



## 36th Annual Art & Craft Festival

Saturday, August 17, 2019 • 9 am - 3:30 pm



Dear Artisan:

You are invited to participate in the 36<sup>th</sup> annual Buffalo Chamber's Art & Craft Festival on Saturday, August 17, 2019, from 9 am - 3:30 pm, in the streets of downtown Buffalo, Minnesota.

Enclosed you will find an application, policies and regulations and a ST-19 form. Please complete and return your application, ST-19, and payment before Friday, July 12, 2019.

ALL NEW exhibitors to our Festival must submit photos of their items and work station. Only hand-crafted items made by you will be allowed. If you were a vendor in 2017 or 2018 you need not send photos but a ST-19 is still required.

Returning Crafters Only: If you are a returning crafter you have the option to register and pay **online**. Visit us at [BuffaloChamber.org](http://BuffaloChamber.org), Happenings, Community Events.

Booth space will be reserved when your application and payment have been received.

If accepted, your booth number/location will be mailed to you on August 7<sup>th</sup> along with maps regarding access and parking. We ask that you look at your space and come early if in the middle of any street. Come late if at an end. We make every effort to make coming and going a smooth process.

If you have any questions, please contact the Chamber office at 763-682-4902 or email Suzanne at [Suzanne@BuffaloChamber.org](mailto:Suzanne@BuffaloChamber.org).

Thank you for submitting your vending application to be part of this great show! We enjoy having you share your work in our community.

Sincerely,

*Sue Olmscheid*

Sue Olmscheid

President





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Full Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

<p><b>Space Requirements</b></p> <p>Do you use a canopy? YES _____ NO _____</p> <p>Is this your first year? YES _____ NO _____</p> <p>Booth Number - You will be assigned the same booth number you had last year, unless you request otherwise.</p> <p>Request: _____</p>	<p><b>Payment Information - \$95 per Booth</b></p> <p>10x10 space # _____ of booth(s) x \$95 = \$ _____</p> <p>Late Fee after Friday, July 12, 2019, \$25 = \$ _____</p> <p>Total amount of payment = \$ _____</p> <p>Make checks payable to the Buffalo Chamber.</p> <p>MN State Sales Tax # _____</p>
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**NEW APPLICANTS:** Please submit a minimum of three photos of your artistically handcrafted item(s). The photos should include your work space and raw materials. List the items you will be selling below. Electronic photos submissions are acceptable at [Info@BuffaloChamber.org](mailto:Info@BuffaloChamber.org). **DO NOT apply if your items are NOT handcrafted by you.** **Officials will be inspecting ALL products.** (If you exhibited at our 2017 or 2018 Festival and your business/product has not changed, you do not need to resubmit photos).

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**Rules: Please read, initial and sign below.**

\_\_\_\_\_ By signing this document I am stating that all information provided in this application is correct and that I have read the 2019 Policies and Regulations document and agree to abide by its content.

\_\_\_\_\_ I will conduct myself in a professional manner with respect to my neighbors, volunteers, customers, and the Buffalo Chamber of Commerce staff.

\_\_\_\_\_ I fully understand that if the officials of the 2019 Art & Craft Festival find fault with my product or conduct, I will correct it or voluntarily leave without refund or incident.

\_\_\_\_\_ I certify that all the items I will be selling are produced by me or a close acquaintance, NOT buy/sell or commercially produced items.

\_\_\_\_\_ I agree to indemnify the Buffalo Area Chamber of Commerce and the City of Buffalo, or anyone connected with the Festival, and hold them harmless against all actions, claims, liabilities, losses, costs and expenses which in any way may arise in connection with or resulting from the Buffalo Art & Craft Festival sponsored by the Buffalo Area Chamber of Commerce, including claims for bodily injury or death of persons and for loss or damage to property, whether the same be to negligent acts or omission of this organization, their agents, employees or otherwise.

Signature: \_\_\_\_\_ Signed Date: \_\_\_\_\_ 

**Enclosed with this signed application you must include your payment and a completed MN ST-19 form.** 

Return: Buffalo Chamber of Commerce, 205 Central Ave, Buffalo, MN 55313 • [Suzanne@BuffaloChamber.org](mailto:Suzanne@BuffaloChamber.org)



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## 2019 Policies and Regulations

The Festival runs down the middle of two streets - Division Street and 1<sup>st</sup> Avenue in downtown Buffalo.

1. Art and craft items of original design and handcrafted by the vendor are the only merchandise allowed to be sold.
2. All Items **MUST BE** handcrafted. Items manufactured and purchased for resale are not permitted (buy/sell items). Not allowed are items made from kits, raffle tickets, screen prints of non-original designs, and picture frames with commercial reproductions (except framed prints which are limited edition, visibly signed and numbered – artist must be present).
3. No consignment items or assembled items that shoot neither a flying projectile nor imported items produced outside of the United States are allowed.
4. Set up time begins at 6 am and ready to sell by 9 am. Tear down is at 3:30 pm. If you set up prior to 6 am, you may be asked to move your booth if it is not in the correct location.
5. Your 10 ft. space is designated by two strips of pink duct tape with a numbered sign in the middle of the two strips of tape and a line of twine running down the center of the road.
6. Extra-large and/or extra heavy booth items and vehicles are required to set-up between 6-7 am.
7. All vehicles are to be parked in the designated areas by 8:45 am.
8. You are to provide your own canopy, table, electricity, chairs and supplies. Generators are not permitted.
9. All items (storage or display) must remain within your designated booth space. Items are not allowed in walking area.
10. **NEW Exhibitors Only:** Please submit three photos of work and one photo of your display space. Photos are to include your work station and raw materials. Digital photos may be submitted via email. Photos will not be returned. Once they are received they will become property of the Buffalo Area Chamber of Commerce. Declined applicants will be notified within three weeks upon receiving your application. **JUDGES WILL BE WALKING THROUGH THE SHOW THE MORNING OF AND IF THEY FIND YOUR ITEMS ARE NOT HAND CRAFTED YOU WILL BE ASKED TO LEAVE.**
11. Booth location and show information will be mailed early August, including a map showing your assigned space. We will do our best to honor booth location requests, however, your request is not guaranteed.
12. Booth space will be reserved when all applicable fees and forms have been properly submitted. We will not hold space without payment, a completed and signed application and a ST-19 form. **Cancellations after July 12, 2019 will not be refunded.** Applications received after July 12, 2019 will be charged a late fee of \$25.00. No show policy: If you are unable to attend the show please contact the Chamber up to two days prior to the show. Lack of notification may affect your acceptance to future shows.
13. The show will proceed regardless of the weather (wind, rain or heat).
14. Do not block any entrance to a business; many are open on Saturday.
15. You must remove your own trash at the end of the show.
16. A \$30 processing fee will be charged for checks returned by the bank for non-sufficient funds.

**Sales Tax:** We are required to notify crafters that they must have a Minnesota Sales Tax number and collect and pay 6.875% Minnesota Sales Tax. **APPLICANTS MUST INCLUDE A COMPLETED ST-19 FORM (each year) WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY CRAFTER.** This form is attached and more information about event sellers can be accessed at [www.revenue.state.mn.us/Forms\\_and\\_Instructions/st19.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf)

**Violations:** Any violation of the Policies and Rules, Minnesota Sales Tax Law, Buffalo City Ordinance, or a material misrepresentation on the application shall suffice for the Buffalo Chamber to elect to immediately close down the crafter and/or deny them the right to return to the Buffalo Art & Craft Festival in the future.

If you have any questions contact the Chamber at 763-682-4902.