



January 3, 2012

Dear New Applicant for the Little Falls Arts & Crafts Fair,

Greetings from the Little Falls Area Chamber of Commerce! Thank you for your interest in being part of the 40th annual Little Falls Arts & Crafts Fair, which will be held September 8 & 9, 2012. The Little Falls Area Chamber of Commerce is the sponsor of this event.

The Little Falls Arts & Crafts Fair is an award winning fair that draws over 120,000 people over the 2 day event. We pride ourselves on the quality of our show and seek only handcrafted items. Leave your buy/sell items at home. This is a juried event, both to obtain entry to the Fair and on-site during the event.

NEW in 2011 and back in 2012! A great opportunity for you to test the market! Booth fees in Block W, on the West side of the Mississippi River, are only \$100! The West side of the Mississippi River has its own shuttle bus stop, food court, great parking and between 60 & 75 booth spaces.

The West Little Falls Antique & Collectibles Fair and the Farmer's Market are also staged in this area. Shuttle boat rides available for shoppers!

Please find the enclosed application materials:

- ~ the 2012 Little Falls Arts & Crafts Fair Application Form
- ~ 2012 Rules & Regulations

Please review these materials for easy application. Incomplete applications will be returned to you, which will slow down the jurying process. The jury will make a determination based on your written description and the photos.

NOTE: all of your product(s) must be made by you. Merchandise made by others and buy/sell items are not allowed.

Here is a checklist of the things that need to be included in your mailing to apply:

- Completed and signed 2012 Application Form
 - Did you fill in all of the spaces completely?
 - Is your description of your product detailed but brief?

- Have you selected your correct category (s)?
- Did you sign your application form?

- Include 4 photos of art, craft, or hobby work (no larger than 4" x 6")
 - Is each photo labeled clearly with your name and medium?
 - One photo is to be of your work space, showing raw materials.
 - Is each photo representative of the work that will be displayed?

Note: Photos will not be returned.
- A copy of your Minnesota Sales Tax Permit, confirmation letter or email from the Minnesota Sales Tax Department, or a filled out ST-19 form.

- 2 checks: make checks payable to: Little Falls Area Chamber of Commerce
 - ~ one \$10.00 check for your application fee
 - ~ one check for all other fees - City of Little Falls License Fee, and the Space Fee, and amount for a display ad in the on site Fair Directory (if you are purchasing an ad)

- Ad copy for the on site Fair Directory if you are purchasing a display ad

- Mail this application in a white #10 (4"x9½") envelope (please do not use large envelopes) with your name and return address clearly printed in the front top left corner.

Mail your completed application to: Little Falls Area Chamber of Commerce
200 1st Street NW
Little Falls, MN 56345

Postmark your application by **APRIL 6, 2012**

Questions are to be directed to Sue at the Chamber of Commerce. Sue can be reached Monday through Friday, from 8:30 a.m. to 5:00 p.m. at 320-632-5155, or emailed to artsandcrafts@littlefallsmnchamber.com