



2010 Rules and Regulations

Dates and Times:

Saturday July 10, 2010 from 9:00 a.m. to 5:00 p.m.

The Anoka Riverfest & Craft Fair is held rain or shine. Crafters are required to be present and open during these hours. Failure to abide by this requirement will result in ineligibility in future events.

Authorized Merchandise and Selling Regulations:

Art Craft, and Hobby items (original design and hand-crafted by the exhibitor) are the only merchandise allowed to be sold.

The following items are examples of items not allowed: Any merchandise not hand-made by the exhibitor, i.e. commercially produced items such as Beanie Babies, jewelry, catalog products, kits, raffle tickets, gold or silver chains, screen prints (of all types); picture frames with commercial reproductions, consignment items, imported items, rub-on decals, accessories for handmade products; ink pads for rubber stamps, doll shoes, etc.

Note: The exhibitor will be asked to immediately remove any non-qualifying merchandise from the booth.

Selling from areas other than your registered exhibit space, hawking or soliciting passersby is not allowed.

Sale signs are not allowed.

Application Process:

Applications must be complete, signed and accompanied by the appropriate fees and forms.

Mail or drop-off the completed application with your name and return address clearly printed in the front-top-left corner.

Note: no confirmation will issued upon receipt of an application's arrival.

ALL APPLICANTS WILL BE JURIED.

Applicants should list three juried shows in which they have participated.

Acceptance or rejection notification will be sent by June 1, 2010.

Jurying Procedure:

All applicants must submit at least *three* photos of their craft and *one* of previous booth space. Each photo must be labeled clearly with the exhibitor's name, medium and **must represent all of the work** which will be displayed.

Photo clarity, type of product, written description, product originality, workmanship and category availability will all be determining factors for acceptance or rejection.

Photos will not be returned.

The Anoka Riverfest & Craft Fair *will not* provide reasons for non-acceptance of an applicant. *Please be aware of this condition before applying.*

If an applicant is not accepted, the application fee will be returned.

Fees:

Application Fee: \$90.00 per approximate 10' X10' space. The application fee after June 1, 2010 will be \$125.00.

Make checks payable to: Anoka Area Chamber of Commerce.

The checks must be for full payment of fees and accompany the completed and signed 2010 Anoka Riverfest & Craft Fair application form.

Post dated checks and incomplete applications will NOT be processed.

Refunds and Cancellations:

The application fee is refundable, by written request, until May 10, 2010.

Spaces may not be transferred or sold to another crafter.

If you need to cancel, please notify Anoka Riverfest & Craft Fair *as soon as possible* at: (763)421-7130 or riverfest@anokaareachamber.com

Exhibitor Spaces:

Exhibitor spaces are *approximately* 10' X 10'.

Canopies must be adaptable to hard-topped surfaces and located entirely within the assigned space. *Awnings are allowed.* Some sidewalk areas do not allow for standard-size canopies because of width and depth variances, trees, light/power poles, etc. There are no guarantees regarding preference for space locations.

In applying, you agree to be willing to adjust to the space assigned to you.

There will be on-site jury judges the day of the event.

Set-Up:

Set-up is not allowed before 6:00 a.m. Please follow the set-up process included in the confirmation letter.

All vendor vehicles must be unloaded and removed from the exhibit areas *before* 8:45 a.m. Vendor vehicles *may not* return until after closing time.

Each vendor is responsible for their own display material, including: tables, chairs, canopies, backdrops, and rain/sun protection. It is advisable to have canopy weights available for wind protection.

Electricity is not available. *Generator use by prior approval only.*

Note: Security measures and liability for merchandise are the responsibility of the vendor.

Sales Tax:

According to law, sponsors must notify vendors of the necessity of a *current* Minnesota Sales Tax ID number. All vendors must collect and maintain records for Minnesota sales tax. The current MN Sales Tax is 7.125 %. This document and paragraph serves as this notice.

Each applicant must include a completed and signed Minnesota Department of Revenue Operator Certificate of Compliance (form ST-19) with their 2010 Anoka Riverfest & Craft Fair Application.

The Minnesota Department of Revenue will be furnished with a list of registered vendors.

To obtain a Minnesota Sales Tax number:

- 1) Call 651-282-5225
- 2) Go to www.taxes.state.mn.us, under the heading, *e-services/Businesses*, and "click" on *Register for a Minnesota tax ID number*.

For more information, contact the MN Dept. of Revenue at 651-296-6181, 1-800-657-3605 or visit their web site at www.taxes.state.mn.us.

Parking:

Specific areas, surrounding the event area, will be designated for vendor parking. Anoka Riverfest & Craft Fair officials will direct vendors to designated parking areas. Please notify the Anoka Riverfest & Craft Fair staff about any special needs you may have *prior* to the event date.

Event staff will be readily available, throughout the event, to give cart service to all vendors for transportation to and from their vehicles.

Violations:

Any violation of the Anoka Riverfest & Craft Fair Rules and Regulations, Minnesota Sales Tax Law or a material misrepresentation on the application shall suffice to eject the vendors and deny future participation.

Questions:

Visit our website at www.anokariverfest.com, or contact Anoka Riverfest & Craft Fair via Anoka Area Chamber of Commerce at:

763 421-7130 or riverfest@anokaareachamber.com .

Office hours are Monday through Friday, 9:00 a.m. to 4:00 p.m.

Thank you for considering the Anoka Riverfest & Craft Fair.

We strive to provide our exhibitors a fun, organized, and safe event with the opportunity to sell their merchandise to 10,000 + potential customers.

To be considered for admittance to the 2010 the Anoka Riverfest & Craft Fair, exhibitors must have completed and signed the 2010 application. The exhibitors' signature, on the application, indicates that they have read, and agree to abide by, the event rules and regulations.

The Anoka Riverfest & Craft Fair is a completely volunteer-run event. Please be respectful to our volunteers. Any demonstration of verbal abuse of volunteers, the public, or the event will not be tolerated and will result in immediate show dismissal.



2010 Exhibitor Application

Exhibitor Name: _____

Business Name: _____

Address: _____

City/State: _____ / _____ Zip Code _____

Telephone: (_____) _____ MN Tax ID# _____

E-mail Address: _____

Check the categories that best describe your work:

- | | | | |
|--|---------------------------------------|---|--|
| <input type="checkbox"/> Artwork | <input type="checkbox"/> Bath & Body | <input type="checkbox"/> Clothing & Access. | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Ethnic & Regional | <input type="checkbox"/> Fiber Arts | <input type="checkbox"/> Floral | <input type="checkbox"/> Food |
| <input type="checkbox"/> For Children | <input type="checkbox"/> Gifts | <input type="checkbox"/> Glass Art | <input type="checkbox"/> Home Décor |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Misc. | <input type="checkbox"/> Paper Art | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Seasonal Décor | <input type="checkbox"/> Wood Working | <input type="checkbox"/> Yard & Garden | |

Give a brief description of your medium: _____

Were you a Riverfest exhibitor in 2009? ___Yes ___No

List up to three juried shows in which you participated: 1) _____

2) _____ 3) _____

Please read carefully and sign below: I agree to abide by the 2010 Anoka Riverfest & Craft Fair rules and regulations. I understand that the City of Anoka, Anoka Area Chamber of Commerce (or employees of) and Anoka Riverfest & Craft Fair volunteers are NOT responsible for exhibitor merchandise. I accept liability for any loss by damage or theft sustained during the event.

No refunds will be offered after May 1, 2010.

Signature of exhibitor _____

Printed Name: _____ Date: _____

- I have enclosed:**
- 1) ___ \$90 Application Fee (\$125, after June 1).
Checks payable to Anoka Area Chamber of Commerce
 - 2) ___ 2010 Exhibitor Application
 - 3) ___ MN Revenue Operator Certificate of Compliance (ST-19, Tax ID #)

Mail completed application to:

Anoka Area Chamber of Commerce
12 Bridge Square
Anoka, MN 55303

Or fax to: (763) 421-0577

Questions?: Call: (763) 421-7130
or Email: riverfest@anokaareachamber.com

We look forward to seeing you there!