



## ARTISAN AND CRAFTS FESTIVAL

### 2015 RULES & REGULATIONS

A completed and signed application, which is required to be considered for admittance to the 2015 Hairy Mosquito Trading Company Artisan & Crafts Festival, indicates that the vendor has read and agrees to abide by these Rules & Regulations.

**Please read this document thoroughly before submitting your  
2015 Hairy Mosquito Trading Company Artisan & Crafts Festival application.**

**Dates & Times:**      **Saturday, May 30, 2015**      **10:00 am ‘til 6:00 pm**  
                                 **Sunday, May 31, 2015**      **10:00 am ‘til 4:00 pm**

Vendors are required to be open during these hours. Plan accordingly to have enough inventory. The Festival is held rain or shine. Failure to abide by this requirement may result in ineligibility for future festivals. Please contact staff to avoid ineligibility.

#### **Handcrafted items only:**

- ◆ Art, craft and hobby work items of original design and handcrafted by the vendor are the only merchandise allowed to be sold.
- ◆ Do not bring merchandise made by others or purchased “buy-sell” items. i.e. Avon, Tupperware, May Kay, Norwex, etc.
- ◆ 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).
- ◆ Also not allowed are consignment items, an assembled item that shoots a flying projectile, nor items produced outside the United States.
- ◆ Upon discovery of non-qualifying merchandise, the Hairy Mosquito Arts & Crafts Festival officials will require the vendor to remove from the booth all such items. **The decision of the Hairy Mosquito Trading Company Artisan & Crafts Fair officials will be final.**
- ◆ Selling from areas other than your registered exhibit space, hawking or soliciting passersby is not allowed.

### **Application Process:**

Applications and fee payments are to be mailed with your name and return address clearly posted. No immediate confirmation will be issued upon receipt of an application.

Applications must be complete, signed and accompanied by the appropriate fees and photos of your work. Applications must be postmarked by May 10, 2015. Applicants will be notified of their status by May 25, 2015. Any application payments submitted after May 10, 2015 will be subject to a \$10.00 late entry fee.

### **Fees:**

Non-refundable application fee: \$10.00

Entry fee: \$30.00 per space for first and second space(s) and \$15.00 per space for additional third, fourth and fifth space in the same location.

Make checks payable to *Hairy Mosquito Trading Company*. Checks must be for full payment of fees and accompany the completed and signed 2015 Vendor Application.

Postdated checks and incomplete applications will be returned to the applicant. Any checks returned for non-sufficient funds will incur an additional \$30.00 NSF fee.

Any application payments submitted after May 10, 2015 will be subject to a \$10.00 late entry fee.

### **Refunds:**

The Hairy Mosquito Trading Company Artisan & Crafts Festival license fee and space fee, minus a \$15.00 administrative fee, are refundable prior to May 20, 2015. Anyone who finds it necessary to cancel out of the Festival and wishes to request a refund must do so in writing **prior to May 20, 2015**. Cancellations after this date will not be refundable.

### **Exhibitor Spaces:**

Exhibitor spaces are 14' x 14'. Canopies must be adaptable to lawn or hard surfaces. There are no guarantees regarding preference for space locations.

NOTE Vendors cannot sell part or all of their space to another exhibitor.

**Booth spaces are for merchandise sales. Do not purchase a booth space and expect to park your car or trailer in it.**

### **Cancellations**

If a vendor finds it necessary to cancel out of the Hairy Mosquito Trading Company Artisan & Crafts Festival, the Hairy Mosquito Trading Company manager, or other staff assigned by the manager, must be notified immediately. Exhibitors may not transfer or sell their space to anyone. Please see the **Refunds** section of these rules and regulations for more information.

## **Set-up:**

Set-up is not allowed before 8 am on May 30, 2015. Exceptions can be requested by contacting us.

Vendors must not block doors, walkways, signs or Hairy Mosquito Trading Company sales / merchandise areas.

Vendors must have their Arts & Crafts Fair Booth ID clearly posted in the upper front right corner of their booth throughout the Fair.

All vendor vehicles must be unloaded and away from the exhibit areas before 10 am both Saturday and Sunday. **Vehicles shall not return to the booth area until after official closing time each day.**

Each vendor is responsible for their own display materials, including tables, chairs, canopies, backdrops, as well as rain and sun protection.

Vendors are responsible for their own security measures, including night security, Liability is the responsibility of the vendor.

Electricity is not provided for vendors.

Prohibited - any noise generating mechanical or electromechanical device (such as a generator) that produces sound levels that cause difficulty for vendors and attendees to communicate in a reasonable manner. **Generators are permitted, but may affect your booth placement.** Attention will also be paid to exhaust or smoke producing equipment or devices and its effect on nearby vendors and/or their products. The Hairy Mosquito Trading Company staff and the Arts & Craft Fair officials will have final say on what is acceptable.

## **Food Vendors**

All vendors selling food products must have a MN Dept of Health license or MN Dept of Agriculture Mobile Food Handling license and comply with all requirements provided by their licensing agency. This includes hand washing and food handling requirement for those who give samples during the fair. Proper food serving and storage temperatures must be followed.

Ice cream vendors will not be allowed, as this is in direct competition with the Hairy Mosquito Trading Company.

## **Violations**

Any violation of the Rules & Regulations, MN Sales Tax Law, MN Dept of Agriculture, MN Dept of Health, Mille Lacs County Ordinance, or a material misrepresentation on the application shall suffice for the sponsor to elect to immediately close down the vendor and/or deny the vendor the right to return to the Hairy Mosquito Trading Company Arts & Crafts Fair in the future.

**Questions: Please contact Lynda at the Hairy Mosquito Trading Company at 320-983-5240 or 320-630-4270 or email to [hairymosquito@hotmail.com](mailto:hairymosquito@hotmail.com). SAVE THE DATES: May 30 & 31, 1st Annual Fair!!**