photos emailed-date \_\_\_\_\_
- ☐ Payment: PayPal \_\_\_\_ Check # \_\_\_\_\_
- ☐ ST19 Form
- ☐ Jury Acceptance
- ☐ Confirmation Sent

#### Office Notes

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The Hutchinson Area Chamber of Commerce & Tourism

Questions? Office 320.587.5252 | info@explorehutchinson.com | 44 Main St. S Hutchinson, MN 55350 | explorehutchinson.com page #4

## 2025 Exhibitor Application (side #2)

### Section A: Payment Information- Choose One

#### Early Bird Price Applications

(February -April):

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

#### General Price Applications

(May | June | July):

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

#### Last Chance Price Applications

(August– Until Full):

# of Booths: \_\_\_\_\_ x \$350 per single booth = \$ \_\_\_\_\_

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

### Section B: Finalize Payment

- 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.

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

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

### Section C: Payment Options

☐ Check enclosed: Check # \_\_\_\_\_ ☐ Credit Card (Complete information below) ☐ Paid Online

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV # \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

#### By initialing & signing below, I agree to the following:

\_\_\_ As an Arts & Crafts Exhibitor, I am directly involved in creating and producing all items for sale and will be present during the show.

\_\_\_ I have read, acknowledged, and accepted the rules and guidelines in the application packet, including booth, cancellation, and forfeiture policies.

\_\_\_ Failure to follow the festival rules may result in forfeiture of booth space and/or future participation.

\_\_\_ I will conduct myself professionally and respectfully towards vendors, volunteers, customers, and staff. If my product or conduct is found unacceptable, I will correct it or leave voluntarily without incident or refund. I will not persuade attendees to visit my booth while they are heading elsewhere.

\_\_\_ All decisions made by the Jury and festival planners are final.

\_\_\_ I understand and agree to carry the necessary insurance during the Hutchinson Arts & Crafts Festival, Sept. 11-13, 2025.

\_\_\_ I release the Hutchinson Area Chamber of Commerce & Tourism, committees, volunteers, and the City of Hutchinson from any liability while my items are on display or in transit.

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_