



## 2019 Rules & Regulations

Thank you for considering Anoka Riverfest & Craft Fair. We strive to provide our vendors a fun, organized, and safe event with the opportunity to sell their merchandise to 15,000+ customers.

### **Event Date & Requirements:**

**Saturday, July 13, 2019 from 9:00 a.m. to 5:00 p.m.**

1. The event is held rain or shine.
2. Vendors are required to be present and open during these hours.  
*Failure to abide by this requirement may result in ineligibility for future shows.*

### **Authorized Merchandise and Selling Regulations:**

The only merchandise allowed is original design or items hand-crafted by the vendor.  
*No manufactured items will be allowed.*

1. The following are examples of items not allowed:
  - a. Any merchandise not hand-made by the vendor or commercially produced items such as:  
*Beanie Babies, jewelry, catalog products, kits, raffle tickets, gold or silver chains, screen prints; picture frames with commercial reproductions, consignment items, imported items, rub-on decals, accessories for handmade products; ink-pads for rubber stamps, doll shoes, etc.*
  - b. PVC-based items such as:  
*Marshmallow guns, bow & arrows, golf ball games.*
  - c. Wind Spinners

*Note: The Anoka Riverfest & Craft Fair (AR&CF) committee reserves the right to ask any vendor who has misrepresented items for sale to leave the show and forfeit the registration fee.*

2. Selling Regulations:
  - a. No selling from areas other than your booth space.
  - b. No soliciting passersby.
  - c. No merchandise or sale signs outside of your booth space.

### **Application Process:**

1. Applications must be complete, signed and accompanied by the appropriate fees and forms. Post-dated checks and incomplete applications will NOT be processed.
2. All fees will be determined according to the postmarked date-no exceptions.
3. All applicants *must* submit at least *two* photos of their craft and *one* of a previous booth.
  - A. Each photo must be labeled clearly with the vendor's name, and must be a good representation of all of the work which will be displayed. *A paper print-out is acceptable. Photos will not be returned.*
4. Return completed application with your name and return address clearly printed on the envelope.
5. Processed checks will be only early notification of acceptance. **Confirmation letters will not be sent until approximately three weeks prior to show.**

*Note: No confirmation will be issued upon receipt of an application*

### **Application Review Process:**

Crafter applications will be evaluated by at least three jury judges assigned by the administrators of the event.

1. The main determining factors for acceptance or rejection:
  - a. Product originality
  - b. Workmanship
  - c. Category availability (i.e. jewelry, soap)
2. All applicants will be juried!
3. AR&CF will not provide reasons for non-acceptance of an applicant.  
*-Please be aware of this condition before applying.*
4. If an applicant is not accepted, the application fee will be returned.
5. There will be on-site jury judges the day of the event.
6. Vendors must have completed and signed the application.  
*-The vendors' signature, on the application, indicates that they have read, and agree to abide by, the event rules and regulations*

### **Vendor Spaces:**

1. Vendor spaces are approximately 10' X 10'.  
*-If you need additional space, you must purchase two spaces. You may not extend farther than your allotted 10'-this includes merchandise, canopies, chairs, signage, etc.*
2. Canopies must be adaptable to hard-topped surfaces and located entirely within the assigned space. *Awnings are **NOT** allowed.* Some sidewalk areas do not allow for standard-size canopies because of width and depth variances, trees, light/power poles, etc.
3. There are no guarantees regarding preference for space locations.  
*-Returning vendors-all attempts will be made to assign the same booth space as the previous year-as long as your application is in by the deadline date of May 1, 2015.*
4. Unforeseen problems, the day of the event, may result in a booth space location change.  
*-In applying, you agree to be willing to adjust to the space assigned to you.*

### **Set-Up:**

1. Set-up is not allowed before 6:00 a.m.
2. Please follow the set-up process included in the confirmation letter.
3. 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.
4. Each vendor is responsible for their own display material, including:  
*-Tables, chairs, canopies, backdrops, and rain/sun protection.*
5. It is advisable to have canopy weights available for wind protection.
6. Electricity is not available.

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

### **Sales Tax:**

Each applicant must include a completed and signed Minnesota Department of Revenue Operator Certificate of Compliance (form ST-19) with their 2019 Anoka Riverfest & Craft Fair Application. *The Minnesota Department of Revenue will be provided a list of registered vendors.*

1. To obtain a Minnesota Sales Tax number:
  - a. Call 651-282-5225
  - b. Go to [www.taxes.state.mn.us](http://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](http://www.taxes.state.mn.us).

*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 paragraph serves as this notice.*

**Parking:**

1. Specific areas, in the surrounding event area, will be designated for vendor parking.
2. AR&CF officials will direct vendors to designated parking areas.
3. Please notify the AR&CF staff about any special needs you may have *prior* to the event date.
4. 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 said vendor (without return of the application fee) and deny future participation.

**Refunds and Cancellations:**

1. The application fee is refundable, only if application is denied.
2. Spaces may not be transferred or sold to another crafter.
3. If you need to cancel, please notify Anoka Riverfest & Craft Fair administrators *as soon as possible* at: (763)421-7130 or [mail@anokaareachamber.com](mailto:mail@anokaareachamber.com)

**Questions:**

Visit our website at: [www.anokariverfest.org](http://www.anokariverfest.org),

Or contact us: (763) 421-7130 or [mail@anokaareachamber.com](mailto:mail@anokaareachamber.com)

Office hours are Monday through Friday, 9:00 a.m. to 4:30 p.m.

**Additional Notes:**

*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.*

*The City of Anoka, Anoka Area Chamber of Commerce (or employees of) and Anoka Riverfest & Craft Fair volunteers are NOT responsible for vendor merchandise or liability for any loss by damage or theft sustained during the event.*

For Office Use Only.

Date: \_\_\_\_\_ / Approved: Yes / No / Comments: \_\_\_\_\_ / 2018 Booth: \_\_\_\_\_  
\$ \_\_\_\_\_ / Special Request (s): \_\_\_\_\_ / 2019 Booth: \_\_\_\_\_



# 2019 Vendor Application

Exhibitor Name: \_\_\_\_\_ Business Name \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Check the categories that *best* describe your work (if more than one, number in order of significance)

- |                                    |   |   |  |
|------------------------------------|---|---|--|
| <input type="checkbox"/> Artwork   | <input type="checkbox"/> Bath & Body    | <input type="checkbox"/> Clothing & Access. | <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"/> Metal         |
| <input type="checkbox"/> Misc.     | <input type="checkbox"/> Paper Art      | <input type="checkbox"/> Photography        | <input type="checkbox"/> Pottery       |
| <input type="checkbox"/> Sculpture | <input type="checkbox"/> Seasonal Décor | <input type="checkbox"/> Wood Working       | <input type="checkbox"/> Yard & Garden |

2. Give a brief description of your work: \_\_\_\_\_

**\*\*\*\*PLEASE NOTE DATE CHANGE BELOW\*\*\*\***

3. Were you an Anoka Riverfest & Craft Fair exhibitor in 2018? (please circle): Yes / \*No

a. Would you prefer the same booth space (if possible)? Yes / No.

**\*\*\*\* Returning Vendors-Mar1, 2019 is the application due date to retain the previous years' booth space.**

b. \*If no, list 2 shows in which you participated. 1) \_\_\_\_\_ Juried Show? Yes / No.  
2) \_\_\_\_\_ Juried Show? Yes / No.

4. Do you have any special requests/needs? \_\_\_\_\_

5. Where did you hear about this event? \_\_\_\_\_

**\*\*\*\*\*PLEASE NOTE DATE CHANGE BELOW\*\*\*\*\***

Space & Fees:

<u>Application Postmarked</u>	<u>Fee</u>
Prior to Apr 1, 2019	\$130 per 10'x10' booth / \$260 per 10'x20' booth
Apr 1, 2019 or later	\$160 per 10'x10' booth / \$320 per 10'x20' booth

Please include:

- 1) 3 photos of your craft and 1 photo of your booth space.
- 2) Current MN Revenue Operator Certificate of Compliance (Form ST-19, Tax ID #).
- 3) A self-addressed, legal size (9 1/2x 4), stamped envelope.
- 4) Check (post-dated checks will not be accepted).  
*Make checks payable to: Anoka Area Chamber of Commerce.*
- 5) **All new vendors must include work in progress/work station photos.**

**No refunds will be provided after application is processed and approved.**

**Applications that are incomplete or missing required items will not be processed until complete.**

**Please read carefully and sign below:**

*I agree to abide by the 2019 Anoka Riverfest & Craft Fair official rules and regulations.*

Signature of exhibitor \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Mail completed application to:**

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

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