

**POWDERHORN ART FAIR WE WELCOME YOU INTO OUR COMMUNITY!**

**Powderhorn Park is located at 3400 15th Ave. S. Minneapolis, MN 55407**

**MN Sales Tax for non-wearable art is 7.775%.**

**You are required to have a MN Tax ID number for selling at Powderhorn Art Fair**

**Also we need a signed ST-19 form at check-in. You can download from our site/we'll have some at entry**

**Please bring reusable containers for water, beverages and food to help keep trash to a minimum**

**Please use the waste stations. Bug repellent candles are not allowed. If you want to use spray bug repellent please step far away from the tent area as some people are allergic to it.**

**Do not leave your motors running. Watch for children!**

**Please read. These instructions will be followed by traffic & safety team**

**No Vehicles will be allowed IN the park after 9:00 AM on Sat. & Sun.**

**All Support Vehicles must be OUT of the Park by 9:30 AM on Sat. & Sun.**

**All Support Vehicles must be OUT of the Park by 8:30 PM on Friday & Sat.**

**All Vehicles must be OUT of the Park by 7:30 PM on Sun.**

**Setup, Tear-down, Check-in/out & other important information**

**Check-in/out (located at the Main Entrance of Park on 15<sup>th</sup> Ave S)**

**All standard size vehicles must move clockwise around the lake for load-in/load-out**

**All oversize vehicles move clockwise for load-in and counter clockwise for load-out,**

**Oversize—For safety please contact a traffic assistant to aid you when leaving the Park**

**Check-in time: Friday, noon – 8:00 pm**

All vehicles must be out of the Park by 8:30 pm

**If you absolutely can not check-in Friday & must check-in on Sat see below**

**Arrival time Saturday & Sunday: 6:30 am – 8:30 am**

All vehicles must be out of park by 9:30 am ( Art Fair starts at 10:00 am )

**Check-out: at least 1/2 hour after event closes both Saturday and Sunday**

For smooth traffic flow and safety, we have created a staggered Check-out and load-out schedule

We will have a traffic crew to assist you in this procedure

**Tear down your booth and wait for the appropriate time to move your vehicle**

**All standard size vehicles must move clockwise around the lake for load-in/load-out**

**All oversize vehicles move clockwise for load-in and counter clockwise for load-out,**

**Oversize—For safety please contact a traffic assistant to aid you when leaving the Park**

**\*Times for vehicle load-out start are as follows:**

**Artists:**

1/2 Hour after event closes Sat 6:30 pm Sun 5:30 pm

**Food Vendors:**

1 hour after event closes Sat 7:00 pm Sun 6:00 pm

**All oversized vehicles (artists/food vendors)**

1 1/2 hours after event closes Sat 7:30 pm Sun 6:30 pm

**\*Re-entering the park Sat & Sun evenings for load out (see map)**

**Artist Vehicles Line Up on WEST Side of 15th Avenue. Traffic Flows Begins @ 6:30 pm on Sat. and 5:30 pm on Sun.**

**Food Vendor AND Oversized Vehicles Line Up on EAST Side of 15th Avenue. Traffic Flows Begins @ 7:00 pm on Sat. and 6:00 pm on Sun.**

**Set-up/tear-down Safety Concerns**

- \* Please use extreme caution while driving in the Park
- \* All traffic must drive clockwise around the lake.
- \* Once you've arrived at your location, unload – move your vehicle before setting up your booth.
- \* When checking out – tear down your booth before retrieving your vehicle
- \* If you have an oversize vehicle and did not indicate so on your application, please notify Dixie

**Set-up/tear-down General Concerns**

- \* Booth sizes are restricted to a single 10x10 tent.
- \* Only one tent is allowed per space. No Electricity.
- \* Dressing rooms and/or shade shelters must be located behind your tent & occupy an area smaller than 10x10.
- \* Hours of operation are: Saturday 10:00 am - 6:00 pm & Sunday 10:00 am - 5:00 pm
- \* **Security police will be on site from 7:00 pm to 6:00 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.**

**Please note:** Cars are allowed into the park at the sole discretion of the Park Director. Because of crowd safety issues and other related concerns, Check-in/out times on Saturday and Sunday may vary slightly. In the event of a delay we ask for your patience. Our principal concern is with the safe operation of this event.

**Overnight parking on the street**

The City of Minneapolis requires you to have a permit for overnight street parking if your vehicle is large Those who need the permit: exhibitors only, trucks greater than 3 tons, trailers, RV s., etc.

Cars, vans, small trucks do not need a permit.

There is no fee for the permit. If you need one please contact Dixie when you check-in.

Permits must be displayed on the dashboard of vehicle and taped on the trailer.

**Park Building & Other Information**

**Severe Weather:** we will monitor weather-if severe weather occurs ie tornado, etc we will notify you.

**\*Artist's Lounge** for relaxation, light snack foods, indoor restrooms –

\*Open Sat & Sun – starting at 8am-enter in upper lakeside door \* name tag required \*

**Late breaking news** will be posted in the Artist's Lounge located in the Park Building

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

**First Aid and Lost Child Stations** are by the park building

**Booth sitters are available**-if you need one and did not request it on your application,  
please contact Dixie at [dixie@powderhornartfair.org](mailto:dixie@powderhornartfair.org) or at check-in

**PAF T-Shirts will be sold at the T-shirt booth by the park building- \$2 artist discount**

**See our website for your booth #, map, hotel & other info: [www.powderhornartfair.org](http://www.powderhornartfair.org)**