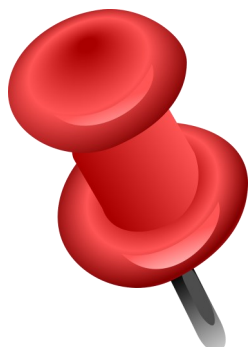


Key Points to Remember

The Hutchinson Arts & Crafts Festival will have two styles of vendors at the festival. Arts & Crafts vendors will be in Library Square Park & our Open Market vendors will occupy Hassan St.

- ◆ Booth choices will be outdoor only, rain or shine event.
- ◆ Outdoor 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., 15, 2022 and 6-8AM on Friday, Sept., 16, 2022.
- ◆ All vendors and additional vehicles are required to go through the check-in station.
- ◆ Detailed maps will be provided in vendor packets, packets will be emailed or mailed no later than August 19, 2022
- ◆ The Festival committee reserves the right to move vendors between Arts & Crafts and Open Market due to products. All decisions of the committee will be final.
- ◆ Vendors who need generators **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.
- ◆ Park layout is defined by the number of vendors and booths reserved.



**Save the Date! 49th Annual Hutchinson Arts & Crafts
Festival September 15 & 16, 2023**

Show Dates & Times:

Friday, September 16, 2022
 10AM- 6PM
 &

Saturday, September 17, 2022
 9AM- 4PM

Location:

Downtown Library Square
 Hutchinson, MN 55350

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

2 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. Application 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.

2022 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	on or before April 30, 2022
General Price	\$220	after May 1, 2022
Last Chance Price	\$240	after August 1, 2022
Very Last Chance Price	\$250	after September 1, 2022

- 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 13th, 2022.
- Acceptance letters will be sent on a monthly basis starting May 14th, 2022.
- Applications received after August 19, 2022, will receive both Acceptance and Exhibitor Packets in the same mailing.
- Applications received after September 1, 2022, will be based on availability.
- Exhibitor Packets will be sent via email or mail on or before August 19, 2022.
- 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 15, 2022 ~ full refund of booth fee*
 - * Received June 15—July 31, 2022 ~ refund of booth fee minus \$75 *
 - * Received after July 31, 2022 ~ 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.

All 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.

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 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.

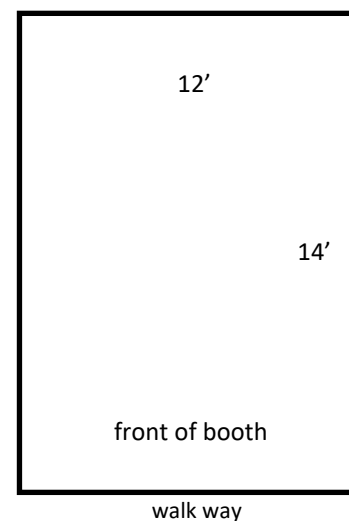
Set-up & Show Hours:

- Check-in time on Thursday, September 15 will begin at 12PM and will end at 8PM & Friday, September 16 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 2022.
- **Failure to check-in by Friday, September 16 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 17, 2022.

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 Floorplan

Hutchinson Hotels/Motels:

Hotels / Motels: ★

- **AmericInn Lodge & Suites**—1115 Hwy 7 East, 800-634-3444
www.wyndhamhotels.com/ameriinn
- **Cobblestone Hotel & Suites**—416 Prospect St NE, 800-693-8262
www.staycobblestone.com
- **Custom Stay Residence & Suites**—700 Hwy 7 East, 320-587-2088
- **Days Inn & Suites**—1000 Hwy 7 West, 800-369-0145
https://www.wyndhamhotels.com/days-inn
- **King Motel**—1255 Hwy 7 West, 320-587-4737
https://kingmotel.business.site/
- **Queens Inn**—200 Hwy 7 East, 320-587-2129
- **Shamrock Inn**—1200 Hwy 15 South, 320-587-9299
shamrockinnhutchinson.com

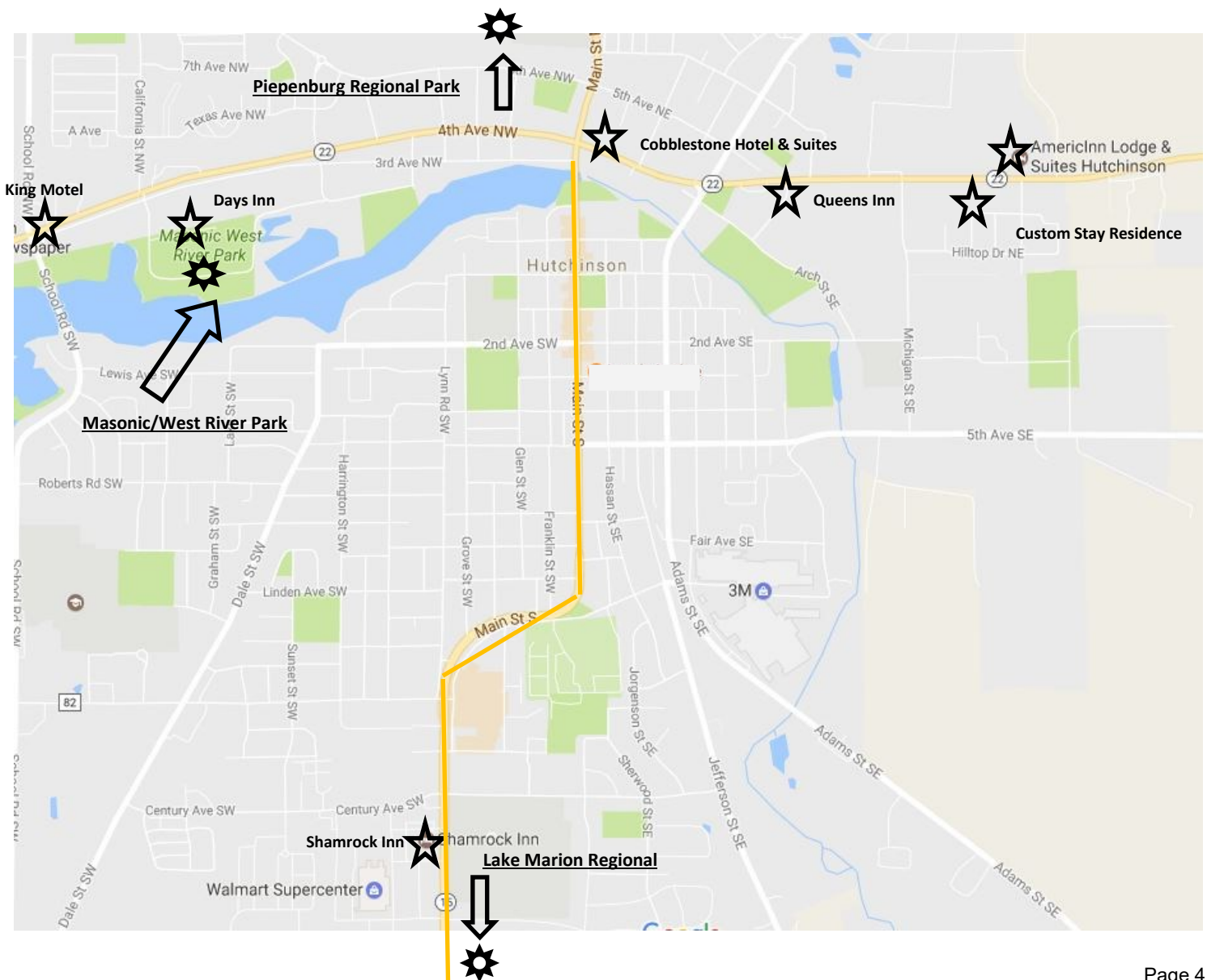
Camping: ★

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 320-328-4479

RV & Trailer Parking:

Designated RV & Trailer Parking will be available. Overnight RV & trailer parking is not allowed on any Hutchinson city street.



2022 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		

Is this your first year: _____yes _____no

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

Accessories	Clothing	Games/Toys/Books	Home	Jewelry	Kitchen	Other
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Is this your first year: _____yes _____no

5 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.

4 Open Market Vendors

must include four (4) total pictures:

- Three (3) photos representing the majority of the products being sold.
- One (1) photo of a current booth display—similar to what you will bring.
- Applications cannot be processed without all FOUR (4) photos submitted to Chamber staff.

◇ 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) Art's & Crafts** or **FOUR (4) Open Market** photos submitted to Chamber staff.

Past festival participants are required 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 _____

OVER FOR PAGE 2

Section A: Payment Information- Choose One

Early Bird Price Applications

(Postmarked on or before April 30, 2022):

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

General Price Applications

(Postmarked May 1, 2022 – July 31, 2022):

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

Last Chance Price Applications

(Postmarked August 1, 2022 – August 31, 2022):

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

Very Last Chance Price Applications

(Postmarked after September 1, 2022):

of Booths: _____ x \$250 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
(NON REFUNDABLE) - \$25.00

+ \$ 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 signing below, I have read and agree to abide by the following:

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 a **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 during the Hutchinson Arts & Crafts Festival, September 15, 16 & 17, 2022. Proof/copy of insurance should be available if requested.

____ 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 event.

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

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

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.

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.

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.