

RULES

- **Vendors are required to remain open all hours of the fair. Early take-down will disqualify for future participation.**
- Vendors are responsible to provide all display materials.
- Vehicles used for set-up must be removed from the Street Fair area immediately after unloading. No vehicles will be permitted into the street vendor areas between 9 AM and 8 PM on Friday, and between 8 AM and 6 PM on Saturday.
- Vendors are responsible for the safety, sturdiness, and protection of their displays in the event of gusty or other inclement weather. Canopies should be anchored.
- Booths must not obstruct emergency vehicle pathways.
- Tables must be fully skirted to conceal extra stock, boxes, or rubbish.
- Only one vendor will be permitted in each booth.
- City regulations prohibit hanging signs or merchandise on trees and bushes and light poles; or altering public property in any way such as drilling holes in sidewalks, buildings or planters.
- All vendors are **required** to provide proof of liability insurance. (See Insurance section).
- Trash must be contained and disposed of properly by the vendor. Use centrally located dumpsters to dispose of bags and boxes. Dumpster locations are shown on the map.
- All Vendors are expected to help keep the Street Fair clean by frequently policing their area.
- The Street Fair Committee will inspect the booths following the close. Vendors will not be invited back if their space is not clean.
- The Street Fair will be barricaded overnight and security provided. However, any merchandise or display units left will be at your own risk.
- The Downtown Business Association is not liable for damage, theft of the property owned or used by Street Fair participants.
- The Street Fair Committee reserves the right to refuse any application and is under no obligation to rent space to a vendor in future years.
- Vendors should be prepared for inclement weather. Tarps, umbrellas, and warm clothing are recommended.
- No soliciting outside of the booth space.



September 17 & 18, 2010

Friday 10 AM to 8 PM

Saturday 9 AM to 6 PM

Arts/Craft Vendor

**Original Hand-Crafted or
Artistically Enhanced
Merchandise**

- **Free Admission to the Public**
- **180 Vendors**
- **30,000+ Visitors**
- **Three Convenient Parking Ramps**
- **Convenient Lodging**
- **Overnight Security**

**Application Deadline
April 23, 2010**

WHO CAN APPLY and WHAT MAY BE SOLD?

The Downtown Street Fair is for artists, hobbyists, and crafts persons who have original handcrafted or artistically enhanced merchandise to sell. Members of the Downtown Business Association may purchase booth space to sell their goods.

APPLICATIONS: Please be sure all your information is submitted on time and accurately. Keep copies in case the Street Fair Committee contacts you regarding your information. Two checks must accompany the signed Application and Agreement – Booth Fee and Jury Fee.

BOOTH SIZE: Booth spaces are 10' x 10' or 10' x 20'. Some spaces are available under building overhangs for those who do not use a canopy.

FEES: Booth space 10' x 10' is \$140; 10' x 20' is \$280. Applications received after April 23 must include \$10 late fee. End locations are assessed an additional fee.

JURY FEE (Non-refundable): A \$25 separate check is required along with 3 photos of your items to be sold. This is your resume for acceptance. All items will be closely juried! Please abide by the required standards – goods **MUST** original, hand-crafted or artistically enhanced merchandise.

BOOTH LOCATION: Vendor booth locations will be assigned based on the **date the application is received**; a specific location cannot be guaranteed. Applications will be reviewed and accepted as received.

ACCEPTANCE: On or about June 15, letters of acceptance will be mailed with your set-up instructions. From that point forward, your application fee is non-refundable for any reason. Declined applications and checks will be returned to applicants.

SET-UP: The Acceptance Packet will include an orange card indicating your **entry point**, booth area and your assigned **entry time**. Because of City street closure regulations, **early entry cannot and will not be accommodated**. Anyone trying to enter early will be asked to leave and reenter at their specified times. Your **FINAL** booth assignment will be written on the packet you receive at your entry point. Early published maps are not the **FINAL** booth location.

PROOF OF INSURANCE REQUIRED: A minimum of \$1,000,000 combined single limit liability coverage is required from every vendor. Mail or fax - 701-223-7385 - the Proof of Insurance **by September 1, 2010**. If proof of insurance is not received by 9-1-10, the space will be **available for resale – no refunds**.

ELECTRICITY: Electricity is **very** limited in the A/C areas. Arrangements **must** be made in advance, directly with Dawn at 701-223-1958. Use of generators **must** be pre-approved.

SALES TAX: Vendors (Non-Profit and For-Profit) are responsible for collecting North Dakota Sales Tax (6%) on all sales. Tax forms will be available at the Information Booth. Submit collected taxes to the ND Tax Commissioner. **We are required, by law, to provide your Tax Permit Number to the ND Tax Commissioner; please provide the number on your application.**

PARKING: There are Parking Ramps in downtown Bismarck for reasonable fees. Street and alley parking violators will be ticketed and possibly towed by city officials. Off-street parking will be available for vendor vehicles and trailers.

LODGING: Lodging is available near the Street Fair.

Radisson Hotel Bismarck (701) 255-6000
605 E Broadway

Best Western Ramkota (701) 258-7700
800 S Third Street

CONTACT INFORMATION:

Dawn Kopp, Executive Director
Downtowners Association
PO Box 521
Bismarck, ND 58502-0521
Phone (701) 223-1958
Fax (701) 223-7385
E-mail getit@downtownbismarck.com
WEB downtownbismarck.com

**Checks should be made payable to
“Downtown Street Fair”**