

2017 St. Johns Mint Festival Information Sheet

Arts and Crafts Show

PO Box 61, St Johns MI 48879 / 989-224-7248 / St. Johns City Park, St. Johns, Michigan

Dates & Show Times

Friday, August 11, 2017 2:00 pm – 8:00 pm
Saturday, August 12, 2017 10:00 am – 7:00 pm
Sunday, August 13, 2017 10:00 am – 5:00 pm

Set-Up Times

Fri, Aug 11 from 9:00 am – 1:30 pm. No vehicles will be allowed in the vendor area after 1:30 pm. If you arrive after 1:30 pm you must proceed directly to vendor parking and get your items to your booth from the parking area. Sat, Aug 12 from 8:00 am – 9:30 am and Sun, Aug 13 from 8:00 am – 9:30 am.

Booth Space

15' or 20' 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. There are approximately 140 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.

Booth Fee

\$70 per booth if registered before Mar 1, 2017/ \$100 per booth after Mar 1, 2017.

Storage Availability

A limited number of booths are large enough so vendors can leave a Stationary Storage Trailer between their canopy and the brown parking stakes (this is not a vehicle you move at the end of each day - once parked there it must remain until the end of the festival on Sunday). These spaces are available first come, first served. Advance registration for this opportunity is required. The cost for this opportunity is \$15. You will be provided with a separate parking pass that must be visible on the storage vehicle all weekend.

Photos

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. **All new vendors must provide 3 photos of the items you will be selling and 3 photos of the items being hand made.**

Parking

Each booth will be provided with one parking pass. When you arrive at registration on Fri, Aug 11 at the park – it must be displayed on your rear view mirror and remain there throughout the entire weekend. All vehicles must park in the vendor parking area (unless it is a stationary storage vehicle and you have paid to leave it behind your booth – **absolutely no vehicles will be allowed to park next to canopies in booth spaces**). Golf cart shuttles will be available to get you to your booth from parking during vendor set up and then back to your vehicle at the end of the day. During the day, instead of shuttling vendors, the golf carts will be concentrating on transporting senior citizens and handicap customers to and from their vehicles.

Overnight Camping

A limited number of spaces are available for self-contained RV's (not cars, vans, trucks, tents, 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 and dumping water and/or waste. Advance registration for this opportunity is required. The cost for this opportunity is \$15.

Vendors Responsibility

Arts & Craft vendors are not allowed to sell water from their booth. This is reserved for our Food Vendors. Vendors are responsible for supplying as well as setting up and taking down their own displays, dividers, tents, booth signage, tables and chairs. Vendors are not allowed to sell wares from boxes on the ground. Vendors must stay within the confines of their booth to sell their wares – you are

unable to walk around the park selling your wares. Vendors are expected to keep their booth area clean at all times & dispose of trash & cardboard in the appropriate receptacles provided. 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.

Animals

No dogs or other animals are allowed on the festival grounds during the weekend

Electricity

There is no electricity available in the Arts and Crafts area of the park. If you require electricity you may bring a Whisper Quiet generator (in consideration of your neighboring vendors & our shoppers, no other generators will be allowed – no exceptions). Gas cans must not be visible to shoppers.

Food & Activities

There are food booths and family activities all weekend long within the park. At registration you will be provided with a festival guide that will list all the events, what food vendors have & where everything is located.

Publicity

Advertisement of the Mint Festival begins in Jan 2017 and continues until the start of the festival. We utilize paid newspaper advertisement (over 10 newspapers), 110,000 inserts, 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 250 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 2017 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.

Photos are required from all new vendors. 2 photos should be representative of all the items you intend to sell at this event and the other photo must show you making the items. This will help us assign booth spaces appropriately and show that the items are handmade. Also include a self-addressed and stamped envelope.

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

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, the products actually brought to be sold or other circumstances. 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@4wbi.net.

2017 St. Johns Mint Festival Arts and Crafts Show
August 11-13, 2017

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

____ I will sell only homemade items at the 2017 St. Johns Mint Festival. I will not sell commercially made items.
____ New vendors: I've enclosed 2 photos of items I will be selling and 1 photo of the items being hand made.
____ I will be utilizing a Whisper Quiet generator from my booth.

Please indicate the size booth you need: ____ 15' across X 10' deep, or ____ 20' across X 10' deep

Booth Spaces: all sites are located in our city park, many have shade, some do not!

#Booths ____ @ \$70 each (If received by March 1, 2017) \$ _____
Booths ____ @ \$100 each (if received after March 1, 2017) \$ _____
Parking of stationary storage vehicle behind booth – limited availability \$15 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) \$ _____

____ 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 _____ 3 Digit SIC (from back of card) ____ Name as it appears on the card: _____ Billing Address _____ Signature _____ Date _____

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 (for your vehicles that will be parked in vendor parking lot:

VEHICLE (description) _____ LICENSE PLATE # _____

For your stationary storage vehicle that will be parked behind your booth:

VEHICLE (description) _____ 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 2016 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, 2017.)

If a 2016 vendor, what was your booth # _____
If you were a 2016 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 the St. Johns Mint Festival has the right to reject my application. 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 with payment and photos to:

St. Johns Mint Festival
PO Box 61, St. Johns, MI 48879
Telephone: 989-224-7248 / Fax: 989-224-7667
Email: ccchamber@4wbi.net