

POWDERHORN ART FAIR

MAIN EXHIBITORS INFORMATION PACKET

CONGRATULATIONS & WELCOME!

This packet contains everything you need to know as a participating artist in this year's 27th Annual Powderhorn Art Fair!

DATE

Friday, August 3rd - Sunday, August 5th

LOCATION

Powderhorn Park: 3400 15th Avenue South Minneapolis, MN 55407

IMPORTANT CONTACTS

Powderhorn Park Neighborhood Association (PPNA)

- General Office 612.722.4817 info@ppna.org
 - Ashley Bradford Events Coordinator 612.722.4817 ashley@ppna.org
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PROMOTE YOUR BOOTH AT THE FAIR!

Social Media

- A graphic has been included in your packet this year to help you promote your booth at the Powderhorn Art Fair! Make sure to follow our pages to share great content and tag the event on Facebook!
- Facebook: @PPNA8211 / Instagram: @powderhornmpls / Twitter: @PowderhornMpls

Powderhorn Art Fair Preview

- In early July you will receive a link to the Powderhorn Art Fair Preview. The Preview is a digital publication that highlights the artists, vendors and activities at the Fair. In 2017, it attracted thousands of readers. It is a great way to promote your booth and the Fair to your network.
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BEFORE THE FAIR

Forms & Taxes

Ensure forms are completed and submitted to PPNA prior to the Fair weekend or at check in.

- **ST19:** We are required by Minnesota law to have sales and use tax form ST-19 on file for all participants. Supply a completed form prior to the Fair or during Friday check-in.
- Download the ST19 Form (http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf)
- Download the MN Sales & Use Tax Booklet (http://www.revenue.state.mn.us/Forms_and_Instructions/sales_tax_booklet.pdf)
- **MN Sales Tax Number:** All artists (except wearable fiber artists) must have a MN Tax ID number to participate. Please bring your MN Tax ID number with you. MN sales tax for non-wearable art is 7.775%.
- MN Sales Tax Website (http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf)
- MN Sales Tax Info/helpline: 651-282-9999

CHECK IN

Check in Friday, August 3rd between 12:00 and 8:00 p.m. at the main park entrance on 15th Avenue South.

- All vehicles must be out of the Park by 8:30 pm
- If you cannot check in on Friday, you can check in on Saturday between 6:30 and 8:30 a.m. Please notify Ashley Bradford if this is a need. All vehicles must be out of the park by 9:00 a.m..

Please make every attempt to arrive Friday to allow ample time to set up your booth!

LOAD IN

- All **standard size vehicles** move clockwise around the lake for load-in/load-out.
- All **oversize vehicles** move clockwise for load-in and counter clockwise for load-out.
- The City of Minneapolis requires you to have a permit for overnight street parking if your vehicle is large. There is no fee. If you require a permit obtain one as you enter the main park entrance for check-in.
- Who needs a permit? Exhibitors only, trucks greater than 3 tons, trailers, RVs.
- Permits must be displayed on the dashboard of vehicle and on the trailer.

Because of crowd size, safety and other related concerns; load out times on Saturday and Sunday may vary slightly.

WHILE YOU'RE HERE

SAFETY

- **Severe Weather:** In case of severe weather (i.e. tornado, etc), Please go to the park building for shelter (see map in program).
- **First Aid:** PAF has 2 EMTs on site at all times
- **Watch For Children and other pedestrians/bikers when driving through the park.**

OVERNIGHTS & REENTRY

- **Overnights:** Park Police will be on site from 7 pm – 6 am Friday and Saturday. Any items or property left on site are the sole responsibility of the artist. We recommend you take valuables off-site each night. Powderhorn Art Fair assumes no responsibility in the event of loss or theft.
- **Re-entry:** Artist vehicles line up on WEST Side of 15th Avenue and traffic flows begins at 6:30 pm on Saturday and 5:30 pm on Sunday. **Food vendor and oversized vehicles** line up on EAST Side of 15th Avenue and traffic flows begins at 7 pm on Saturday and 6 pm on Sunday.

AMENITIES FOR VENDORS

- **Booth Sitters:** Groups of volunteer booth sitters will randomly approach artists for coverage and are available between 11:30 am - 4:30 pm.
- **Artist Lounge:** Open Saturday & Sunday From 8:00 a.m. to 4:00 p.m. in the park building.
- The 2017 Artist Lounge will offer snacks, beverages, indoor restrooms and air conditioning. This space is exclusively for artists, staff and volunteers.

JUDGING & AWARDS

Judging for awards will take place on Saturday. Award recipients will be posted Sunday in the Artist's Lounge.

LOAD OUT

- **Safety First:** Please use extreme caution while driving in the Park.

We have created a staggered Load-out schedule. We will have a traffic crew to assist you in this procedure.

- **Standard size vehicles** must move clockwise around the lake for load-in/load-out
- **Oversize vehicles** move clockwise for load-in and counterclockwise for load-out.
- **Oversize:** When preparing to leave park grounds, please call Ashley @ 612.722.4817 and she will ensure a traffic assistant aids your departure.

Times for vehicle load out:

- **Artists:** 1/2 Hour after event closes. Sat 6:30 pm, Sun 5:30 pm.
- **Food Vendors:** 1 hour after event closes. Sat 7 pm, Sun 6 pm.
- **Oversized vehicles (artists/food vendors):** 1 1/2 hours after event closes Sat 7:30 pm, Sun 6:30 pm.

