

The Monticello Women of Today invite you to our  
**35th ANNUAL SPRING CRAFT SHOW**  
**Saturday, March 11, 2023**  
**Monticello Community Center**



*Thank you for your inquiry and welcome to our Monticello Women of Today Fall Craft Show. Attendance at our shows is usually over 1500 visitors. Please complete and return the registration and sales tax forms. Review the information below and watch for your confirmation letter which will be emailed to you.*

## **IMPORTANT EVENT INFORMATION**

- **BOOTH SIZE** – Main gym booths are 8 feet deep X 10 feet wide. There are 65 booths located in the large gym. We do offer an overflow area in the hallway for up to five booths. Hallway booth sizes are 6' deep x 12' wide. Booth locations can be requested but are not guaranteed - please list booth location preferences on registration form. Considerations for specific locations will be acknowledged however changes may be required so crafters are not positioned next to a similar craft.
- **BOOTH COST** - \$60 per booth; Electric is additional \$10
- **CANCELLATION POLICY** – Cancellation fee is \$10. No refunds if cancelled after March 5th – NO Exceptions. *A positive COVID diagnosis is eligible to receive a full refund/reschedule; proof of testing is required. Notification must be via text/phone to 612.812.9198 prior to day of craft show.*
- **REGISTRATION** — all registrations must be mailed with full payment and received no later than March 5th. Mail registration forms and payments to: Monticello Women of Today, PO Box 643, Monticello MN 55362. Confirmations will be emailed (if no email available, must enclose a SASE envelope for confirmation).
- **SALES TAX** - All registrations **must** include a completed ST-19 form, copy of sales tax certificate, or a statement of exemption. Exhibitors will not be allowed to set-up until all required documents have been provided. (Copy of state sales tax guidelines are on our website.)
- **CHANGE FUND** - *Please note that we do not have the ability to provide change for craft vendors – you should come prepared with change needed for your sales. We encourage you to also have a contactless method of payment if possible.*
- **ADVERTISING** – The Monticello Women of Today actively promotes this event beginning several months in advance through social media, our website, area chamber newsletters, printed ads, and electronic billboards. A craft show flyer was enclosed with your confirmation – help us spread the word and invite your friends and family to the show.
- **SET-UP** — Saturday, March 11th starting at 7 am. Craft fair hours are 9:00 am to 3:00 pm – **NO early teardown allowed.** All booth contents must be removed by 4 pm.
- **BOOTH LOCATIONS** — will be marked with tape and have booth number displayed. Please remove tape along with any other garbage from your booth site at end of show.
- **BOOTH PROVISIONS** - Vendors must provide own tables, chairs, and other display structures for booth area.
- **CONCESSIONS** – The Monticello Women of Today will have a concession stand available and we will provide exhibitors the option to place lunch orders to be delivered to their booth. FREE coffee and treats are provided for exhibitors during set-up between 7:00-8:30 am.
- **PARKING** – Vendors should park their vehicles and trailers at the far west end of the back parking lot behind the community center. For loading/unloading, you can park on the north side of the gym or near the west entrance door (the large gym doors will be unlocked for loading/unloading.)
- **LODGING** – For lodging needs, see below or visit [monticellocommunitycenter.com](http://monticellocommunitycenter.com) for additional information about Monticello area lodging and dining opportunities.
  - Best Western Chelsea Inn & Suites, Monticello, (763) 271-8880
  - Super 8, Monticello, (763) 295-5900
  - Days Inn, Monticello, (763) 295-1111
  - AmericInn, Monticello, (855) 266-0452
  - Country Inn & Suites, Albertville, (763) 463-2600
- **CONTACT US** – Email (preferred): [MontiWTCraftShow@gmail.com](mailto:MontiWTCraftShow@gmail.com); Website: [MonticelloWomenofToday.org](http://MonticelloWomenofToday.org); or visit us on Facebook. (For emergency, can leave a message at 612.812.9198.)