

2020 Craft and Vendor Application/ST-19 Form

2020 Craft and Vendor Application for The Milwaukee Road 9th Annual Festival, Craft/Vendor Sale which will be held Saturday, June 20 2020. This is a rain or shine event. \$25 for each 10x10 area.

1. First 14 applications and payments will be grassy area around the depot. The next 23 applications will be across the street in the partially 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 do I need to fill out FORM ST-19 to sell at the Craft/Vendor Show?

Flea Markets are required by the MN Dept of Revenue to have a completed Form ST19 for every Seller. This form provides written documentation showing:

- Seller has a MN Sales Tax ID Number OR
- Seller is not required to have one because the items they are selling are non-taxable OR
- Seller qualifies for the “Isolated & Occasional Sales” exemption

How do I Register for a Minnesota Tax ID Number?

On-line at <http://www.revenue.state.mn.us/businesses/Pages/Business-Registration.aspx>

OR

Call 651-282-5225 or

Toll free at 1-800-657-3605

There is no charge to get a number. But, you will be required to report taxable sales each quarter to the state of Minnesota.

Do I Qualify for the Isolated & Occasional Sales Exemption?

To qualify for “Isolated & Occasional Sales” exemption, all of these conditions must be met:

- Seller participates in only one event per calendar year that lasts no more than 3 days; and
- Seller makes sales of \$500 or less during the calendar year; and
- Seller provides a written statement to this effect and includes their name, address and phone number (Form ST19)

Who Needs to Have A Minnesota Tax ID Number?

Any seller making taxable sales at the Wright County Swappers Meet must have a MN ID Number unless they qualify for the “Isolated and Occasional Sales” exemption. This includes out-of-state vendors.

See <http://www.taxes.state.mn.us> for more information if you're not sure the items you're selling are taxable.

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, 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, 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

**Ninth Annual
The Milwaukee Road Heritage Center Craft/Vendor Festival
\$25.00 per 10x10 space
Saturday June 20, 2020 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 circled on the application,

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

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 be a self guided tour during our festival hours of our trains, buildings and model railroad exhibit. \$2.00 trackless train rides will be available if interested.

If you have questions please email us at monte15@montevideomrhc.org. We are on Facebook and our website is montevideomrhc.org. Crafters that send in their payments on or before May 30 will have a their name and link of business (Not required) on our websites at www.montevideomrhc.org/craft.php and our Facebook pages and will remain until the January or February of 2021.

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 or if you have a website I can take a picture off of):

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.

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

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.