

2009 St. Johns Mint Festival Information Sheet

Arts and Crafts Show

PO Box 61, St Johns MI 48879 / 989-224-7248

Location

St. Johns City Park, St. Johns, Michigan

Date

Friday, August 14, Saturday, August 15 and Sunday, August 16, 2009

Show Time

Friday, August 14, 2009 2:00 pm – 8:00 pm
Saturday, August 15, 2009 10:00 am – 7:00 pm
Sunday, August 16, 2009 10:00 am – 5:00 pm

Booth Space

15' Across x 10' Deep
(When applying for a booth please consider the size of your tent. If your tent has rope extensions, the extensions must be within the booth space).

Booth Fee

\$60 if application postmarked by March 1, 2009. After March 1, 2009 the cost per booth is \$90.

Storage Availability

A limited number of booths are large enough so vendors can leave a storage trailer (not a vehicle or RV) between their canopy and the brown parking stakes (once parked there it must remain until the end of the festival on Sunday). These spaces are available on a first come, first served basis. Advance registration for this opportunity is required. The cost for this opportunity is \$10.

General

The 2009 St. Johns Mint Festival Arts and Crafts Show is a three-day show. **ONLY HOMEMADE ITEMS can be sold in the Arts & Crafts area.** COMMERCIALY MADE ITEMS FOR RESALE will only be allowed in the Flea Market or Commercial / Business area. We try our best to monitor this to make sure all items are homemade, but much of our jury process depends on the honesty of each individual vendor. New participants must send in pictures with their application. There are approximately 150 sites available. Most of the sites are in a shaded wooded area with dirt ground covering. Some of the sites while in the wooded area, are not considered in the shade.

No dogs or other animals are allowed on the festival grounds during the weekend. No vehicles will be allowed in your booth during festival hours. All vehicles must park in the vendor parking area (golf cart shuttles are available to get you back and forth from the vendor parking area).

Overnight Camping

A limited number of spaces are available for self-contained RV's (not cars, vans, trucks, etc) west of the Sledding Hill where all vendor vehicles park. There will be no water or electrical hookups and vendors are restricted from building fires, pitching tents and dumping water and/or waste. Advance registration for this opportunity is required. The cost for this opportunity is \$15.

Set-Up Time

Fri, Aug 14 from 9:00 am – 1:00 pm. Sat, Aug 15 from 8:00 am – 9:30 am and Sun, Aug 16 from 8:00 am – 9:30 am.

Vendors Responsibility

Vendors are responsible for supplying as well as setting up and taking down their own displays, dividers, tents, overhead coverings, booth signage, booth decorations, tables and chairs. Vendors are also expected to clean up their assigned booth areas at the conclusion of each sale day. All trash must be disposed of properly for consideration to participate in the following years show.

Vendors are expected to remain open for business until closing on all three days. Early teardown and departure will not be tolerated and you will not be asked to participate in future Festivals.

Amenities

There is no electricity available in the Arts and Crafts area of the park. There are food booths and other family activities all weekend long within the park. An events list will be sent to you with your confirmation. A list of food vendors with the items they will be selling will be given to you with your check-in packet.

Publicity

Advertisement of the Mint Festival begins in Jan 2009 and continues until the start of the festival. We utilize paid newspaper advertisement (over 10 newspaper), radio and TV spots. We are listed in the Michigan Festivals & Events Guide and are listed on over 15 festival and craft show websites. We hang up 1000 posters, distribute over 9,000 festival brochures throughout the state, print over 33,000 festival programs that are included in area newspapers the week before the festival and have advertising on over 50,000 placemats. If you would like flyers to distribute at other shows, please call 989-224-7248 and we will mail them out immediately.

Sending in Application

Complete the attached application form if you wish to participate as an Arts and Crafts vendor at the 2009 St. Johns Mint Festival.

Enclose a check for the full amount of the requested booth space(s) made payable to the ***“St. Johns Mint Festival”***, or charge the fee to your credit card.

Pictures are required for first time participants. Pictures are also required if you are a return vendor and have new items. Pictures should be representative of all the items you intend to sell at this event. This will help us assign booth spaces appropriately. Also include a self-addressed and stamped envelope. Pictures will be used to verify the items you requested to sell.

Liability Insurance: All vendors are required to have liability insurance with a limit of at least \$25,000

Mail your Application

Mail your application, check or money order and pictures to:
St. Johns Mint Festival, PO Box 61, St. Johns MI 48879

Due Date

Vendors from 2008 must get their application in (with complete payment) by March 1, 2009 if they want the same space back. Applications received after March 1, 2009 from 2008 vendors will be assigned open spaces on a first come, first served basis.

New vendor applications received prior to March 1, 2009 will be processed, but will not be assigned a booth space until after March 1, 2009

If the committee does not accept your application your check will be returned to you. You will know your application has been accepted when your check is cashed. An official confirmation will be mailed to you.

The Festival Committee reserves the right to reject any application, both at the time of receipt and at the show, based on the information provided and the products actually brought to be sold. If you cancel your participation in the show before an official confirmation is mailed, you will receive a refund, minus a \$25 processing fee. If you cancel your participation in the show after an official confirmation is mailed, no refund will be given.

If you have any questions, contact the Festival Office at PO Box 61, St Johns MI 48879 or call our office at 989-224-7248. You may also e-mail us at ccchamber@power-net.net.

2009 St. Johns Mint Festival Arts and Crafts Show
August 14 – 16, 2009

Business Name _____ Contact Person _____
Address _____ City _____ State _____ Zip _____
Phone # _____ Email Address _____

____ I will sell only homemade items at the 2009 St. Johns Mint Festival. I will not sell commercial made items.

Please provide a brief description of your booth (Include size and style of tent (exm. 10'x10' EZ up), or indicate no tent used): _____

Booth Space: 15' wide X 10' deep (all sites located in our city park, most have shade, some do not)

Booths requested (postmarked before March 1, 2009) _____ @ \$60 each \$ _____

Booths requested (postmarked after March 1, 2009): _____ @ \$90 each \$ _____

Parking of storage trailer (not other vehicle) behind booth – limited availability \$10 each \$ _____

Self Contained RV Camping (no other vehicles) west of vendor parking – limited availability
(no dumping of water and/or waste, no tents, no water & electric hookups available) \$15 each \$ _____

Total Check Amount Enclosed (payable to the St. Johns Mint Festival) \$ _____

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|--|
| ____ I authorize you to charge \$ _____ to the following card for my Mint Festival Booth and/or insurance: ____ American Express ____ Discover ____ MasterCard ____ Visa Card # _____ Exp Date _____ Name as it appears on the card: _____ Billing Address _____ |
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No dogs or other animals are allowed on the festival grounds. Also, animals cannot be left in vehicles in vendor parking throughout the day. The only exception to bringing an animal is if you need a leader dog. If that is the case, please provide the following information: Breed _____ & License Tag # _____

Michigan Sales Tax # _____

(If you do not have a Michigan Sales Tax number, contact the Michigan Dept of Treasury at 517-373-3190 and send us a copy of the form they provide to you. If you do less than 3 shows per year in Michigan, you are not required to have a Sales Tax number - please indicate that on the line above.)

Parking Information (required information for all vehicles that will be parked in vendor parking lot:

VEHICLE (year & make) _____ LICENSE PLATE # _____

Media: Please check all you are requesting to sell & provide any additional information below:

- | | | |
|---|---------------------------------|----------------------------------|
| ____ Homemade Clothing | ____ Homemade Wood Products | ____ Homemade Jewelry |
| ____ Homemade Pottery/Ceramics | ____ Homemade Leather Items | ____ Homemade Dolls/Animals |
| ____ Homemade Art/Framed Prints | ____ Homemade Cooper/Yard Items | ____ Homemade Soaps |
| ____ Homemade Soaps & Lotions | ____ Homemade Baskets | ____ Homemade Stained Glass |
| ____ Homemade Florals | ____ Homemade Candles | ____ Homemade Spices, Candy/Nuts |
| ____ Homemade Other, please specify _____ | | |

Additional description of items to be sold _____

Your application will not be accepted and considered complete unless the back side is complete and the general release is signed.

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Application Checklist:

A yes or no must be checked on each of the following questions:

Have you read, agreed to the release & signed this application? Yes _____ No _____

Are all your items for sale homemade? Yes _____ No _____

Have you included your booth rental fee? Yes _____ No _____

Have you enclosed pictures? Yes _____ No _____

Have you included your sales tax # Yes _____ No _____

Location Preference: Were you a 2008 participant? Yes _____ No _____

Do you wish to have the same booth space? Yes _____ No _____
(To receive space preferences-Applications must be received by March 1, 2009.)

If a 2008 vendor, what was your booth # _____

If you were a 2008 vendor and would like to be in another area, where would you like to be?

ACCEPTANCE OF RULES AND GENERAL RELEASE:

By signing this application I attest that all the information I have provided is true and accurate. By signing this application I agree not to hold the St. Johns Mint Festival, Clinton County Chamber of Commerce, the City of St. Johns, Clinton County, St. Johns Public Schools, any sponsors, workers or volunteers responsible for any damage or theft which might occur to any of my personal property, my booth and/or sales items during my participation in this festival. I accept responsibility for all individuals working in my booth space. I also agree to assume all risk associated with participating in this show, including but not limited to falls in my booth or the effects of weather.

I agree that if the Mint Festival Committee finds any of the items I am selling to be in bad taste they will be removed immediately. I understand the show hours are incorporated around family activities including children.

I understand that if I cancel my participation in the craft show of the festival after my check has been cashed, but before an official confirmation has been mailed, a \$25 processing fee will be maintained by the festival. I understand that if I cancel my participation in the craft show of the festival after my check has been cashed and an official confirmation has already been mailed, the entire fee is non-refundable.

Signature _____

Date _____

Print Name _____

Return this application to:

St. Johns Mint Festival
PO Box 61, St. Johns, MI 48879
Telephone: 989-224-7248 / Fax: 989-224-7667
Email: ccchamber@power-net.net