

27th Annual Deerwood Summerfest

2014 Rules & Regulations

Dates and Times: Friday, August 8, 9am to 5pm - Saturday, August 9, 9am to 5pm

Exhibitors are required to be open during these hours. Summerfest will be held rain or shine. Failure to abide by this requirement will result in ineligibility for future participation if documentation is not provided.

Where: Main Streets – downtown Deerwood, MN

Exhibitors will check in at the **Summerfest Info Booth** at the **Deerwood Auditorium** (corner of Forest Rd and Co. Rd 47) for their assigned booth space and payment if necessary.

Summerfest check in and information will be available Thursday, 8/7 from 4 to 8pm; Friday, 8/8 from 7am to 5pm and Saturday, 8/9 from 8am to 5pm.

Exhibitor Spaces: 10'x10' spaces - \$50.00 each

- Spaces are 10'x10' or multiples thereof. Summerfest organizers reserve the right to assign space.
- Booth spaces are for merchandise sales only. Do not purchase a booth space and expect to park your vehicle in it.
- Since power access is limited, the event organizers reserve the right to distribute power sources as needed.
- Exhibitors must provide their own tables, chairs, display materials, canopies and coverings in case of inclement weather.
- Exhibitors are responsible for their own security and liability.
- Exhibitors are responsible for displaying their food license/permit.
- Exhibitors are responsible for keeping their booth areas clean. Pick up and remove cigarette remains and animal droppings.
- It is recommend that exhibitors, cooking food, have available a 10 or 20# fire extinguisher for emergencies.

Exhibitor Set-Up: Set-up is not allowed before 4 pm on Thursday, August 7, 2014 on sidewalks, parking lots or closed streets without consent from the Summerfest Coordinator.

- Exhibitors must check in when they arrive to receive their assigned location.
- Vehicles may not return to the booth area until after closing time each day.
- Exhibitors must have their Booth ID posted in the upper front left corner (looking into the booth) of the booth both days.
- Exhibitors must provide their own garbage bags, clean up and remove trash at the end of each day.
- All vehicles must be unloaded and away from the exhibit areas before 10 am on Friday and 8am on Saturday. Violators will be ticketed and/or towed.
- All exhibitors are required to **park off-site** after unloading. Vehicles parked in exhibiting locations will be ticketed.
- Handicap parking will be available on two blocks on the east side of Archibald Rd.

Sales Tax: According to law, it's the sponsor's responsibility to notify exhibitors that they have a Minnesota Sales Tax number and collect **6.875%** MN Sales Tax and maintain records regarding Sales Tax numbers.

- Each exhibitor must be prepared to show a MN Sales Tax permit, confirmation letter or some type of document from the MN Sales Tax Dept. or a completed ST-19 Form.
- The MN Dept. of Revenue will be furnished a list of registered exhibitors and they may attend Summerfest to check exhibitors concerning compliance with the sales tax law.
- To register and obtain a MN Sales Tax Number, call 651-282-5225 or 1-800-657-3605. Or for information, contact the MN Dept. of Revenue at 651-296-6181 or 1-800-657-3777, or on the web at www.taxes.state.mn.us and click on Sales & Use Tax, and follow instructions.

Parking: No exhibitor parking will be allowed in the exhibiting areas.

The city requests that no driveways are blocked and that there is no parking on personal property within the city. Parking within exhibitor areas may result in a ticket.

Violations: Any violation of the Rules & Regulations, MN Sales Tax Law, the City of Deerwood or material misrepresentation shall suffice for Deerwood Summerfest officials to elect to immediately close down the exhibitor and/or deny the exhibitor the right to return to the Deerwood Summerfest in the future.

Vendor Liaisons: Block vendor liaisons will be available for questions or assistance. They will be wearing Summerfest Green Vendor Liaison name tags.

QUESTIONS

Please contact the Event Coordinator at 218-330-7804 or leave a message at 218-534-2936 or email info@deerwoodcommerce.org.