

Ely Chamber of Commerce Festival Policies
(Approved 12/13/2017) (AMENDED 11/14/2018)

This version of festival policies replaces and supersedes all previous versions of the Ely Chamber of Commerce Festival Policies. If there exists a conflict with the Chamber's by-laws, the by-laws take precedence.

Mission

The Ely Chamber of Commerce Blueberry/Art and Harvest Moon Festivals promote fine art, art, crafts and enhances art appreciation.

Goals:

- A. Revenue generating for the Merchant Division of the Ely Chamber of Commerce.
- B. Provide a venue for artists, craftsman, and vendors to display and sell their wares.
- C. Provide a reason for visitors to come to Ely, and therefore to have an economic impact on the area by staying in lodging facilities, shopping, dining and purchasing services.

Dates: The Blueberry/Art Fest is held annually the last full weekend in July. The Harvest Moon Festival is held annually the weekend after Labor Day.

Place: Whiteside Park in Ely, Minnesota

Blueberry/Art Festival Times:

Friday	10 am – 6 pm
Saturday	10 am – 6 pm
Sunday	10 am – 4 pm

Harvest Moon Festival Times:

Friday	10 am – 5 pm
Saturday	10 am – 5 pm
Sunday	10 am – 3 pm

I. Application process:

- A. Previous year's vendors will receive an application packet by email in January that includes an application, festival policies, a Minnesota Revenue Operator Certificate of Compliance form ST19 and a General Release & Hold Harmless form.
- B. Deadline for application and full payment for returning vendors:
Blueberry/Arts Festival: March 1
Harvest Moon Festival: April 1
- C. If a vendor does not participate the following year, he/she is required to go through the jury process again.
- D. New vendors may submit a jury application at anytime; however jury selection of new vendors will not begin until the application deadline for returning vendors has passed.
- E. **NOTE TO NEW VENDORS:** This jury application does NOT guarantee a space. New vendors will be notified if they are accepted into the festival and will have two weeks to complete and submit paperwork with their booth payment. Booth space will not be held beyond two weeks.
- F. The number of vendors for each category will be determined based on balance and diversity of show.
- G. Vendor applications will be accepted at the discretion of the Chamber of Commerce.

II. Images for Jury:

- A. All vendors must submit at least three (3) images. Two images must be of individual pieces of work and one image must be of a current booth display. NOTE: Please make sure these are good quality images, as you will be judged on what can be seen.

III. Vendor Classifications & Definitions:

- A. Art/Craft
 - a. Product must be handcrafted by the vendor.
- B. Marketplace Vendors
 - a. Packaged food products made in licensed kitchen – e.g., cheese, cider, jams, honey, and baked goods, sauces, nuts, beverages, dog treats. Preference will be given to vendors who are involved with the design and production of their products.
- C. Food Concessions - (Food prepared on site, not packaged food)
 - a. Must comply with and have current health licenses.
- D. Area Attractions
 - a. Organizations representing area museums, centers and events promoting the Ely area and activities.
 - b. Fundraising or membership drive is a component of the booth.
 - c. No booth sharing

E. Health, Wellness & Safety

- a. Ely based organizations providing education on health, wellness and safety.
- b. Fundraising or membership drive is a component of the booth.
- c. No booth sharing

F. Collaborative Artists

- a. A collaborating artist is defined as participating in the creation of artwork; not a business manager/partner, spouse, or assistant.
- b. If a collaborating artist name is not listed on the application, it cannot be added at a later time, and will not be listed in the program or on the artist list.
- c. If accepted, only works that is the result of the collaborative process may be displayed and sold.
- d. A description of each artist's involvement in the creation of the artwork must be in the Artist Statement.
- e. At least one of the collaborating artists must be in attendance during festival operating hours.

IV. Category Descriptions

Area Attractions: Organizations representing area museums, centers and events promoting the Ely area and activities. Fundraising or membership drive is a component of the booth. No booth sharing is allowed.

Author: Original written works e.g., essays, books (published & self-published), poetry.

Ceramic/Pottery: Original clay and porcelain work; excludes jewelry. No machine-made or mass-produced work is permitted.

Clothing Designer: Designs the clothing, but has others make it.

Clothing Designer & Maker: Designs and makes clothing.

Drawing: Two-dimensional works in pencil, chalk, pastel, charcoal, pen and/or ink. Limited edition prints are accepted in editions of 500 or less, provided each is individually signed and numbered.

Entertainment: Arts or activities such as face painting, caricaturists, etc that make each festival unique.

Fiber/Textiles: Work crafted from fiber, including art, basketry, weaving, quilting, leather work, papermaking and functional home decor. All works are designed and executed by the artist.

Furniture: Works created as furniture in any media; no mass-produced works or kits.

Glass: Works made of glass that have been crafted by glass blowing, molding, casting or kiln-forming; excludes jewelry.

Health/Beauty: Handmade products including soaps, lotions, etc.

Health, Wellness & Safety: Ely based organizations providing education on health, wellness and safety. Fundraising or membership drive is a component of the booth. No booth sharing is allowed.

Jewelry Maker: Primarily assembling bought components such as beads to make strung jewelry. Repurposing objects, old jewelry, watches, coins.

Jewelry Designer: Designs jewelry and has others execute the jewelry.

Jewelry Maker & Designer: Designs the work and executes the jewelry making process from start to finish.

Marketplace Vendor: Sampling of products to the attending public is allowed. A health permit and proof of insurance is required for meats, cheeses and other high-protein products.

Metal: Original work created through the forging, twisting and fabricating of various metals; excludes jewelry.

Mixed Media: Two- and three-dimensional works that incorporate more than one type of physical material in their production.

Music: Includes live performances/demonstrations, original CDs and handmade instruments.

Other: All works of art or crafts that do not fall into the categories listed. Please include detail description. Original work/designs only. No machine-made or mass-produced work is permitted.

Painting: Two-dimensional works in paint including acrylic, oil, watercolor, etc. Limited edition prints are accepted in editions of 500 or less, provided each is individually signed and numbered.

Photography: Prints created from the artist's original negative or digital file processed by the artist or under direct supervision of the artist

Printmaking/Graphics: Original works created using traditional printmaking methods including lithograph, block, serigraph, etc. as well as computer-generated art.

Sculpture: Three-dimensional original work done in any medium.

Toys: Hand-made toys of any medium.

Wood: Original works in wood that are hand-tooled, machine-worked, turned or carved; excludes jewelry and furniture.

V. Fees:

- A. Vendor fees will be set at the discretion of the Merchant Committee of the Chamber. The fee is for booth space only. Chamber members and non-members will have a separate fee schedule in each category.

VI. Booth Space Specifications:

- A. Each booth space is 12' x 12'. A double horizontal booth space is 24' x 12'. An exhibitor may also purchase a vertical double space – 12' x 24'. Double booth spaces are limited.
- B. Your booth must fit within the space size you purchased.
- C. If space allows, vendors are allowed to use a small area behind their booth for storage purpose only. If additional exhibition or storage space is needed, a double booth space must be purchased.

VII. Booth Sharing:

Booth sharing by up to three artists is allowed. Our reason for booth sharing is to help artists who may not have enough product to fill a booth on their own or to assist art groups promote their organization. If a team has separate crafts and wishes to share a booth, they may do so ONLY under these provisions:

- A. No more than three artists per booth.
- B. Each must submit an application and both must be accepted through the jury process.
- C. Each artist must pay booth fees. Booth sharing for the Blueberry/Art Festival is \$325.00 for up to three vendors. The booth sharing fee for Harvest Moon Festival is \$275.00 for up to three vendors.
- D. Each artist must be in attendance during festival operating hours.

VIII. Vendor Payment: Payment may be made in the form of personal check, cash, money order or credit card. Vendors approved after June 15 must make payment in the form of a money order, cash or credit card.

IX. Electricity: Electricity may be purchased in certain areas of the park. If you have contracted for electricity we suggest you contact the State Inspector, Bruce Bonicatto. Phone: 218-780-5014. E-mail: bbjunk@msn.com. If you do not pass inspection you will not be allowed to open. **Generators are not allowed in the park.**

X. Vendor Refund Policy: The Vendor fee is non-refundable. Due to extreme circumstances the Event Coordinator may issue a refund provided the booth space is utilized and paid for by another vendor.

XI. Vendor Responsibility:

- A. Vendors are responsible for their own liability insurance.
- B. Vendors are responsible for providing and setting up all tables, canopies and other items needed for their display.
- C. All vendors must comply with Minnesota statutes by having a current MN Sales and Use Tax ID number and must submit an Operator Certificate of Compliance (ST-19) to the Ely Chamber of Commerce for each festival in which they participate.
- D. Sales tax must be collected and remitted to the Minnesota Department of Revenue. The current state sales tax is 6.875% and 0.5% St. Louis County transit tax for a total of 7.375%.
- E. Where applicable, vendor is responsible for appropriate health licenses and compliance with electrical inspection.
- F. Vendor must exhibit all three days. Failure to do so, without approval by the event coordinator, jeopardizes the vendor's ability to participate the following year.
- G. All booths must be open on or before the noted start time each day. Do not close early.
- H. These are open air festivals; please come prepared for any weather. Unless there are unsafe weather conditions, the show will go on!

XII. Non-Compliance with Policies and Rules: The Chamber of Commerce reserves the right to remove any vendor from the festival that does not adhere to festival policies or other codes or regulations. Vendors will be given the opportunity to immediately make the necessary adjustments. If this is not done, the vendor will be asked to leave the show without refund of fees and may be barred from participation in future shows.

1. A warning will be given to the vendor to correct the non-compliance issue.
2. If a vendor refuses to comply, the vendor will be asked to leave the festival. Festival officials may dictate time of departure to minimize disruption of the festival.
3. Police assistance will be requested in a situation where a vendor is uncooperative and refuses to leave the festival.

XIII. Right to Refuse: The Chamber of Commerce reserves the right to refuse admittance into either festival for new and returning vendors for any reason.

XIV. Vendor Set-Up:

- A. All vendors must check in at the Ely Chamber of Commerce Information booth before setting up. If a vendor does not check in and is set up in the wrong location, they will be asked to move.
- B. Blueberry/Art Festival Set-up: Thursday: 8:00 a.m. - 7:00 p.m. Friday: 7:00-9:00 a.m. No vehicles are allowed in the park Friday morning. Vendors may transport booth and product using non-motorized handcarts.
- C. Harvest Moon Festival Set-up: Thursday: 8:00 a.m. - 7:00 p.m. Friday: 7:00-9:00 a.m.

- D. One Day Farm Market: Saturday: 7:00-9:00 a.m.
- E. At check-in, each vendor is provided with an official booth number. This must be mounted at or above eye level in front of the booth.
- F. *Customers come early on Friday, it is recommended to be set-up and ready for them.*

XV. Vehicles:

- A. **NO VEHICLES OR TRAILERS ARE ALLOWED IN THE PARK AFTER THE FESTIVALS OPEN ON FRIDAY UNTIL TAKE-DOWN ON SUNDAY.**
- B. If weather permits, the City of Ely is making an exception for vehicles to be in the park for set-up and take-down only.
- C. Use of non-motorized hand trolleys or carts is allowed.
- D. Vendors must unload and move vehicles out of the park before setting up.
- E. Friday: All trailers and vehicles must be out of the park one hour before the festival opens.
- F. Closing:
 - a. No motorized vehicles are allowed in the park until it has been cleared.
 - b. All vendors must wait for clearance by fest officials before bringing in motorized vehicles.
 - c. Customers will naturally leave when booths are closed, so please pack merchandise and dismantle your booth. Use of non-motorized hand trolleys or carts is allowed. We appreciate your patience in the interest of safety.

XVI. Parking:

- A. During set-up and throughout the festival, all Avenues and Streets will remain open to traffic. Double parking will not be allowed on 8th Avenue except to re-supply a booth. There will be a 5 minute limit.
- B. Vehicles and/or trailers may not be parked behind the booths on 7th Avenue. However, food vendors will be given a limit of 5 minutes for re-supply
- C. There will be some reserved parking on 7th and 8th Avenues for festival personal, service club exhibitors, and entertainment. These areas will be designated with signage.
- D. Pickup areas for customers will be on 8th Avenue adjacent to the portable restrooms and on 7th Avenue adjacent to the park walkway near the pavilion. There will be a 5 minute limit.

XVII. RV / Camper / Trailer Street Parking

Please note that at any other time of year, RV parking is not allowed on city streets. We want to ensure this waiver is allowed for our vendors at future festivals. If you plan to park your RV, camper, trailers, etc. on Ely streets during the festivals, please remember courtesy to residential and business property owners.

- A. Do not park in front of a business location.
- B. Do not run generators after 9:00 p.m. or before 8:00 a.m.
- C. Refrain from loud talking or loud activities late evening or early morning.
- D. Social meetings with other vendors should be in a park, restaurant or other public place.
- E. Keep pets off of private property. Pick up pet waste and dispose of it properly.
- F. Keep area free of trash.
- G. Overnight parking in the vicinity of the park will not be allowed until 8:00 a.m. on the day prior to the festival. There will be no overnight parking after 8:00 a.m. the day after the festival.

XVIII. Event Cancellation: The Chamber of Commerce reserves the right to cancel the event on any given day(s) due to inclement weather, local emergency or other circumstances which would make the event non-viable. If the Chamber of Commerce cancels the entire event, vendors will have the option of a full refund or transfer of the funds to the same event the next year.

XIX. Security & Risk: The Ely Chamber of Commerce will hire security personnel for Thursday, Friday and Saturday night, however the exhibitor assumes the risk of loss or damage.

XX. Art and Craft Awards:

There will be 3 levels of awards in two categories – Art and Craft. Judges will be selected from our artist community. Judging is based on total overall scores in three areas: originality, quality and presentation. The winners will receive ribbons to place on their booths to recognize their work and will be awarded prizes by the festival as follows (no cash value):

- First Place: Free booth space for following year.
- Second Place: 50% off price of booth space for following year.
- Third Place: 25% off price of booth space for following year.

NOTE: Booths that do not have their number properly displayed will not be judged.

XXI. Ice: Ice will be sold on-site for vendor use.

XXII. Trash:

- A. The Ely Chamber of Commerce will be responsible for obtaining the services of a business for trash receptacles and pick up.
- B. Vendors are responsible for keeping their area neat and clean and free of loose trash, wrappers, napkins, flyers, or other refuse generated by their operation. Vendors are responsible for disposing trash in the receptacles provided in the park.
- C. **NO CARDBOARD BOXES IN DUMPSTERS:** Vendors are to break up their cardboard boxes and keep them in their booth space area until the end of the day. At the end of the day the broken down boxes should be placed alongside the trash receptacles.
- D. Pouring grease on the grass or any ground is prohibited. Vendors are responsible for taking their grease with them when they leave.
- E. We encourage recycling. Containers are positioned throughout the park during the fest.

XXIII. Other Regulations as per City Ordinances

- A. Dogs, skateboards, roller blades, bicycles, motor homes, campers, tents and camping are not permitted in the park.
- B. Possession of alcohol and it's consumption by vendors in their booth during the festival is not permitted.

XXIV. Portable Restrooms: The Ely Chamber of Commerce will be responsible for providing an adequate number of portable restrooms for the event.

XXV. FOOD VENDORS

- A. We do not provide a provision for the disposal of used grease. The grease must be taken with you when you leave.
- B. Food vendors are required to send a copy of their Health License to the festival coordinator no later than July 1. Send to: Ely Chamber of Commerce, 1600 E. Sheridan St., Ely, MN 55731. Set-up may not take place unless we have a copy on file. Prior to sending the health license copy, vendor should verify they have the proper license for their unit-mobile or tent, type of prep, etc.
- C. Water is available for filling tanks prior to the festival. A long hose will be needed. Once the tank is filled, the hose must be disconnected to allow others access to the water.
- D. Electric users should contact the electrical inspector prior to the festival to insure proper equipment for hookup. Mobile units should have a yellow sticker on the electric box. Anyone not passing inspection will be shut down. Only work done by an electrical contractor, at vendor's expense, will be accepted by the State in order to reopen. The electrical inspector's contact information is: (218) 780-5014 or bbjunk@msn.com.
- E. Generators are not allowed in the park.

XXVI. Entertainment:

- A. The Chamber will provide the band shell with electrical outlets.
- B. Musical groups are responsible for bringing their own equipment, including sound systems and setting it up.
- C. The Chamber will be responsible for musical licensing with ASCAP and BMI.
- D. Any group or any individual who receives payment for entertainment is required to sign the Ely Chamber of Commerce Entertainment Agreement and a completed W-9 form.
- E. Entertainment groups that fail to follow policies with regard to loudness of music or inappropriate language or behavior will be asked to change the behavior. Failure to do so may result in the group/individual being asked to leave and therefore forfeiting any payment.
 - a. **Excessive loudness of music is determined by:**
 - i. Vendors being unable to conduct business.
 - ii. Numerous complaints from attendees of the festival.