**Sartell MN Artisan Pop Up Shop**

**Midwest Handmade Application**

**September 26th 2020**

**Sartell Community Center Gyms**

580 19th St S Sartell MN 56377

Saturday Set up 7am-10am- **Sell 10am-4pm -**Take Down 4-8pm

**Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **I specifically sell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How Long is your Load in and Set up?**

**Social Media/website:**

**This location provides special chairs safe for the gym floor - How many chairs do you need?\_\_\_\_\_\_\_\_\_**

**Booth Size (circle one) 10x10 $75 or 10x20 $135**

**Placement Requests:**

**PLEASE NOTE ONLY RUBBER TIPPED TABLES CAN BE ALLOWED ON THIS FLOOR**

 **(most plastic folding tables have this) If you have a questions PLEASE ASK.**

**- IF YOU HAVE TABLES OR DISPLAYS THAT TOUCH THE FLOOR PLEASE SEND US A PICTURE- WE MAY NEED TO PUT A PROTECTIVE LAYER UNDERNEATH IT.**

**Vendor Referral:**

**Participating Maker with the most referrals of other vendors who participate will receive $25 towards their next show with us.**

**How did you hear about this event?**

**By filling out and submitting this Application I agree to:**

**Follow all Sartell Community Center Rules and Regulations and will be held responsible for any damages I create.**

-All Vendors must set up own booth.

-PLEASE do not create your own event page on Facebook- please add ours to your page. If we make any changes to the event your customers need to know- and the more things going on makes them more likely to come.

-Self-promoting this show in the best interest for everyone. It takes a village. However, we will be heavily advertising as well via print, radio, social media, etc

-I have enclosed a ST-19 MN Sales Tax form.

-I agree that I will not take down my booth before the end of the show, or I will not be allowed back for subsequent shows.

-You will be held fully responsible for any damage to the community center or other vendors that you cause.

-This event is handmade only- if you are found to be selling items that are not handmade by you or repurposed in some way your booth will be immediately removed. You will not be refunded.

-No E-cigs or tobacco products.

-NO duct tape or packaging tape can be adhered to any place.

-You must bring your own tables, table covers are a must, methods for taking payment, small bills and change, etc.

-Chairs will be provided- PLEASE DO NOT BRING YOUR OWN. These are at no extra cost. It is purely to protect the gym floors.

-Booths are non-refundable

-No glitter, confetti, or stickers.

-We will have staff throughout the event that can watch your booth while you go to the bathroom, take a quick break, etc. There will be concessions.

-I know that if one of my product lines is already full for this event, I may not sell or showcase it during the event. (Meaning you sign up as rustic crafts, and soap is already full when you apply, you will not also be able to sell soap)

Spaces are non-refundable- you may however try to find another artisan to fill your space but they must be approved by Midwest Handmade staff first. Sometimes in the more saturated categories we have a wait list already. In the event of cancellation/postponement due to events out of our control such as Covid 19- Our event will be rescheduled- and your application and payment will be rolled to the new date.

We reserve the right to refuse business to any person at any time for any reason.

\*\*\*\*I need to make monthly payments\_\_\_\_\_\_\_\_\_\_\_ I understand monthly payments will be made through the Square invoicing system, my payments are non refundable, if I stop paying before the full amount is paid, I will not be allowed at the show even if a partial payment has been made. All payments must be complete one month prior to the event.

**Signature and Date:**

**Payment and applications can be mailed to:**

Christy Arneson

545 Highland St W Annandale, MN 55302

**(Checks can be made out to Christy Arneson)**

Applications can also be sent via email.

If you want to pay by credit card please do not send a check- we will send you a Square invoice to your provided email upon approval, you can then pay online with a credit or debit card.

I have included my: Application\_\_\_ Payment\_\_\_\_ ST-19\_\_\_\_Hold Harmless Agreement\_\_\_\_

**Please email a picture that best shows your work, and a photo of your booth for advertising/jury purposes to:**

MidwestHandmade@yahoo.com

**Our Facebook Event Page**: <https://www.facebook.com/events/1017290138652856/>

**Please join our merchant group on Facebook:**

https://www.facebook.com/groups/364241194076863/

This group would be a good resource for any vendors who want to split the cost of a hotel room with another vendor along with answering questions and getting to provide input on what you like in a good show, along with information on our upcoming shows.

Did you know we offer free online shop features on our facebook page? www.facebook.com/MidwestHandmade

**HOLD HARMLESS AGREEMENT**

**All vendors are required to sign and return this Hold Harmless Agreement with their Vendor Application.**

**By acceptance of this agreement, the exhibitor waives all claims against the Sartell Community Center and Midwest Handmade for any and all liability for any damage, injury, theft, or loss incurred before, during, or as a result of the Midwest Handmade Artisan Pop Up Shop. The exhibitor will indemnify and hold harmless Sartell Community Center and Midwest Handmade from any and all claims, actions, or judgments arising from and related to the exhibitor’s participation in the Midwest Handmade Artisan Pop Up Shop, including the acts of the exhibitor’s employees and helpers.**

**Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

