



Hastings Community Education

Holiday Art & Craft Fair • Registration Form

Tilden Community Center • Sat, Nov 11, 2017 • 10 am-4 pm (booth setup completed by 9:30 am)

You are invited to apply for our Holiday Art & Craft Fair. Please complete this application, operator certificate of compliance form and return it with payment. Spaces are limited so apply early. Applications are processed on a first come first served basis. Space prices increase \$10 each after August 11th. **Vendor registration closes October 13th.**

Vendors with non-commercial food products must submit a copy of their own (your name) retail/mobile food handler’s license with this application.

Reminders

- Some tables provided. See option below.
- No tents allowed inside. Please indicate if your space will use “display walls” or be enclosed.
- One chair at each booth.
- Set up is available on Friday, November 10th from 6:00-8:00 PM.
- Registration Form, ST19 Form and payment must be sent in together.
- After you are set up on Saturday, please move your vehicle to the designated area.
- Door prizes (*\$15 value item; no certificates*) will be picked up the morning of the show. Most prizes will be used for this show and some may be used to support other Community Education events.

Snow Date is Sunday, November 12th. An email will be sent on Friday, November 10th IF a date change is necessary. This will only happen if the Governor closes down the state.

Holiday Art & Craft Fair • 2017 Application Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____

Email Address: _____

List all home-based, handcrafted items you will be displaying and selling: _____

Will you need lunch delivered to you during the show? No Yes (Menu provided at set up.)

Preferred booth size: Check only one booth size (One chair will be provided. No tables provided.)

- | | |
|---------------------|--|
| _____ 8’ x 5’ area | • \$40 (\$50 after September 15 th) |
| _____ 8’ x 5’ area | • \$55 With Electricity - Limited spaces available (\$65 after August 11 th) |
| _____ 8’ x 5’ area | • \$55 With 6’ Table Use Set-up - Limited spaces available (\$65 after August 11 th) |
| _____ 10’ x 2’ area | • \$40 Limited spaces available (hallway) (\$50 after August 11 th) |

****In order to keep the cost for space rental down, the door prize donation is mandatory.****

Vendor Contract: I know that I must display and sell from within the areas assigned to me. I will not remove any items from the walls. I will not take down my booth prior 4:00 PM when the event closes. If I violate established guidelines, I will not be invited back for future shows.

NEW this year...Make N Takes! Yes, I’m interested in signing up for a make-n-take session. Please contact Sara Lawrence at 651-480-7673 or slawrence@hastings.k12.mn.us to further discuss.

Signature required: _____

Applications processed first come first served. Registration fee is non-refundable.

Mail Application Form, ST19 Form and Payment to: Hastings Community Education, Zena Stefani, 310 River St, Hastings, MN 55033

For inquiries or to connect with a committee member, call: 651-480-7670

Operator Certificate of Compliance

Read the information on the back 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 Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<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 up to \$20,000 per year (\$10,000 or less before January 1, 2015)(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>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.</i>	
	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.

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.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

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.revenue.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

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

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

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