

***Thank you for registering as an exhibitor for the 35th annual Deerwood Summerfest!***

***You have reserved \_\_\_\_\_ spaces for this event held on August 12<sup>th</sup> and 13<sup>th</sup> 2022. Please, understand that we need to get approval from the City of Deerwood and landowners for use of land before we can guarantee exhibitor spaces, which is why we will not be giving out booth space locations until check in. Please, review the 35th Annual Deerwood Summerfest rules and regulations below for further details. Thanks Again!***

## **35th Annual Deerwood Summerfest**

### **2022 Rules & Regulations**

**Dates and Times:** Friday, August 12<sup>th</sup> 9am to 5pm – Saturday, August 13<sup>th</sup> 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.

**Vendor Liaisons:** Vendor liaisons will be available for questions or assistance. They will be wearing Summerfest T-shirts & Vendor Liaison name tags. Vendor Liaisons will also be at the Deerwood Auditorium during the entire event.

*QUESTIONS, please contact the Event Coordinator at (leave a message) 218-534-2936 or email [info@deerwoodcommerce.org](mailto:info@deerwoodcommerce.org).*

**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. **Deerwood Auditorium address: 23770 Forest Rd, Deerwood, MN 56444.**

**Summerfest check in and information will be available Thursday, Aug. 11 from 4 to 8pm; Friday, Aug. 12 from 7am to 9am.**

**Exhibitor Spaces:** 10'x10' spaces - \$50.00 each (\$15.00 late fee after July 15th)

- **Exhibitor Set-Up:** Set-up is not allowed before 4 pm on Thursday, August 11th, 2022 on sidewalks, parking lots or closed streets without consent from the Summerfest Coordinator.
- 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 recommended that exhibitors cooking food, have available a 10 or 20# fire extinguisher for emergencies.

- 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 9 am on Friday and 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 is the sponsor's responsibility to notify exhibitors that they have a Minnesota Sales Tax number and collect 6.875% MN Sales Tax. Crow Wing County has an additional 0.5% Sales Tax for a total of 7.375 % 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 of 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](http://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. **Unless approved by the events coordinator in advance, exhibitors are asked not to park on Hwy 6/210 during the event; this is to help free up space for customer parking.**

**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 the exhibitor and/or deny the exhibitor the right to return to the Deerwood Summerfest in the future.