



## 2016 Fall Colors Fine Art & Music Festival

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### Location, Date & Time

Lowell Park, Stillwater, MN

Saturday & Sunday, October 1<sup>st</sup> and 2<sup>nd</sup>, 2016

**10 a.m. to 5 p.m. Saturday, 11 a.m. to 4 p.m. Sunday**

Thank you for applying to the Fall Art Festival in Stillwater, Minnesota. This year's festival will be expanded to offer additional activities. Along with music, we are offering a Mini-Market Place, Creative Kid's Area and a Beer Tent. The Fine Art will be located on the north-side of Lowell Park and the Mini-Market Place and Creative Kid's Area will be located on the south-side of Lowell Park. The Beer Tent and Music will mark the separation of the two.

### Market Place

#### Eligibility

- The Fall Art Festival is open to market vendors who have products or services that are not readily available in retail.
- Absolutely **NO** store-bought items will be accepted.
- Market Vendors may only exhibit in the category in which they are accepted.
- All items on display must be for sale.
- The Greater Stillwater Chamber of Commerce and RAF committee reserve the right to reject applications. Past event participation acceptance does not guarantee future acceptance participation.

#### Requirements - Please submit with application:

- One color photo showing your products/services. You may email jpegs (less than 3 MB each) to: [Events@GreaterStillwaterChamber.com](mailto:Events@GreaterStillwaterChamber.com).
- One photo of booth set-up. Please indicate if you do not have a tent or canopy.
- Tax ID number.
- Submitted photo and electronic images become property of the Greater Stillwater Chamber of Commerce, will not be returned and are subject to use in promotional materials.

### Chamber Members

#### Eligibility

- The Fall Art Festival is open to **Chamber Members** who would like to promote their business and participate in this community event.

#### Requirements - Please submit with application:

- All member participants are required to host a kid's activity or game that offers a form of art or craft.
- Tax ID number.
- One 10 x 10 tent. Please indicate if you do not have a tent or canopy. The space offered is 10 x 10' for all vendors.

Greater Stillwater Chamber of Commerce • 200 Chestnut St. E, Suite 204 • Stillwater, MN 55082  
Phone: 651-439-4001 • E-mail: [events@greaterstillwaterchamber.com](mailto:events@greaterstillwaterchamber.com); [www.greaterstillwaterchamber.com](http://www.greaterstillwaterchamber.com)



### Booth Fees

Market Place Booth Fee	
<i>Before August 1, 2016</i>	\$190
Local Vendor Booth Fee (Stillwater area merchant only):	\$175
<i>Before August 1, 2016</i>	
Chamber Member Booth Fee	\$150
<i>Before August 1, 2016</i>	
Late Booth Fee** (postmarked after August 1, 2016):	\$25
Corner Booth Request (limited number. <b><u>Send separate check</u></b> )	\$25

\*\* Booth Fee and Late Booth Fee are not refundable after August 15, 2016.

\*\*\* Corner assignments based on submission date. **Corner assignments not guaranteed.**

### Entry Deadlines

Application Deadline (Postmarked or received by):	August 1, 2016
Acceptance Notification of Timely Submissions:	August 15, 2016

### Notification

Participants will be notified via email regarding status of their application by the Fall Art Festival committee. Notification may include acceptance, rejection or placement on a wait list. Accepted vendors will also be posted on the Fall Art Festival website at [www.stillwaterfallartfair.com](http://www.stillwaterfallartfair.com) several days before the event. *Results will not be released by phone.*

### Check-In, Booths & Break-Down

- Check-in is Friday from 12:00 noon to 7 p.m. or Saturday from 6:30 a.m. – 9:00 a.m.
- All vehicles must be out of the event area by 9:30 a.m. on Saturday and 10:30 a.m. on Sunday.
- There will be **no power** provided. Vendors may not use generators.
- Participants must complete setup prior to 9 a.m. Saturday and to remain open until closing. No early tear-downs.
- Each participant is responsible for providing and assembling his or her own booth.
- Booth spaces are approximately 10' x 10' or the equivalent.
- Participants must be willing to adjust to their assigned space.
- The Fall Art Festival committee reserves the right of final placement in the park.
- Participants must be present during show hours.
- Booth sitters will be available for breaks.
- No Early break-down.
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### Important Information regarding weather-related changes:

The Greater Stillwater Chamber of Commerce and the City of Stillwater are located within the St. Croix River flood plain. If high water conditions render the grounds un-useable and it is determined that they present a danger to public safety, the City and/or Chamber reserves the right to alter this event footprint. In this situation, the City and/or Chamber of Commerce is not responsible for any losses or expenses of the applicant.



The City of Stillwater and the Greater Stillwater Chamber are not liable for any damages resulting from acts of God, including, but not limited to floods. Please Note: Lowell Park is located in a flood plain. If the grassy area is not available because of a flood, we will re-locate you to a safer area.

### Parking

- There is limited free parking available. The Fall Art Festival committee is researching shuttles for this event. More details to follow.
- The city does not permit overnight parking in Lowell Park. The city will be enforcing this, so please plan accordingly.
- Staking in the grass is allowed but stakes must be no longer than 12" long.
- Staking in the parking lots is NOT allowed. Please bring plenty of weights for your tents.
- As in previous years, the Stillwater Police will patrol the event grounds several times throughout the day, and we have hired overnight Security, Friday and Saturday night. *There will be no dedicated on-site security.* Chamber and night watchmen are not liable for theft or property damage.





**Market Application**

Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Mobile Phone Number \*REQUIRED: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**Select your requested Load-In time. NOTE: This is not guaranteed. A logistics communication will go out prior to the event with additional information.**

- Friday 12 to 2 pm
- Friday 2 to 4 pm
- Friday 4 to 7 pm
- Saturday 6:30 – 8:00 am
- Saturday 8:00 – 9:00 am

Please list special needs or requests (handicap access etc.):

\_\_\_\_\_

**Booth Payment – Check or Credit Card (Visa or MC) Payments Accepted**

Market Place Booth Fee	\$190	\$ _____
Local Vendor Booth Fee (Stillwater area merchant only):	\$175	\$ _____
Chamber Member Booth Fee	\$150	\$ _____
Late Booth Fee** (postmarked after August 1, 2016):	\$25	\$ _____
Corner Booth Request (limited number. <b>Send separate check</b> )	\$25	\$ _____

**TOTAL SUBMITTED:** \$ \_\_\_\_\_

*\*Fees not refundable after August 15, 2016*

Name as it Appears on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Circle One:    Visa    MC    Amex    Discover    Expiration \_\_\_\_\_ CVV \_\_\_\_\_

Address where card bill is sent: \_\_\_\_\_ Zip \_\_\_\_\_

*All checks must accompany this form and be made payable to Greater Stillwater Chamber*



**Applicant Checklist**

- Completed Application
- Separate Payments:**
- Booth Fee
- Corner Request fee (\$25)
- Labeled Photos or emailed jpegs (preferred)
- Self-Addressed Stamped Envelope (optional)

**Participation Agreement**

Submission of your work grants permission to photograph for publicity purposes and assumes acceptance by vendors of all conditions listed herein. Neither the Greater Stillwater Chamber of Commerce nor its representatives shall be held responsible for any damage or loss to vendors or exhibition equipment incurred from any cause, including inclement weather.

Application requirements may be changed or updated without prior notice. I accept the rules and requirements of the 2016 Fall Art Festival and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_