



2024 Lemonade Concert and Art Fair Art Vendor Information and Application

**MAILED APPLICATIONS MUST BE POSTMARKED OR RECEIVED
BY 4:00PM ON FRIDAY, MAY 10, 2024**

IMPORTANT: Please review this information carefully before submitting your application.

Event: The 51st Annual Lemonade Concert and Art Fair is sponsored by the Department of Campus Involvement at St. Cloud State University. The Lemonade event traditionally has 2,500 – 5,000 people in attendance. Throughout the day there will be music groups, roving performers, a wide variety of foods, a children’s art and entertainment area and an evening symphony orchestra performance.

Location: St. Cloud State University campus grounds on 6th Street South and 1st Avenue, St. Cloud, MN

Date: Thursday, June 27, 2024 (rain or shine)

Time: Set-up: 7:00 – 10:30AM
Art and Craft Fair: 11:00AM – 7:00PM
Evening Concert: 7:00PM

APPLICATION INFORMATION

May 10, 2024: Registration deadline; Paper applications must be postmarked or delivered by 4pm. We will consider all applications received by this date. Notification of acceptance will be made on an on-going basis. Applications submitted after May 10 are subject to late fees and space availability. Applications will not be considered after June 17.

Week of June 17, 2024: All accepted vendors will be sent electronic confirmation materials (including set up information, booth notes, rain plan, etc.) to their listed e-mail address.

Registration Fee: \$80.00 per booth space plus a \$15 processing fee per application -- Checks made payable to St. Cloud State University (SCSU). Booth fees will only be charged if you are accepted into the fair. The processing fee is non-refundable. **If paying by check, please submit two separate checks; one check for the booth fee, and one check for the application fee.**

Contacts:

Lemonade Artist Coordinator: 320-308-2205, lemonade@stcloudstate.edu

How to Apply:

- 1) **Print and complete this application form, and send it along with payments (Please make checks out to SCSU) to:**

Lemonade Art Fair Registration
Department of Campus Involvement
Atwood Memorial Center Room 134
720 4th Avenue South
St. Cloud, MN 56301

Handcrafted arts and crafts only. This event's brand as a showcase for handcrafted art and crafts is important to SCSU. No imports, commercial jewelry, kits, pre-molded ceramics, or manufactured items are allowed. Items will be reviewed on site and vendors selling items deemed not to meet this standard may be asked to leave immediately without a refund of the registration fee. Artists are requested to submit a statement on their process to be considered for acceptance no matter if they are a new vendor or a returning vendor.

ALL entries must attach photos (Including those that have participated in the past). Photos must be reflective of what vendors intend to sell at the event. Misrepresentation may be grounds for immediate removal from the fair. Photos can be printed on paper or can be emailed to lemonade@stcloudstate.edu (please include your first and last name and your business name in the email).

For 2024, we are accepting art within several categories, including:

1. **Artisan Home & Body:** This limited category includes items such as candles, soaps, lotions, salves, and fragrances. Items are to be considered based on artistic message/value. No commercial products are allowed.
2. **Ceramics/Glass:** Original work other than jewelry. No molds or other forms of mass production allowed.
3. **Digital Art:** This category includes any original work for which the original image, or the manipulation of other source material, was executed by the artist using a computer. Work in this category must be in limited editions, signed and numbered on archival quality materials. Traditional photographs taken through digital media should apply in the photography category.
4. **Fiber:** All work crafted from fibers including two-dimensional, basketry, embroidery, weaving, hand-woven or hand-sewn clothing, leatherwork, tapestry and papermaking. No machine tooling, machine-screened patterns or other forms of mass production are permitted.
5. **Functional Art:** 3-D creations which serve a purpose such as implements, furniture, doll houses, wind chimes, kaleidoscopes, etc.
6. **Jewelry:** All jewelry whether the work is produced from metal, glass, clay, fiber, paper, plastic or other materials must be entered in this category. No commercial casts, molds or production studio work is allowed. No strung pearls or beads. **We anticipate limiting the quantity in this category.**
7. **Metalwork:** Includes all non-sculptural, non-jewelry works crafted from metals. No production studio work is allowed.
8. **Painting/Drawing:** Works created in oils, acrylics, watercolor, pencil, charcoal, chalk, pastels, inks, etc. are in this category. Reproductions are prohibited except for prints of the artist's original work, signed and numbered on archival quality materials.
9. **Photography:** Photographic prints made from the artist's original image, which have been processed by or under the direct supervision of the artist. Photographers are required to disclose both their creative and printing processes. At least 75 percent of an artist's work in this category must be in limited editions, signed and numbered on archival quality materials.
10. **Sculpture:** Three-dimensional original work done in any medium.
11. **Woodworking:** Original works in wood that are hand-tooled, machine-worked, turned or carved.

For 2024, we are accepting a limited number of the following categories:

1. **Henna, Face painting, Temporary:** Vendors who produce art on-site which is drawn, painted, or otherwise applied to a person, to include henna, face painting, and similar work. **Exhibitors in this category MUST provide a copy of their liability insurance upon request by event organizers.** The number of vendors in this category will be limited and placed separately.
2. **Farmer's Market & Hand-made Artisan Food:** Pre-packaged artisan food items prepared offsite in a licensed facility and not packaged or intended for on-site consumption to include jams or jellies, honey, or similar products. These booths/products will be sold only in a designated area of the event with the concurrent farmer's market. Vendors should be aware of relevant food safety laws (including Cottage Food Law if applicable) and may be required by SCSU to provide proof up to \$2 million in liability insurance. **A copy of your current licensure information is required for artisan food applications.** The number of vendors in this category will be limited and placed separately.

BOOTH INFORMATION

Fee: The booth fee is *\$80 per (10'x10') space, plus a \$15 processing fee. ***The \$80 per booth fee is only charged once a vendor has been accepted. You can expect an e-mail notifying you of your status. A \$35 late fee applies to applications received after May 10, 2024.**

Once processed, all fees are **non-refundable**. If paying by check, make payable to St. Cloud State, and submit two separate checks for \$80 and \$15.

Size: Space allotment is 10'x10' per booth.

Set-Up, Load-Out, and Event Hours: Art vendor load-in runs from 7:00am to 10:30am on the morning of Thursday, June 27. Do not arrive before 7:00am. No vendor will be allowed to set up early on Thursday. The show starts at 11:00am and runs until 7:00pm. Vendors are expected to stay for the duration of the show. Vendors who pack up early may not be asked to return.

Our Grounds: The event is held on the outdoor campus grounds. Spaces consist of various natural circumstances including sun/shade/partial shade, flat/slight incline/incline, and either on grass or cement. We cannot accommodate all space requests.

Booth Placement: Accepted and paid vendors will be notified in a confirmation email the week of June 17 of their booth placement. Placement is determined by several factors. **Our numbering maps have changed over the past few years due to the impact of the pandemic, and this has made it increasingly difficult for us to honor the same placement of previous years. We cannot guarantee that all space requests will be honored. If there are complaints about your booth placement, we cannot guarantee an adjustment to your space. We appreciate your understanding on this matter.**

Multiple Booths: Artists may purchase more than 1 booth space. Double booth space requests would include two 10x10 ft. spaces next to each other. **If you purchase multiple booths, we cannot guarantee the same booth placement as previous years due to the complexity of mapping.**

Parking: Each booth fee includes a parking pass for a single vehicle which may include a trailer. Parking assignments will be included with booth assignment information.

Other Important Info:

- **NO staking** of tents will be allowed. You must **bring your own weights** for tent poles for safety.
- Artists are to furnish their own props.
- We **strongly recommend** a handcart, or some means to bring items to your booth space in a timely fashion. We do our best to arrange your load-in location as close to your booth as possible.
- Wi-Fi information will be provided on request. Not all outdoor spaces are Wi-Fi accessible.
- Electricity may be located near your booth, but it is not guaranteed.
- Restrooms are located inside each campus building.
- St. Cloud State campus is tobacco-free.

Accessibility/Handicap Requests: For handicap accessible requests, please input any needs in your application where asked. We will make a concerted effort to place handicapped individuals as close as possible to their parking lot and space assignment. Please note that we are a large campus, and there still will be some distance involved even when efforts are made to accommodate.

Accepted vendors will be sent a packet of information electronically the week of June 17 with specifics on booth location, parking, inclement weather planning, and more! Please review the confirmation email closely and bring a printed copy with you the day of the fair.

Art Vendor Application Form

51st Annual Lemonade Concert and Art Fair
Thursday, June 27, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY MAY 10, 2024 at 4PM

Artist/Contact Name (please print): _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____ (failure to provide may result in notification delays)

Category of Art or Craft (please circle up to two): *see descriptions on information sheet*

Artisan Home & Body	Ceramics/Glass	Digital Art	Fiber	Functional Art
Jewelry	Metalwork	Painting/Drawing	Photography	Sculpture
Henna or Face Painting	Farmer's Market & Hand-made Artisan Food			

Will you be bringing a canopy? YES NO

If you checked yes, no staking is allowed due to an underground sprinkling system and other underground utilities, and you MUST bring your own weights for your tent poles due to safety. We recommend at least 45lb weights.

How many booth spaces would you like? 1 2 or 3

**** Please note that a "prior space assignment request" is not guaranteed if you select more than 1 booth, based on the complexity of the mapping process. This means, if you are a returning vendor who selected 1 booth in 2023, and in 2024 you'd like to request 2 booths - you will not end up with the same booth assignment as 2023.**

For returning vendors only - Do you want to request the same booth space that you had at the last Lemonade Art Fair (2023)? **** Please note that mapping and numbering has changed over the past few years, due to the impact of the pandemic on the fair structure. Due to the complexity of mapping, we cannot guarantee the same space assignment. We will make an effort for returning vendors from 2023, but same placement requests prior to the 2023 fair cannot be made.**

I'm requesting the same space I was given in 2023. **By checking here, I understand that this request is not guaranteed.**

I want a new space.

No space preference

Can your booth be set up on a slight incline? Please remember our campus has natural grounds, including trees, roots, and other landscapes. We cannot put every booth on a completely flat surface.

Completely flat Slight incline ok No preference

Do you have any handicapped or accessibility needs? Please tell us in the empty space below.

Each booth fee includes a parking pass for a single vehicle which may include a trailer. To help us place you for parking – please indicate the type of vehicle you will be driving:

- _____ Standard size car/truck
- _____ Standard size car/truck with trailer
- _____ Other (please specify): _____

Waiver of Liability and Acceptance of Terms and Conditions

I agree to indemnify St. Cloud State University, the Department of Campus Involvement, Minnesota State, the State of Minnesota, or anyone connected with the Lemonade Concert and Art Fair and hold them harmless against all actions, claims, liabilities, losses, costs and expenses which may arise in connection with or resulting from the Lemonade Concert and Art Fair on the St. Cloud State University campus grounds. This includes claims for bodily injury or death of persons and for loss of or damage to property, whether the same is due to negligent act or omission of this organization, their agents, employees, or otherwise. I verify the information I am submitting is accurate to the best of my knowledge. I understand that misrepresentation of myself or my product may result in immediate removal from the Lemonade Concert and Art Fair. I understand that no refunds are available once my application has been accepted. I agree to abide by the above-listed terms and conditions

Signature: _____ **Date:** _____

Required Attachments: If you prefer to e-mail attachments, please send to lemonade@stcloudstate.edu

1. Process Review Statement (see next page)
2. 4 Application Photos. All vendors must submit 4 photos of their artwork for review. This includes returning vendors.
3. [Minnesota Department of Revenue Form ST-19](#)
4. Artisan Food Vendors Only: Copy of Food License

Payment Information

Item	Cost		Total
Art Vendor Booth Space	\$80 per booth	1 booth = \$80 2 booths = \$160 3 booths = \$240	\$ _____
Application Fee	\$15		\$15
Late Fee (all applications postmarked or received after May 10, 2024)			\$35 (applies after 5/10/24)
			My Total:

If paying by check, please submit two separate checks (made payable to SCSU) for booth space total \$ and application fee. If submitting after 5/10/24, add the late fee to your booth fee check.

Please return this form and your checks made payable to SCSU to:

Lemonade Art Fair Registration
Department of Campus Involvement
Atwood Memorial Center Room 134
720 4th Avenue South
St. Cloud, MN 56301

Questions? Email us at lemonade@stcloudstate.edu

REQUIRED

2024 Lemonade Concert and Art Fair Art Vendor Process Statement

Complete and attach this statement to your application for art vendor consideration.

Please note, submission of 4 photos of artwork is required, even if you are a returning vendor.

Vendor Name: _____

Items to be sold at 2024 event: <input type="checkbox"/>	Details on specific process and materials used to create item: Please be as detailed as possible or the approval process of your application may take longer than usual.
EXAMPLE: MAKING A CANDLE	-Measure wax, pour wax melts into double boiler and slowly warm wax, using spatula to carefully stir the melting wax, I use my candy thermometer to monitor the temperature. -When making scented candles, this is when I add essential oils. I add 30-40 drops of oil per 8 oz candle, slowly stir with spatula -Before pouring wax, I place the metal wick holder on top of the candle jar to hold the wick in place. I place the wick at the bottom of the jar and thread the wick through the wick holder to hold it in place. -I then carefully pour the wax, filling the candle jar to just below the rim -It takes about 3-4 hours for the candle to cure, I then trim the wick

Please attach additional pages if necessary. Photos can also be e-mailed to the address below. Please put your first and last name in the subject line when sending pictures via email.

If you do not create items yourself, we ask that you do not apply to the event as we are striving for a hand-made only arts and crafts event. Thank you.

Questions? Email us at lemonade@stcloudstate.edu