



Cromwell Harvest Festival Rules and Regulations - 2024

A completed and signed application, which is required to be considered for admittance to the 2024 Cromwell Harvest Festival, indicates that the vendor has read and agrees to abide by these Rules & Regulations.

Please read this document thoroughly before submitting your 2024 Cromwell Harvest Festival Application Form.

EXHIBITOR INFORMATION

DATES AND TIMES

Exhibit time: Saturday, September 7, 2024: 9am-3pm

Vendors are required to be open during these hours. The Festival is held rain or shine. Failure to abide by this requirement may result in ineligibility for future Festival events.

CANCELLATIONS

If a vendor finds it necessary to cancel, please notify the festival coordinator. Exhibitors may not transfer or sell their space to anyone. (See refund section)

REFUNDS

Anyone who finds it necessary to cancel out of the Harvest Festival and wishes to request a refund must do so in writing. Refunds are only available until August 15, 2024. Cancellations after this date will not receive a refund.

FESTIVAL POLICIES

- Exhibitors will not be allowed to change booth locations. Placement is at the sole discretion of the festival committee
- Exhibitors unable to attend may not allow another exhibitor to take their space. If you cannot attend please notify us
- With the exception of service animals, pets are not allowed. Be kind to your pets by leaving them at home
- Exhibitors shall be present for the entire reserved time – Saturday 9am – 3pm (craft vendors);
- Exhibitors are expected to carry enough stock to last through their reserved time

Arts & Crafts

- Items displayed must be consistent with the examples submitted on application.

Booth Setup

- We suggest exhibitors be ready for set-up beginning at 7am and be completed by 8am
- Exhibitors must unload their vehicle and immediately move to the designated Vendor Parking area before setting up their booth. Vehicle should be in designated parking area by 8:30am. During the festival no vehicles are permitted in the festival area
- Participants must supply their own tent (with sides), canopies, tables, chairs, display racks, lights, extension cords, tools and any other booth support materials. Tents must be weighted to withstand weather conditions. No spikes or nails may be driven into paved areas
- Electricity is not available for craft vendors
- No motor homes or similar sized vehicles are permitted in the festival area

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Booth Restocking

- During festival hours vendors may restock booths by hand only

Booth Breakdown

- All exhibitors are not permitted to close early (unless there is an emergency) and shall not begin booth breakdown until 3pm.
- Exhibitors shall not drive their vehicles into the festival area until booth is completely broken down
- Exhibitors are responsible for maintaining and leaving their booth area in good condition and free of litter. Trash must be placed in dumpsters.

Liability

The Cromwell Area Community Club Harvest Festival Committee nor the City of Cromwell takes responsibility for theft, loss, or damage to exhibitor, exhibitor merchandise or personal property while setting up, participating in or breaking down. Exhibitors understand that neither the Committee nor the City of Cromwell maintains insurance coverage on the exhibitor's property. It is the sole responsibility of the exhibitor to obtain such insurance. The exhibitor assumes responsibility and agrees to indemnify and defend the Committee and its volunteers and the City of Cromwell and its employees against claims or expenses arising out of the participation in the Cromwell Harvest Festival.

Vendor Responsibility

- Vendors are responsible for providing their own liability insurance. Marketplace vendors and Food Concession vendors must carry liability insurance with reasonable coverage and limits, or if directed, with coverage and limits as directed by the City of Cromwell.
- Vendors are responsible for providing and setting up all tables, canopies and other items needed for their display
- All vendors must comply with all applicable ordinances, statutes, and regulations. All vendors must have a current MN Sales and Use Tax ID number (if applicable) and must submit an Operator Certificate of Compliance (ST-19) to the CACC Harvest Festival coordinator at time of application and payment

Sales Tax

We are required to notify vendors that they must have a Minnesota Sales Tax number and collect and pay 7.375% Minnesota Sales Tax. APPLICANTS MUST INCLUDE A COMPLETED ST-19 FORM (each year) WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY VENDOR. This form can be accessed at: http://www.revenue.state.mn.us/Forms_and_Instructions/ST19.pdf *Vendors will not be allowed to sell without this form on file.*

To register and obtain a MN Sales Tax Number, call 651-282-5225 or 1-800-657-3605. 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.

Food Vendor Permitting

All vendors selling processed and packaged food products must have a Minnesota Department of Agriculture Mobile Food Handling license and comply with all necessary requirements provided by the Dept. of Ag. This includes hand washing and food handling requirements for those who give samples during the fair. Proper refrigeration as defined by the Department of Agriculture is also required. You may find more information regarding criteria or regulations by contacting Jacob.Schmidt@state.mn.us or online at <https://www.mda.state.mn.us/food-feed/food-licenses>