

## **2018 Craft and Vendor Application/ST-19 Form**

2018 Craft and Vendor Application for The Milwaukee Road 6th Annual Festival, Craft/Vendor Sale which will be held Saturday, June 16, 2018. This is a rain or shine event. \$25 for each 10x10 area.

1. First 16 applications and payments will be grassy area around the depot. The next 23 applications will be across the street in the grass railroad yard. Followed by the next 18 applications will be in the gravel next to the tracks. Applicants who wants to be by their car or trailer will be in the gravel by the Model Railroad Building which we have 15 spots. See the Map.

2. Electricity is not offered, you will need to provide your own generator if needed.

3. All sales will be conducted between the crafter and the purchaser. Crafters are responsible for collecting, paying, and remitting Minnesota Sales Tax of 6.875% to Minnesota Department of Taxation on all sales made during the Festival.

\*\*All vendors and crafters must complete a ST19 form downloaded with the craft and vendor application.

Why ST19 Required: An ST-19 form is a form we are required to collect from each vendor. To fill it out you will need to register for a Minnesota State Tax ID number unless you sell only tax-exempt products (clothing, etc.) but you still need to fill the ST-19 form stating you are tax-exempt. You cannot participate unless we have your form on file. An ST-19 form is a form we are required to collect from each vendor. This form is just to put in our files just in case the State of Minnesota asks for them.

4. All Vendors and Crafters must be set up by 9AM on Saturday Morning.

5. Tear down of Booth after 4pm on Saturday.

SEND SIGNED AND COMPLETED APPLICATION FORM, ST19 FORM, PICTURES (or Link of your product) AND FEES TO--Form Link Below:

Make check payable to: Milwaukee Road Heritage Center or MRHC

Please send registration/ST-19 Form and check to: Milwaukee Road Heritage Center, 301 State Road Suite 1, Montevideo, MN 56265. If paying with Paypal you still need to send in the Registration/ST-19 form. Our email is on the application if you have any questions

**Seventh Annual  
The Milwaukee Road Heritage Center Craft/Vendor Festival  
\$25.00 per 10x10 space  
Saturday June 16, 2018 from 9:00 to 4:00**

The festival takes place in and around *The Milwaukee Road Heritage Center* rain or shine. Please note that we are unable to guarantee level display space or a space completely free of natural obstructions.

Each vendor is responsible for their own display materials, including tables, chairs, canopies, backdrops, as well as rain and sun protection and setup by 9 AM. **\*\* NO ELECTRICITY IS OFFERED\*\*** - If you plan to bring a generator, it **MUST** be checked on the application and quite running generators are required.

Exhibitors are not allowed to encroach or block any sidewalks, walkways, or adjacent booths in the festival area during the festival hours.

Please note No duplicate independent sales companies will be allowed.

The first applicant to return their completed form and registration fee will secure a spot.

**There are no guarantees regarding preference for space locations.**

*The Milwaukee Road Heritage Center* will have self guided tours during our festival hours of our trains, buildings and model railroad exhibit. \$2.00 trackless train rides will be available from 9 to 12 if interested.

If you have questions please email us at [monte15@montevideomrhc.org](mailto:monte15@montevideomrhc.org). We are on Facebook and our website is [montevideomrhc.org](http://montevideomrhc.org). Crafters that send in their payments on or before May 30<sup>th</sup> will have a their name and link of business (Not required) on our websites at [www.montevideomrhc.org/craft.php](http://www.montevideomrhc.org/craft.php) and our Facebook pages and will remain until the January or February of 2019.

**Restrooms**

There will be a restroom inside the depot and a porta potty available.

**Refreshments**

The Milwaukee Road Heritage Center will not furnish refreshments. There is a Casey's General Store across the road. There might be some vendors with refreshments.

I PLAN TO BRING A GENERATOR (CHECK) YES \_\_\_\_\_ or NO \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Evening Phone \_\_\_\_\_ Day Phone \_\_\_\_\_

Email \_\_\_\_\_

Description of items (Pictures must be included of any items new to our show):

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

Questions call Debbie 320-269-9563.

Send Payment and entry to:

The Milwaukee Road Heritage Center  
301 State Road  
Montevideo, MN 56265

Applicant further agrees that neither the Arts and Crafts Show Committee, Milwaukee Road Heritage Center, shall be in any way, manner, or amount responsible for the theft, damage, or destruction to applicant's merchandise or equipment on site, howsoever arising.

I, the undersigned, agree to abide by all Rules and Regulations set forth in this Milwaukee Road Heritage Center Festival Craft and Vendor Sale application.

I, the undersigned, agree to consider this application a commitment to show and realize that no refunds will be made for cancellation after acceptance.

**ST-19 FORM MUST BE FILLED ALONG WITH THIS FORM OR APPLICANT WILL NOT BE ACCEPTED.**

Signature \_\_\_\_\_ 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.**

<b>Print or type</b>	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			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.

<b>Sales tax exemption information</b>	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.

<b>Sign here</b>	<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.