



40th Anniversary Little Falls Arts & Crafts Fair

2012 Rules & Regulations

A completed and signed application, which is required to be considered for admittance to the 2012 Little Falls Arts & Crafts Fair, indicates that the vendor has read and agrees to abide by these Rules & Regulations.

Please read this document thoroughly before submitting your 2012 Little Falls Arts & Crafts Fair Application Form.

Dates and Times: Saturday, September 8, 2011: 8:00 a.m. - 6:00 p.m.

Sunday, September 9, 2011: 9:00 a.m. - 4:00 p.m.

Vendors are required to be open during these hours. The Fair is held rain or shine. Failure to abide by this requirement will result in ineligibility for future Fairs if documentation is not provided.

Handcrafted items only:

- ***Art, craft, and hobby work items of original design and handcrafted by the vendor is the only merchandise allowed to be sold.***
- Do not bring merchandise made by others or purchased “buy-sell” items. Not allowed are items made from kits, raffle tickets, screen prints of all types, and picture frames with commercial reproductions (except framed prints which are limited edition, visibly signed and numbered – artist must be present). Also not allowed are consignment items, any item that shoots a flying projectile, nor imported items from outside the United States.
- Face painting is not allowed. Also, items with rub-on decals for decoration may not be included in any “painted or painting” category.

- Upon discovery of non-qualifying merchandise, Little Falls Arts & Crafts Fair officials will require the vendor to remove from the booth all such items. The decision of the Little Falls Arts & Crafts Fair officials will be final.
- Selling from areas other than your registered exhibit space, hawking or soliciting passersby is not allowed.
- Sale signs are not allowed in or around any vendor location.

Application Process: Applications are to be mailed in a white #10 (4.125" x 9.5") envelope with your name and return address clearly printed in the front top left corner. Please do not use large envelopes. NOTE: no immediate confirmation will be issued upon receipt of an application.

2011 exhibitors who are invited back to participate in the 2012 Fair are automatically registered for the 2012 Fair **if** a complete signed application is submitted with the proper fees by March 16, 2012. Please note that you must indicate your product for **no more than 3 categories**.

2011 Private Property vendors: must follow above guidelines submitting application & full fees.

New Applicants will be juried. Applications must be complete, signed, and accompanied by the appropriate fees. Applications must be postmarked by April 6, 2012. Applicants will be notified in May of their status.

Jurying Procedure: New applicants must submit 4 photos for each category entered (please send small photos, not large ones). Each photo must be labeled clearly with the exhibitor's name, medium and must be representative of the work which will be displayed. One photo is to be of your work space, showing raw materials.
Photos will not be returned.

Photo clarity, type of product, written description, product originality, and workmanship will be determining factors for acceptance or rejection in the Fair.

Each new applicant will be individually juried in each category in which they are applying (maximum of 3) according to the description and photos submitted. If an application is rejected, the space fee (\$195.00) and the City of Little Falls Large Scale Street Fair license fee (\$15.00) will be returned to the applicant. We do not provide reasons for not accepting an applicant. Please be aware of this condition before applying.

There will be on-site jurying of all vendors during the Fair.

Fees:

- 1.) Non-Refundable Application Fee: \$10.00. New vendors must submit this on a separate check, but returning vendors can include it on their entry fee and license check. Everyone must pay this \$10.00 fee.
- 2.) City of Little Falls Large Scale Street Fair License Fee: \$15.00 per location (not space)
- 3.) Entry Fee: \$195.00 per space, and \$100.00 per space for an additional 3rd or 4th space in the same location! **OR**

Back again this year! Booth fees in Block W on the West side of the Mississippi River are \$100 per space, limited to the first 75 booth spaces!

Make checks payable to Little Falls Area Chamber of Commerce. Checks must be for full payment of fees and accompany the completed and signed 2012 Application Form. Post-dated checks and incomplete applications will be returned to the applicant.

Refunds: The City of Little Falls Large Scale Street Fair License Fee and the space fee, minus a \$25.00 administrative fee, are refundable prior to May 11, 2012. Anyone who finds it necessary to cancel out of the Fair and wishes to request a refund must do so in writing. This is only until May 11.

Exhibitor Spaces: Exhibitor spaces are 10' x 10'. Canopies must be adaptable to lawn or hard-topped surfaces. Some sidewalk areas do not allow for a standard canopy, because of width and depth variances, trees, light/power poles, etc. There are no guarantees regarding preference for space locations. NOTE: Vendors cannot sell part or all of their space to another exhibitor.

Booth spaces are for merchandise sales. Do not purchase a booth space and expect to park your car or trailer in it.

Set-Up: Set-up is not allowed before 5:30 p.m. on Friday, September 7, 2012 on sidewalks, parking lots, and closed streets.

- ✓ Lawn exhibitors must wait until all marking is completed in their area. Vehicles may not be driven on any lawn area.
- ✓ Vendors must not block doorways, signs, walkways, etc.
- ✓ Vendors must have their Little Falls Arts & Crafts Fair Booth ID posted in the upper front left corner (as one looks into a booth) of the booth throughout the Fair.
- ✓ All vendor vehicles must be unloaded and away from the exhibit areas before 8:00 a.m. on Saturday and 9:00 a.m. on Sunday. Violators will be ticketed and towed. **Vehicles may not return to the booth area until after official closing time each day.**
- ✓ Each vendor is responsible for their own display materials, including tables, chairs, canopies, backdrops, and especially rain and sun protection.
- ✓ Vendors are responsible for their own security measures. The Fair provides for limited night security. Liability is the responsibility of the vendor.
- ✓ A 5# (pound) fire extinguisher is required in every booth by the Little Falls Fire Chief. Inspections are made.
- ✓ Quiet generators are allowed. Electricity is not available for crafters.

Cancellations: If a vendor finds it necessary to cancel out of the Little Falls Arts & Crafts Fair, the Little Falls Area Chamber of Commerce must be notified immediately. Exhibitors may not transfer or sell their space to anyone. Please see the refund section at the top of this page for more information.

Sales Tax: According to law, it's the sponsor's responsibility to notify exhibitors that they must have a Minnesota Sales Tax number and collect 6.875% Minnesota Sales Tax and maintain records regarding Sales Tax numbers. **APPLICANTS MUST INCLUDE A COPY OF THEIR MINNESOTA SALES TAX PERMIT, CONFIRMATION LETTER or EMAIL FROM THE MINNESOTA SALES TAX DEPARTMENT WITH THEIR 2012 LITTLE FALLS ARTS & CRAFTS FAIR APPLICATION, OR INCLUDE A FILLED OUT ST-19 FORM.** The MN Dept of Revenue will be furnished a list of registered vendors and may attend the Fair to check vendors concerning compliance with the sales tax law. To register and obtain a MN Sales Tax Number, call 651-282-5225 or 1-800-657-3605. Or for information, contact the MN Dept of Revenue at 651-296-6181 or 1-800-657-3777, or on the web at www.taxes.state.mn.us and click on Sales & Use Tax, and follow instructions.

Parking: By City of Little Falls Ordinance, all Recreational Vehicles (live/sleep-in vehicles) are not allowed to park on public streets or parking lots in areas marked NO RV PARKING. Other high profile vehicles are requested to be parked away from the Arts & Crafts Fair district or in areas specified for RV's. Towing will be enforced.

Fair Directory: An on-site Arts & Crafts Fair Directory is printed listing all vendors free of charge in up to 3 categories. Vendors have the opportunity to purchase ad space in blocks, sized at 3" wide x 2" high at a cost of \$65.00 for 1 ad block; \$90.00 for 2 ad blocks; \$110.00 for 3 ad blocks. Ad copy and fee must accompany the application. NOTE: copy may not include a coupon or coupon-like promotion.

Violations: Any violation of the Rules & Regulations, Minnesota Sales Tax Law, Little Falls City Ordinance, or a material misrepresentation on the application shall suffice for the sponsor to elect to immediately close down the vendor and/or deny the vendor the right to return to the Little Falls Arts & Crafts Fair in the future.

Questions: Please contact Sue at the Chamber of Commerce Office at 320-632-5155 weekdays from 8:30 a.m. to 5:00 p.m. or e-mail to artsandcrafts@littlefallsmnchamber.com

Save the date: September 7 & 8, 2013: 41st annual Little Falls Arts & Crafts Fair