



Dear Applicant,

The Northwoods Arts Council (NAC) welcomes your application for the 29th Northwoods Arts & Book Festival Saturday, August 10, 2024, from 9 am to 3 pm in Hackensack, Minnesota. Currently, our team is preparing and plans are in place to ensure another successful event.

Our festival continues to evolve and grow in attendance. Aside from original artwork in many different mediums, we provide an exciting and fun atmosphere with live music, an interactive children's museum, a poetry scavenger hunt, author presentations, as well as food and beverage vendors and the singing 'Pies by Guys'!

Unique to this Festival is the ever-popular book arts located in the Union Congregational Church and throughout the festival grounds. Authors are available to sell and personally sign their books to attendees.

Advertising

Northwoods Arts Council's goal is to bring the wonderful world of art and literature to the community. We have an intense marketing program that includes advertising in Midwest Art Fairs, Explore Minnesota, and Great Northern News, along with engaging newspaper articles. Social media is also heavily utilized through Facebook, Instagram, and various Chamber websites. We have been featured on radio, TV, and in magazines. We also distribute professional posters and brochures.

Rules/Regulations

All artwork exhibited must be original art created and hand-produced by the artist. Reproductions of artwork are permitted if processed by the artist or under the artist's supervision and clearly labeled as reproductions. Kit-produced items and manufactured objects are unacceptable. In the event an artist brings work that does not represent what was described in the Application, those items must be removed.

Only one applicant per booth space. No booth sharing among applicants is allowed.

Exhibitors are required to provide their own display booth (tent), racks, and tables to display their work if you choose an outdoor location. We prefer your tent to be white. Booth assignments are made based on exhibit flow and artist requirements. The use of a location is restricted to the artist to whom it is assigned. All displays, merchandise, and equipment must be contained within the assigned booth space.

Exhibitors shall be liable for delivery, handling, set-up, and tear-down of their displays and materials. Tent weights are required. Stakes may not be used on pavement. There is electricity available only in limited spaces.

Acceptance to this and prior Festivals, does not imply or promise acceptance to future Festivals except for the prior year's award winner.

All exhibitors must move their vehicles from the Festival site by 8:30 AM on the morning of the Festival.

Tear down will not be allowed before 3 PM and no vehicles will be allowed inside the festival until AFTER 3:00 PM. Authors and Artists must wait until 3 PM to leave. If you must leave prior, you must park your vehicle south of Birchview Gardens Assisted Living Center or outside the festival grounds.

Sales Tax: We are required to notify vendors that they must have a Minnesota Sales Tax number and collect and pay 7.38% Minnesota Sales Tax. APPLICANTS MUST INCLUDE A COMPLETED ST-19 FORM (each year) WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY VENDOR. This form is on our website and attached to the application. **While redundant**, your sales tax number is requested on the application and on the form itself.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address, and telephone number. This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Insurance: The exhibitor is responsible for obtaining insurance if so desired. NAC assumes no risk or liability for loss, damage, or injury to person or goods arising from participation in subject event.

All pertinent Fire Codes, laws, ordinances, and regulations pertaining to health, fire prevention, and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped, or otherwise fixed to any community or private property. Exhibitors will be required to have all business licenses, permits, and requisite insurance that are needed for his/her operation.

Payment Terms: Applicants must submit a check (payable to Northwoods Arts Council (NAC), money order, or online payment via PayPal for the non-refundable booth fee and corner fee (if requested). Applications received without full payment will not be considered. All payments will be processed upon receipt. Non - accepted applicants will receive a 100% refund of booth fees with their notification.

Exhibitors agree to allow NAC to use their images and information for promotional purposes.

Cancellation Policy: Booth fees are refundable only if **NAC** is notified of cancellation in writing by June 16, 2022.

Booth Information

Outdoor Space Size - 11 x 15 (**\$50**) You must provide your own tent.

Outdoor One Space with a Corner - 11 x 15 (**\$75**) **VERY LIMITED** If you are new to our event **a corner booth may be where there is a booth removed between two booths.**

Indoor Space Size (Community Center) - 10' x 10' space, (or the equivalent size in space) included 1 table and 2 chairs (**\$60**)

Union Congregational Church includes 1- 3' x 6' table and 2 chairs (**\$50**)

Important Payment Information

All applicants must **submit booth payment** at the time of application directly to Northwoods Arts Council (NAC), mailing address P.O. Box 356, Hackensack, MN 56452, with a check or scan your application and ST-19 form to **nachackensack@gmail.com** with payment by money order, or online payment via **PayPal**.

(Online application is also available, the ST19 form must be scanned in and emailed to us or printed and mailed).

Applications will not be processed until we receive your ST-19 form and payment.

All payments will be processed upon receipt.

We look forward to hosting a successful event with you.

We look forward to hosting a successful event with you. Please visit our website for the application by clicking this link northwoodsartscouncil.org or using the attached application form.