



Heritage Days Craft Fair

August 16-17<sup>th</sup>, 2024

Heritage Park

1345 Laurel Ave, St Paul Park MN 55071

Dear Exhibitor,

To reserve a spot, please fill out the attached form and mail to me along with full payment and ST19. Your spot **WILL NOT** be reserved unless all items are received. All spaces are assigned on a first-come, first-serve basis. I will be going by the postmark on the envelope - NO HAND DELIVERIES.

Show Hours: Friday, August 16<sup>th</sup> 4-8pm Set up time: 2-4 pm **(Please do not come before 2pm)**

Show Hours: Saturday, August 17<sup>th</sup> 10-6pm Set up time: 8-10am **(Please do not come before 8am)**

There are two options:

\* Friday & Saturday - Set up and ready by 4pm. There will be a DJ, Food Trucks, Family fun games for all and a Beer Garden. There will not be any security for overnight, you will need to tear down and reset up for Saturday morning.

\* Saturday Only: Set up and ready by 10 am. The parade starts at 10:30am on Broadway and ends at the park. There will be a DJ, Food Trucks, Family fun games for all and a Beer Garden

**Rules:**

- Check in at least **One hour** before it starts for your assigned space.
- Cars must be moved after unloading. Please ask where to park, we will have a designated spot.
- All exhibitors must remain set up until the end of the show.
- PLEASE DO NOT GO OVER YOUR ALLOWED SPACE SIZE. IF YOU NEED MORE THAN ONE SPOT, MAKE SURE YOU RESERVE IT BEFORE HAND, NOT LAST MINUTE.
- You are required to bring your own tables, chairs, tent and your own generator if necessary
- All Vendors will be notified by June 30<sup>th</sup> of their acceptance.
- INDEMNITY: To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the St. Paul Park - Newport Lions Club, the City of St. Paul Park, the St. Paul Park Heritage Days committee and their respective volunteers against all claims, losses, damages to persons or property and costs (including attorney's fees), arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of city premises or a part thereof, by vendor, except those claims arising out of the sole negligence or willful misconduct of the festival volunteers. While the Heritage Days committee will make every effort to produce a successful festival, they cannot warrant the level of attendance, weather conditions, or any circumstances beyond their control.

If you have any questions, please call/email, we will get back to you as soon as possible.

\*Tami Bolduan 651-329-8906 [Tamibolduan@gmail.com](mailto:Tamibolduan@gmail.com)

\*Shelly Allen 651-769-7235 [ShellyAllen111@gmail.com](mailto:ShellyAllen111@gmail.com)

\*Tara Cordie 651-500-4220 [tmcordie13@gmail.com](mailto:tmcordie13@gmail.com)

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Make Check Payable to: St Paul Park/Newport Lions Club

**Mail to:** Tami Bolduan

600 Hastings Ave, #406

St Paul Park MN 55071

Pick one:

- Friday and Saturday \$50       Saturday Only \$35

Number of 10 x 10 spaces needed \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_

Number of 10 x 10 spaces needed \_\_\_\_\_ x \$35 = \$ \_\_\_\_\_

Vendor Information:

Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Items / Products selling (Must include all items):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Please return all paperwork along with your check and mail all to address above. (Tami)**

Using a generator? It is the vendor's responsibility to contact the electrical inspector at 651.493.1599, to arrange for an inspection, if required.

I hereby indemnify the "St. Paul Park Heritage Days Festival" & committee, St. Paul Park/Newport Lions Club and the City of St. Paul Park; and I accept the PARTICIPANT GUIDELINES AND REQUIREMENTS included with this application regarding participation in the event.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

# 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. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:
<p>_____ 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]).</p> <p>_____ 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]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>	

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

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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](http://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](http://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.