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BRIGGS MOTLEY
P R O M O T I O N S

11958 21st St. NE
Spicer, MN 56288

BRIGGS MOTLEY
P R O M O T I O N S

— 2014 —



Arts and
Crafts Show
Directory

41st
Anniversary
Year

of Great Arts & Craft Shows!

TO ALL ARTISTS AND CRAFTERS:

We are delighted to send you this invitation to our 2014 Arts and Crafts Shows in Central Minnesota. This is an exciting year for us, as we invite you to share with us in celebrating our 40th year of providing quality craft shows to this area!

This small booklet contains information about each show, rules and regulations, and application form. The application form is the middle page of the booklet. Gently remove from book, fill out the information on both sides, sign and return to Briggs Motley & Associates, LLC. **Please photocopy application for future show inquiries.**

These will be juried shows and each applicant must submit three pictures of their work and display area. Pictures should represent work that will be sold at the shows. It is important to label pictures with exhibitor's name and address and include a **9 1/2" x 4 1/8" #10 business size, self-addressed stamped envelope (92¢)** for return of the pictures. On a separate sheet of paper briefly describe your product including type of materials used, construction, and what is unique about your product. The jurying will be at the discretion of Briggs Motley and Associates, LLC.

Preregistration assures participation in the jury selection which is necessary to be considered for these shows. The registration form must be completed and signed. Postdated checks will be accepted and cashed 30 days prior to each event. Your cancel checks will confirm your registration and acceptance. A confirmation packet will be sent to you prior to the show date. No deadline for shows. **Application for shows 2 weeks prior to show must have cashiers check, money order or cash. No personal checks accepted after 2 weeks prior to show.**

If notice of cancellation is received in writing 2 months prior to the show date a full refund, less a \$20.00 service charge, will be given. Thirty days prior to show entry fee becomes NON-REFUNDABLE. If unable to attend, exhibitors **cannot transfer or sell their space without written permission from Briggs Motley. Failure to notify us of your cancellation will affect your eligibility for future shows. Please contact us if there would be a last minute cancellation (320) 905-1779.**

Briggs Motley & Associates, LLC, through a wide variety of unique advertising techniques, personal service and experience are dedicated to producing quality shows for you and the public. We cater to your needs as an exhibitor and work hard to bring the buying customer to you. We look forward to working with you in 2014.

Sincerely,

Sherron Thein Janine Hubbard

Sherron Thein and Janine Hubbard
BRIGGS MOTLEY & ASSOCIATES, LLC
11958 21st St. NE, Spicer, MN 56288
320-905-1779 (Janine) • 320-847-2156 (Sherron) • Fax: 320-847-2278

Check Out Our
Briggs Motley Website!
www.briggsmotley.com

Visit our new website.
You will find the
following helpful
information:



- List of shows
- Application forms
- Tax forms
- Directions
- Show information
- New email address
- Advertising opportunities for exhibitors.
- Press Release *see page 4 for more info.*

November 1,
2014

41st Annual Clara City Fall Arts & Craft Show

Clara City Sr. High School & Event Center (formerly the Jr. High)
Clara City, MN

HOURS: 9 a.m. – 4 p.m.

ADMISSION: \$2

DEADLINE: None

CONDITIONS: Juried

MEDIA: Open

ENTRY FEE: \$150 (Sr. & Jr. High)

BOOTH SIZE: 8x10

EXHIBITORS: 175

ATTENDANCE: Excellent

This is one of the most fantastic shows in Minnesota.

Two buildings are filled with crafts and two shuttle busses run between the venues.

Food available at both buildings.

SET UP FOR THIS SHOW:
Friday at the following times:
Sr. High & Event Center
7:00 p.m.-9:30 p.m.
or Saturday 6:30 a.m.-8:45 a.m.
SET UP TIMES ARE FIRM –
do not arrive prior to schedule
set up 7:00 p.m. or 6:30 a.m.

November 8,
2014

Apollo High School Fall Arts & Craft Show

Apollo High School
St. Cloud, MN

HOURS: 9:30 a.m. – 3 p.m.

ADMISSION: Free

DEADLINE: None

CONDITIONS: Juried

MEDIA: Open

ENTRY FEE: \$85

BOOTH SIZE: 8x10

This is deer hunting opener.

SET UP FOR THIS SHOW:
Saturday 6:00 a.m.-9:25 a.m.
SET UP TIMES ARE FIRM

Check us out on Facebook – Like us at
Briggs Motley Promotions.



BRIGGS MOTLEY P R O M O T I O N S

2014 CRAFT SHOW DATES

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Briggs Motley & Associates, LLC Offer:

- Juried
- Media: Made in America
- Gift Line & Flea Market
- Extensive Advertising
- Goodie Bags

Check us out on Facebook – Like us at Briggs Motley Promotions.



– 2014 SHOW INFORMATION –

1. State law requires a sales tax number and collection of 6.875% Minnesota Sales Tax. Your number must be registered with Briggs Motley.
2. Set up times for all shows are firm. Please do not arrive prior to scheduled set up times listed at the end of each show's description.
3. Exhibitors must bring their own display, tables and chairs. Exhibitors may reserve tables and chairs for the Alexandria show through the Runestone Center at 320-763-4466.
4. Exhibitors who need electricity are required to have their own **50 ft., 14 gauge grounded extension cord and a 15 amp circuit breaker power strip.**
5. Exhibitors donating door prizes: The winner of the door prize will be sent to your booth for you to give the item to that person. You will be notified the day of the show if you will be giving a door prize at that particular show.
6. After unloading, vehicles must be moved to designated exhibitor parking area. **Those vehicles not following the parking rules will be towed at the owner's expense.**
7. **A \$30.00 service charge will be assessed for any check returned to us due to insufficient funds.**
8. **Please call to cancel a show at 320-905-1779.**

Write, Call or Email:

**Janine Hubbard & Sherron Their
Briggs Motley & Associates, LLC**

11958 21st St. NE

Spicer, MN 56288

(320) 905-1779 or (320) 847-2156

Fax: (320) 847-2278

janine@briggsmotley.com

sherron@briggsmotley.com

Website: www.briggsmotley.com

- Promotional Items -

- **Our website** and other arts and craft show websites.
- **Link your business to our website** (www.briggsmotley.com), please contact Briggs Motley for more information. (*Check the application page*).
- **Goodie Bag.** It's quick! It's simple, and best of all it's **INEXPENSIVE!** Provide us with 100 of your promotional items (business cards, coupons, flyers, product samples, etc.) to go in our goodie bags and we'll personally place them in the hands of the first 100 shoppers through the door. This is a wonderful way to reach new customers and bring old ones back! Please keep promotional items between the size of a business card and an 8 1/2"x11" paper. Be creative! Product, coupons, freebies or special offers receive the best response. Price is \$10.00 per show.

April 5, 2014 28th Annual Clara City Spring Arts & Craft Show

**Clara City Sr. High School
Clara City, MN**

HOURS: 9 a.m.– 4 p.m.
ADMISSION: Free
DEADLINE: None
CONDITIONS: Juried
MEDIA: Open
ENTRY FEE: \$85
BOOTH SIZE: 8x10
EXHIBITORS: 100

ATTENDANCE:

Good Spring Show

A good target for Mother's Day,
Summer Weddings and Graduation.

SET UP FOR THIS SHOW:
April 4, 7:00 p.m.-9:30 p.m.
or April 5, 6:30 a.m.-8:45 a.m.
SET UP TIMES ARE FIRM –
do not arrive prior to schedule set up
7:00 p.m. or 6:30 a.m.

May 3,
2014

26th Annual Alexandria Spring Arts & Craft Show

**Runestone Community Center,
Hwy. 82 West, Alexandria, MN**

HOURS: 10 a.m.– 4 p.m.
ADMISSION: Free
DEADLINE: None
CONDITIONS: Juried
MEDIA: Open
ENTRY FEE: \$85
BOOTH SIZE: 8x10
EXHIBITORS: 100

ATTENDANCE:

Good Spring Show

This show is well established and is known for its quality exhibitors, high traffic and a buying crowd.

SET UP FOR THIS SHOW:
(sorry absolutely no later than 4:00 p.m. on Fri.)
Fri. 2:30 p.m.-5:30 p.m.
Sat. 7:00 a.m.-9:30 a.m.



July
3-5,
2014

23rd Annual Spicer 4th of July Arts & Craft Show

Hwy. 23, Spicer, MN

HOURS:
Thursday 9 a.m.–5 p.m.
Friday 9 a.m.–5 p.m.
Saturday 9 a.m.–5 p.m.
ADMISSION: Free
DEADLINE: None
CONDITIONS: Juried
MEDIA: Open
ENTRY FEE: \$130
BOOTH SIZE: 12 x 12
ATTENDANCE: Excellent

OUTDOOR CANOPY REQUIRED

Same great location with a fresh new look. Join us for the Briggs Motley 4th of July Show!

Three-day Arts & Craft Show running Thursday through Saturday.

This craft show will be adjoining the Gift and Flea Market.

SET UP FOR THIS SHOW:
July 2, 3:00 p.m.-6:00 p.m.
or July 3, 6:30 a.m.-8:45 a.m.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.taxes.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at www.taxes.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.

MINNESOTA • REVENUE

ST19

Operator Certificate of Compliance

Read the information at the top of this page before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event _____		Minnesota tax ID number _____	
	Seller's complete address _____		City _____	State _____
	Name of person or group organizing event _____			
	Name and location of event _____			
Merchandise sold	Date(s) of event _____			
	Describe the type of merchandise you plan to sell. _____ _____ _____			
	Complete this section if you are not required to have a Minnesota tax ID number.			
Sales tax exemption information	<input type="checkbox"/> I am selling only nontaxable items.			
	<input type="checkbox"/> I am not making any sales at the event.			
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.			
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below: _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.			
Sign here	I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.			
	Signature of seller _____		Print name here _____	
	Date _____		Daytime phone () _____	

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

CRAFT SHOW APPLICATION



PLEASE READ, SIGN AND RETURN HOLD HARMLESS FORM with APPLICATION

Exhibitor shall and will indemnify and hold harmless Briggs Motley & Associates, LLC, show coordinators, Janine Hubbard and Sherron Thein, their agents, Beneficiaries and Employees, from and against any losses, liability, claims demands, expenses, fees, fines, penalties, law suits, proceedings, damages, actions and causes of action of any kind and nature arising or growing out of or in any way connected with the Briggs Motley & Associates, LLC. Exhibitor also assumes responsibility for all personal property, materials, products, art work, tools, equipment, etc. while participating in said shows.

I have read and understand the 2014 Show Information and Indemnification clause and do agree to all terms herein.

Signature _____

Date _____

PLEASE NOTE: A ST19 Form MUST be returned with all applications. You may fill out this application on page 8 and send it along with your application. You may also download the form at: www.pdfFiller.com, print it off and send with your application.

2014 BRIGGS MOTLEY & ASSOCIATES, LLC CRAFT & GIFT SHOW APPLICATION

[***RETURN THIS FORM TO STAY ON THE MAILING LIST,
EVEN IF YOU CANNOT PARTICIPATE THIS YEAR***]

Name of Person Exhibiting: _____

Name of Business: _____

Address: _____ Tax ID #: _____

City/State/Zip: _____ Phone: _____

E-mail address: _____

(For confirmation notice and further show information).

THIS IS A JURIED SHOW: submit 3 photos for media you plan to exhibit.
Each PHOTO must have your name, address, and indicate media. Your photos
will be returned ONLY if you send a **9 1/2" x 4 1/8" #10 business size,
self-addressed stamped envelope (2 stamps = 92¢).**

Give a **FULL** description of your work. (This is an important part of jury selection)

Items are: **Hand crafted/made** _____ **Buy/sell** _____

YOU MUST LIST EVERY ITEM YOU PLAN TO SELL.

____ Number of booths needed

____ Are you willing to donate a door prize? Check at the space for
each show you wish to donate.

**NOTICE: Your booth must be set up until the end of show. If you tear down
early/leave early, you will be omitted from participating in future shows.**

SATURDAY, APRIL 5 – CLARA CITY SPRING ARTS & CRAFTS SHOW
Sr. High School

____ 10'x8' (\$85) ____ 20'x8' (\$170) ____ electrical-\$10.00 ____ door prize
____ Goodie Bag Participant-\$10.00 ____ Press Release Participant \$ _____

SATURDAY, MAY 3 – ALEXANDRIA SPRING ARTS & CRAFTS SHOW

____ 10'x8' (\$85) ____ 20'x8' (\$170) ____ electrical-\$10.00 ____ door prize
____ Goodie Bag Participant-\$10.00 ____ Press Release Participant \$ _____

**THURSDAY, FRIDAY, SATURDAY, JULY 3-5
BRIGGS MOTLEY 4TH OF JULY ARTS & CRAFTS SHOW**

____ 12'X12' (\$130) (OUTDOOR – NEED CANOPY) ____ Press Release Participant \$ _____

SATURDAY, NOV. 1 – CLARA CITY FALL ARTS & CRAFTS SHOW

Sr. High School & the Event Center (formerly the Jr. High)

____ 10'X8' (\$150) ____ 20'X8' (\$300) ____ electrical-\$10.00
____ Goodie Bag Participant-\$10.00 ____ Press Release Participant \$ _____

**SATURDAY, NOVEMBER 8 – APOLLO HIGH SCHOOL, ST. CLOUD
FALL ARTS & CRAFTS SHOW**

____ 10'X8' (\$85) ____ 20'X8' (\$170) ____ electrical-\$10.00
____ Goodie Bag Participant-\$10.00 ____ Press Release Participant \$ _____

FREE WEBSITE LINK.

Please check if you would like your website linked to the Briggs Motley website.

Your website: _____ \$ FREE

TOTAL \$ _____

GOODIE BAG. It's quick! It's simple, and best of all it's INEXPENSIVE! Provide us with
100 of your promotional items (business cards, coupons, flyers, product samples, etc.)
to go in our goodie bags and we'll personally place them in the hands of the first 100
shoppers through the door. This is a wonderful way to reach new customers and bring
old ones back! Please keep promotional items between the size of a business card and an
8 1/2"x11" paper. Be creative! Product, coupons, freebies or special offers receive the best
response. Price is \$10.00 per show. (Check the ____ Goodie Bag Participant line above).
Goodie bag items MUST be received 2 hours prior to start of show.

**Application for shows 2 weeks prior to show must have
cashiers check, money order or cash.
No personal checks accepted after 2 weeks prior to show.**

SEND SIGNED AND COMPLETED APPLICATION FORM, ST19 FORM,
PICTURES AND FEES TO:

BRIGGS MOTLEY & ASSOCIATES, LLC

11958 21st St. NE, Spicer, MN 56288

(320) 905-1779 janine@briggsmotley.com

www.briggsmotley.com

(Over please)