

HUTCHINSON



38th Annual ARTS & CRAFTS Festival

And Taste of Hutchinson

Hutchinson, Minnesota
September 14 & 15, 2012

Outdoor Juried Festival in
Charming Downtown Hutchinson

**ARTIST & CRAFTER
APPLICATION**

Early Bird Discount Deadline : April 2, 2012

General Deadline: June 2, 2012

Applications will be accepted after deadline if space is available

Presented by the Hutchinson Area Chamber of Commerce, Convention & Visitors Bureau

Artist & Crafter Application Information

Artists & Crafters are responsible for reading and understanding the material presented in this application

Application

All applicants must submit the completed and signed application with photos and all fees to be considered for space in the festival.

Photos

All applicants must submit at least three (3) photos that represent the majority of the work being sold as well as one (1) photo of a recent booth display.

Note All applications are juried using the photos submitted each year. Past festival participation does not eliminate this process. It is in your best interest to provide current, quality photos of your work. Photos are filed with applications for future reference and therefore will not be returned.

Fees

Booth and application fees must accompany application. Registration check/credit cards will be charged upon receipt.

- ◆ **Booth Fees:** (10'x10')
 - \$150 postmarked before April 2, 2012 (Early Bird Price)
 - \$180 postmarked after April 2, 2012 (General Price)
- ◆ **Application Fee**
 - \$25.00 non-refundable application processing fee

Exhibit Space

- ◆ Spaces are **approximately** 10' x 10', on grass. All Exhibitors are required to stay within the booth area they are assigned. Exhibitors are not allowed to encroach or block any sidewalks, walkways, or adjacent booths in the festival area.
- ◆ 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.
- ◆ The Festival has the right to make any changes necessary to the layout of the booths.
- ◆ Booth space will be enforced to a 10'x10'" selling space.

Set-up & Show Hours

- ◆ Beginning times for set up will be explained in the confirmation letter and instructions.
- ◆ Failure to set up by given date and time will result in a forfeit of space. Festival hours are Friday from 10 am to 6 pm and Saturday from 9 am to 4 pm.
- ◆ There will be no refund for forfeited space.

Sales Tax

Any person who pays consideration of any kind to sell at such an event is considered to be in business and must collect sales tax on all retail sales of taxable items. To register for MN tax identification number, call the MN Department of Revenue directly at 651-282-5225. In addition to the MN State tax Hutchinson now has a city sales tax of 0.5% for a total of 7.375% on any taxable item.

Acceptance/Confirmation

- ◆ Registration checks/credit cards will be deposited/charged upon receipt.
- ◆ Refunds, minus application fee, will be sent to any declined applicants.
- ◆ Confirmation for Early Bird Deadline applications will be sent by May 11, 2012. Confirmations for General Deadline applications will be sent by July 20, 2012.

Rules & Jury Information

- ◆ The jury is composed of a panel of practicing professional artists and individuals with experience regarding various type of arts and crafts.
- ◆ All work exhibited must be your own handcrafted creations. If purchased materials are used as components, the finished work must be substantially created and made by the applying artist. Manufactured items, kit art, imports, store merchandise, ready-to-eat items, home-show items, machine-tooled/screened items or forms of mass production will not be considered.
- ◆ Please do not display sale signage (%off signs, out-of-business, show special, etc.) during the festival.
- ◆ Exhibiting artists/crafters **must be present** during the entire show.
- ◆ All applications submitted by the early bird deadline will be juried together by category.
- ◆ The decision of the jury committee is final.

The Hutchinson Area Chamber of Commerce, CVB reserves the right to refuse any application.

Cancellation Policy

- ◆ Application fee is non-refundable.
- ◆ Cancellation prior to July 2, 2012—booth fee will be refunded minus \$25 application fee.
- ◆ Cancellation prior to July 31, 2012, but after July 2, 2012—booth fee will be refunded minus \$75.
- ◆ Cancellation after July 31, 2012—no refunds.

Insurance

Vendors are responsible for proper insurance. The Hutchinson Arts & Crafts Festival and affiliated organizations will not be responsible for damage to work or property.

Security

On-site security will be provided in the park during the festival and overnight on Thursday, September 13th and Friday, September 14th.

Marketing

The Hutchinson Arts & Crafts Festival and Taste of Hutchinson are marketed in a wide variety of print materials and advertisements, through internet marketing channels, radio, and press releases.

2012 Vendor Application

REQUIRED APPLICATION INFORMATION— INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Photos:

____ Photos Enclosed
(photos will not be returned)

____ Photos Emailed
I approve the use of my product pictures for festival

Name (First & Last) _____

Partner Name (First & Last) _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

Primary Phone: _____ Cell: _____

Email: _____

Website: _____

MN Sales Tax Number (REQUIRED): _____

Vehicle License # (REQUIRED): _____ State: _____

Booth Location Preference _____

* Exhibitor may submit booth requests for requirements in space above. Requests will be taken into consideration and honored to the best of our ability. Please be aware booth space requests are not guaranteed under any circumstances.

Category:

Please list the primary category that your work should be listed under.

A list of categories is available on the back of the application.

Payment Information: **A + B = Total Fee**

A. Application Fee—\$25.00
*Required for all applications.
This fee is non-refundable.*

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B. Booth Fees

- Early Bird Price—\$150 single booth (10'x10')
- Early Bird Price—\$300 double booth (10'x20')
Early Bird Pricing applies to any applications received prior to April 2, 2012
- General Price—\$180 single booth (10' x 10')
- General Price—\$360 double booth (10'x20')

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Total Fee \$ _____
Please include total fee with application. You do not have to separate out the Application Fee.

Payment Type:

____ Check Enclosed
Make payable to Hutchinson Chamber

____ Cash

____ Credit Card (Visa/MC, Discover)

Card #: _____ Ex. Date: _____

Signature: _____

Liability Insurance Waiver: It is hereby agreed and understood that 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 Arts & Crafts Festival, September 13, 14, and 15, 2012 and hereby exonerates the Hutchinson Area Chamber of Commerce, CVB, all committees, the City of Hutchinson and 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 streets.

Signature _____ Date _____

Please return completed application to:

Email: info@explorehutchinson.com

Fax: 320-587-4752

Mail: Hutchinson Chamber CVB

2 Main Street South

Hutchinson, MN 55350

Questions?

Call: 320-587-5252 or

Email: info@explorehutchinson.com



Hutchinson Area Chamber of Commerce, CVB

38th Annual Arts & Crafts Festival

2 Main Street South

Hutchinson, MN 55350



Categories:

- Accessories Bath Candles Clay/Pottery Clothing Drawing Dolls
- Fabric Fiber Floral Food Mixes Furniture Games/Toys Glass Jewelry
- Leather Metal Miscellaneous Music Painting Paper Photography
- Seasonal Weaving Wood

*** Please choose a category that represents the majority of the products you intend to sell. If you plan to sell items that do not fall within the category you have selected, please be sure to include pictures and a statement listing those items that fall outside of your primary category.

www.explorehutchinson.com/arts.htm