

2017 ARTS AND CRAFTS SHOWS

PRESENTED BY THE MINOCQUA AREA CHAMBER OF COMMERCE

Please consider applying online and save \$10

www.minocquaartsandcrafts.com



June Bloom Arts & Crafts Festival

Saturday, June 3

9:00 am ~ 3:00 pm

Set up starts:

June 2 at Noon

Entry Fee

\$105 for the first space

\$160 for a double space

\$215 for a triple space

*register on line for \$10 less



After Loon Delight Craft Show

Thursday, August 3

10:00 am ~ 4:00 pm

Set up starts:

August 2 at 3:00 pm

Entry Fee

\$105 for the first space

\$160 for a double space

\$215 for a triple space

*register on line for \$10 less



Prime Choice Craft Show at the 52nd Annual Beef-a-Rama

Saturday, September 30

9:00 am ~ 5:00 pm

Set up starts:

September 29 at Noon

Entry Fee

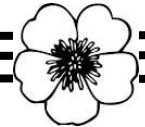
\$160 for the first space

\$270 for a double space

\$380 for a triple space

*register on line for \$10 less

An additional \$25.00 fee will be charged for electricity



QUICK FACTS:

- These are outdoor shows. There are no rain dates and no refunds for inclement weather.
- There will be a limited number of booth spaces available for each show and a very small number of spaces with electricity that will be assigned on a first come, first serve basis.
- Check-in with an event staff member is required for all shows. Early set up is not an option, however setup runs all night long and into the morning with a security guard on the premises.
- All spaces are 10'x10' to accommodate your tent in an outdoor setting.
- All spaces will be assigned. Exhibitors will receive their space number once they have checked-in with event staff. Every effort will be made to accommodate a "special space" request but will not be guaranteed.
- Overnight security provided on June 2, August 2 and September 29.
- Exhibitors are required to be present for both days of a 2-day show.
- There is no early take down, unless directed by the Event Coordinator. Failure to comply may result in not being invited back to participate in future shows.

APPLICATION PROCESS:

- There are separate applications for each show.
- Payment is part of the application process. Your application is not complete and will not be considered until your payment has been received. Refunds will be given if your entry is denied or if the Chamber cancels a show. If payment is not received before the show is filled or 1 week prior to the show your application will not be considered.
- All entries will be juried in order to protect the integrity and enhance the variety of the shows. Entries will be selected based on handmade quality, uniqueness and diversity. The number of similar crafts will be regulated.
- Photographs are required if this is the first Minocqua Area Chamber of Commerce show you are applying for, if you are selling a new product or if we do not have all the required photos on file from a previous show. See the *Photographs* section for a list of images to be submitted.
- Application Deadline is 5:00 p.m. 3 weeks before each show (May 12, July 13 and September 8) or until full.
- We also require that each vendor fill out the Wisconsin Temporary Event Operator and Seller Information Form for each show
- After receiving your application, photos and payment you will be contacted within 2 weeks with news of your acceptance or rejection.

WISCONSIN SELLERS PERMIT:

All participants should have a Wisconsin Seller's Permit number and indicate permit number on the application form. If you do not have a Wisconsin Seller's Permit please list the last 4 digits of your Social Security Number (SSN) or the last 4 digits of your Federal Employer Identification Number (FEIN) prior to acceptance of entry. To receive a Wisconsin Seller's Permit, visit www.revenue.wi.gov or write to: Wisconsin Department of Revenue, P.O. Box 8902, Madison, WI 53708, or call: (608) 266-2776.

HANDMADE PRODUCTS BY THE EXHIBITOR:

- The Minocqua Area Chamber of Commerce restricts any art or craft that is not primarily artistically conceived and handcrafted by the artist/crafter that wishes to sell products at our shows. **Items that will not be accepted include: pre-purchased, imported or mass-produced items.**
- Products that maybe described as hand-embellished, pre-purchased items should be original in conception, design and be primarily handcrafted.
- The artist/crafter who made the products is expected to be present during the entire show. It is not acceptable to send a relative or representative to exhibit and sell your work in lieu of your presence.
- Reproductions must be signed and numbered as to the size of the edition.
- Even though you are accepted into the show, the Event Coordinator will have full authority to disallow any exhibit that he/she feels has been mass produced or pre-purchased from a professional dealer or other source. (If your items are questionable, you may be asked to demonstrate how you have made the items during the show for all shoppers to view).
- Please understand that we try very hard to keep out wholesale products to make the shows fair and of high quality. Please do not be offended if we ask you for further documentation to validate your hard work.

PHOTOGRAPHS

Each applicant must have all of the following photos on file before s/he will be considered for acceptance to a show:

1. In Progress ~ Close-up product photos shown in 3 stages of completion. If you sell more than one type of product, photos must be included for each category
2. Tools and Materials ~ Photo showing your full selection of tools and raw materials
3. The Artist/Crafter ~ One close-up photo (waist up) of you making your product (this may be one of the "in progress" photos)
4. Finished Product ~ Close-up photos (this may be one of the "in progress" photos)
5. Display ~ A photo of your booth display
6. Something for the Web ~ A photo that showcases your work that we may use on our website next to your listing

You may email, fax or mail photos:

Email: Kailey@minocqua.org

Fax: Attn Kailey 715-358-2446

Mail: Attn Kailey, PO Box 1006, Minocqua, WI 54548



APPLICABLE SALES TAXES:

Collection of State and County (Oneida) sales tax (5.5%) is the responsibility of each exhibitor. We send a list of participating crafters to the Wisconsin Department of Revenue after each show.

CHECK-IN & PARKING:

- Confirmation and check-in times will be emailed at least one week prior to each show.
 - **BOOTH NUMBERS WILL BE ASSIGNED UPON YOUR ARRIVAL.**
 - All booths must be ready for sales 1/2 hour before the start time of the show at which time the show jury will check each booth.
 - All vehicles must be removed from the show area immediately after setting-up.
 - Exhibitors are encouraged to park in the Lakeland Union High School lot and ride the shuttle to and from Torpy Park.
 - The Minocqua Area Chamber of Commerce is not responsible for any parking tickets which may be issued during set-up or on the day of the show.
 - There is no overnight camping or parking allowed at any of the show sites (town ordinance).
 - Arrangements will be made for our exhibitors with disabled parking identification permits. Please let us know during the application process.
 - Please visit minocquaartsandcrafts.com to download a map of the downtown and parking lots.
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SPACE ASSIGNMENTS

- All three of our shows use different areas of Torpy Park. June Bloom will be on the upper level, Prime Choice on the beach level and After Loon Delight will use both levels.
- All three of our shows have different layout patterns featuring single rows, back-to-back rows and pods.
- Please let us know if you prefer only one side of your booth to be open so that we do not assign you a pod or a corner spot.
- We try to honor requests of returning vendors on a first come, first serve basis, but there is no guarantee.

BOOTHS

- Event staff will monitor the set-up of all booths.
- Participants must furnish their own tables, chairs, tents, extension cords and display materials.
- Electricity will be available to a limited number of exhibitors, first come, first serve—**Bring your own cords!**
- All sales activities must be confined to the limits of your booth area.
- Spaces may not be sublet or shared without the consent of the Event Coordinator
- Tents must be secure and able to withstand wind and rain. Appropriate weights and tie-downs are recommended.
- The Chamber reserves the right to restrict exhibits which, because of noise, method of operation, materials, instability or for any reason, become objectionable or unsafe. The Chamber may also prohibit or evict participants who may detract from the general character of the show.

BEHAVIOR

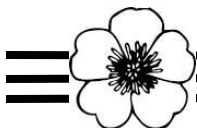
- All exhibitors are expected to act professionally and responsibly, as you would at a place of business.
- Aisle solicitation is forbidden. Booth attendants must confine their solicitation within the booth.
- Aggressive behavior to another exhibitor or event staff will result in expulsion from the show.
- Refrain from creating disagreeable odors, operating any machine or projecting sound at a level which might be objectionable and might interfere with the overall success and enjoyment of the show by those in attendance or neighboring vendors.
- Please provide any safety guards, shields or precautions necessary to prevent possible injury to the public.
- Exhibitor badges will be provided and should be worn by those working in the booth.
- **ABSOLUTELY NO SMOKING** is allowed by exhibitors within 20 yards of the show's footprint.

CLEAN UP:

Exhibits, tables and materials should remain standing and unpacked until the show's advertised end time. Early dismantling may result in being denied participation in future shows. Upon disassembly of your craft booth, it is necessary to clean the entire area of your exhibit of all debris, cords, etc. Vehicles will not be allowed on the grounds or in visitor parking spaces until the show's end time.

LIABILITY & INSURANCE

- The exhibitor hereby releases and agrees to hold harmless the Minocqua Area Chamber of Commerce and the Town of Minocqua from any damage to the exhibitor's property or any personal injury which s/he or helpers may sustain while participating in the shows.
- The exhibitor agrees to abide by the rules and guidelines listed in this agreement. Failure to follow the policies may result in expulsion from the show and face any legal action that may result from the exhibitor's actions.
- The exhibitor understands that the Minocqua Area Chamber of Commerce does not carry insurance to cover personal property and that all exhibit materials and products related to the show are stored and displayed at the exhibitor's own risk. Exhibitors should carry their own insurance.



These regulations have been formulated for the best interests of all concerned. All points not covered are subject to the decision of the Minocqua Area Chamber of Commerce, Inc.

Please contact us if you have any questions.

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Email: beth@minocqua.org

Website: www.minocquaartsandcrafts.com or www.minocqua.org
