



1600 Sheridan Street
Ely Minnesota 55731
Ely.org – 218-365-6123

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TO: Blueberry Art Festival Vendors
FROM: Kristen Switajewski, Event Coordinator
Eva Sebesta, Executive Director
DATE: July 13, 2023
RE: Festival Set Up

Enclosed is the final information for the festival. The following items are critical to an orderly check-in and set-up:

1. Check-in at the Chamber Booth #105. You may have a different booth number and, in some cases, different locations in the festival compared to last year. It's easier to set up in the right location the first time, so **CHECK IN FIRST**.
2. Thursday set up is from 7 am to 7 pm. Vehicles can drive into the park. **Vehicles are prohibited in the park after Thursday at 7 p.m. until the festival closes on Sunday.**
3. There is **NO** setup on Friday: **NO EXCEPTIONS**
4. We are enclosing a copy of the festival policies and a festival map. Please familiarize yourself with the policies prior to arrival.
5. The Blueberry Arts Festival is a three-day event from July 28th to July 30th. Hours are Friday and Saturday: 9 am – 6 pm, Sunday: 10 am – 4 pm. You must be open on or before the noted start time each day. Do not close early.
6. A large portion of 8th Street near the band shell will be reserved for customer pick-up with a limit of 15-minute parking for loading purchases.
7. The north side of Sheridan St. between Linda Fryer Way & 8th St will be for Food Court Pick up with a limit of 15-minute parking.
8. Sign up for the Emergency Notification System prior to arrival. Text: **ElyBlueberry** (one word) to **#888777**. We will verify that you are enrolled as you check in on Thursday.

SALES TAX: The total sales tax is 7.375 percent, which includes the St. Louis County transit tax. For more information, go to <http://www.revenue.state.mn.us/businesses/sut/Documents/General Notice St Louis Co.pdf>.

ART AND CRAFT AWARDS: We would like to recognize our vendors and show our appreciation for your participation in the Blueberry Art Festival! Once again, we will have awards in two categories, Art and Craft. There will be 3 levels of awards in each category. We have selected judges from our artist community to judge the show. They will be in the park and visiting your booths starting at 11:00 a.m. on Friday. We will tabulate the scores based on originality, consistency, quality, and presentation. The winners will have ribbons placed on their booths to recognize their work and will be awarded prizes as follows: first place, \$225.00 towards your 2024 booth; second place, \$112.50 towards your 2024 booth; and third place, \$56.25 towards your 2024 booth.

Wi-Fi IN THE PARK: A big Thank you to Midco, they will be providing WIFI. It may be limited depending on the level of usage. If you are using the internet to do credit card sales, plan to have a backup if usage is high.

BOOTHS

- Booth spaces are 12' x 12' with 6' between each vendor. Booth spaces will be marked with orange paint for the front corners of each booth with the number in the center.
- At check-in, you will receive your booth number, which will be posted on the front of your booth. You will receive a second number to place on the windshield of your vehicle. Please make sure both numbers are displayed during all three days of the festival.



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- Vendors are responsible for providing and setting up all tables, canopies, and other items needed for their display.
- This is an open-air festival; please come prepared for any weather.
- Tip containers will be allowed.
- No cardboard boxes in the dumpsters. Please break it down and place it next to the dumpster.
- Electric is available only at approved receptacles for those who have paid \$30 for the service. Those paying for the service are required to have special power cords as per the State of Minnesota.

TAKE-DOWN: The festival closes at 4 pm Sunday night. No motorized vehicles are allowed into the park until it has been cleared by festival officials on Sunday afternoon. You may use hand trolleys or carts if you wish to move your things to your vehicle while the park is cleared of pedestrians. YOU MAY DRIVE IN AFTER WE PROVIDE THE ALL-CLEAR TEXT MESSAGE NOTICE: NOT BEFORE! Anyone entering the park with a vehicle prior to the all-clear text message will be removed from all future festivals. ***Public safety is a priority.***

ELECTRICITY: If you have contracted for electricity, we suggest you review the rules for Portable & Temporary Electrical Power Distribution on the State of Minnesota website. <https://www.dli.mn.gov/sites/default/files/pdf/eli-portable-power-code.pdf> The State inspector will be at the festival, and he will inspect everyone that has signed up for power. If you do not pass the inspection, you will not be allowed to open. Generators are not allowed in the park.

We thank you for taking part in the Blueberry Art Festival, we hope you enjoy Ely and have a GREAT FESTIVAL. We look forward to seeing you at check-in on Thursday morning.