



29th Annual Arts & Crafts Festival
Saturday, August 18, 2012 - 9 a.m. to 3 p.m.

2012 Art & Craft Vendor Application (Excluding Food)

First Name: Last Name: Phone:

Address:

City: State: Zip:

MN sales tax #: Fee enclosed \$: Email:

Description of items to be sold:

Booth Registration Fees:

Table with 2 columns: Booth type and Price. Includes Single booth (10' x 10'), Double booth (10' x 20'), Triple booth (10' x 30'), and Late fee (after 7/27/12).

Payment:

Single booth - \$90.00 x booth(s) = \$
Double booth - \$180.00 x booth(s) = \$
Triple booth - \$270.00 x booth(s) = \$
Late fee - \$20.00 (after 7/27) x booth(s) = \$

TOTAL (make checks payable to: Buffalo Area Chamber of Commerce) \$

Space Location:

Do you use a canopy? Yes No (If no, your booth will be placed on the side walk)
Is this your first year? Yes No (If yes, please enclose pictures)
First time exhibitors to the Buffalo Arts & Craft Festival must submit 3 photos of work and 1 photo of display space.

If you were here in the past, what was your booth number(s). If you don't know your booth number(s), give a general description of a location you wish to have. There is no guarantee of booth location; requests will be considered.

Please read all items carefully. All participants must fill out the vendor application and return it prior to July 27, 2012. Those who have exhibited in the past will be given first priority and are grandfathered into the show if exhibiting the same products that were originally juried and accepted. New products must be submitted for review by committee. After July 27, booths are assigned on a first-come, first-served basis until the space is filled. Cancellations after July 27, 2012, will not be refunded. Applications received after July 27 will be charged a late fee of \$20 per booth. Mail the completed form, with your check to: Buffalo Area Chamber of Commerce, 205 Central Avenue, Buffalo, MN 55313.

DISCLAIMER

I agree to indemnify the Buffalo Area Chamber of Commerce, or anyone connected with the craft sales, 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 Arts & Crafts 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: Date:



29th Annual Arts & Crafts Festival

Saturday, August 18, 2012 - 9 a.m. to 3 p.m.

Show Times:

Saturday, August 18, 2012

9:00 a.m. - 3:00 p.m.

Location: Streets and sidewalks in downtown Buffalo, MN

Set up time begins at 6:00 a.m.; Tear down begins at 3:00 p.m.

Registration Fees:

Early Registration:	Single booth - \$90.00	Double - \$180.00	Triple - \$270.00
After July 27, 2012:	Single booth - \$110.00	Double - \$200.00	Triple - \$290.00 (credit card/money order will be accepted)
Refund for canceling:	Notify the Buffalo Chamber in writing by July 27, 2012		
No Refund:	After July 27, 2012		

Booth size:

Canopies – provided by you (placed on street): Single - 10' x 10' Double - 10' x 20' Triple - 10' x 30'

Non-canopies (placed on sidewalk): Single - 8' x 12'

Booth Set-up and Rules & Regulations:

1. Your 10 ft. space is designated by 2 strips of gray duct tape with a numbered sign in the middle of the 2 strips of tape and a line of twine running down the center of the road.
2. Booth set-up is from 6:00 - 9:00 a.m. If you set up prior to 6 a.m., you may be asked to move your booth if it is not in the correct location.
3. EXTRA LARGE AND/OR EXTRA HEAVY BOOTH ITEMS AND VEHICLES ARE REQUIRED TO SET UP BETWEEN 6:00 – 7:00 A.M.
4. All vehicles are to be parked in the recommended areas by 8:45 a.m.
5. All booths must have a canopy to be placed on the street. You are to provide your own canopy, table, electricity, chairs and supplies. GENERERATORS ARE NOT PERMITTED.
6. All items (storage or display) must remain within your designated booth space. Items are not allowed in walking area.
7. First time exhibitors to this festival must submit 3 photos of work and 1 photo of your display space. 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 3 weeks upon receiving your application.
8. All items MUST be hand-crafted by you or close acquaintance. Items manufactured or purchased for resale are not permitted. Artists may only exhibit work that was approved by the Chamber.
9. Booth location and show information will be mailed by August 6, 2012, including a map showing the artist their assigned space. We will do our best to honor booth location requests, however, your request is not guaranteed.
10. Booth space will be reserved when all applicable fees and forms have been properly submitted. We will not hold space without payment, a completed application and a signed disclaimer. Cancellations after July 27, 2012, will not be refunded. Applications received after July 27, 2012 will be charged a late fee of \$20 per booth. 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.
11. The show will proceed regardless of weather (wind, rain or heat).
12. Do not block any entrance to a business; many are open on Saturday.
13. You must remove your own trash at the end of the show.
14. A \$30 processing fee will be charged for checks returned by the bank for non-sufficient funds (NSF checks).
15. Those that do not adhere to the following criteria will be rejected or asked to leave without refunding payment.