

## 2017 Civic Vendor Application, Rules & Requirement

*(Please read thoroughly and print clearly)*

### Civic Tent Information:

- All Civic Organizations who register with a Civic Vendor Application will be in two (2) large 20 x 30 tents
  - The Civic Tent has a limited number of spaces
- The purpose of the Civic Tent is to let Civic Organizations take advantage of exposure at the Blaine Festival
- The Civic Tent is for those Civic Organizations who may not be able to staff their space for the entire Blaine Festival weekend
- Civic Organizations will need to work together to make sure there is staffing in the Civic Tent at all times
  - By working together and watching each other's tables you will not have to be present at the festival for the entire Blaine Festival weekend (see details below)
  - At least one representative from one of the Civic Organizations **MUST** staff the Civic Tent at all times
- There will be a Wheel of Fortune spinning wheel in the Civic Tent all weekend long to entice festival attendees to check out the Civic Tent

### Event Dates & Hours:

- Rain or Shine
  - Please be prepared for inclement weather conditions - Blaine PD will determine any closures
- Friday, June 23, 2017 – 5:00 p.m. until 9:00 p.m.
- Saturday, June 24, 2017 – 10:00 a.m. until 9:00 p.m.
- Sunday, June 25, 2017 – 10:00 a.m. until 5:00 p.m.
- Aquatore Park, corner of Hwys. 65 & 10, Blaine, MN

### Space:

- A minimum of a 3 ft. table space and a maximum of a 6 ft. table space will be provided in the Civic Tent
  - This is dependent on the total number of participants in the Civic Tent
- NO additional space will be provided
- A table and 2 chairs will be provided for your organization
- Civic Tent Space is assigned by the Blaine Festival Volunteer Committee Civic Tent Coordinator
- Only the Blaine Festival Volunteer Committee Civic Tent Coordinator has the authority to move and/or reassign vendor space to enhance or facilitate the Civic Tent

### Rules & Requirements:

- There is **NO Fee** to participate in the Civic Tent
- A completed MN Dept. of Revenue ST-19 form is **REQUIRED**
- A completed Civic Vendor Application is **REQUIRED**
- NO Civic Organization Applications will be accepted after the deadline (see below)
- All forms are located on the Blaine Festival website at [www.blainefestival.org](http://www.blainefestival.org)
- NO Smoking, NO grilling & NO cooking in Civic Tent (food vendors are located near the "Big Top")
- The Blaine Festival Volunteer Committee reserves the right to select and/or limit vendors
- The Blaine Festival Volunteer Committee reserves the right to prohibit items and/or activities that are deemed inappropriate
- All vendors agree to abide by fair business practices
- The Blaine Festival Volunteer Committee will provide police security each night of the festival

- Vendors with any questions regarding any aspect of the Civic Tent should contact Blaine Festival Committee Civic Tent Coordinator

#### **Permits, Licenses, Taxes, Insurance & Indemnity**

- Any required sales tax collections and remittances are the sole responsibility of the vendors
- To the extent permitted by Law, all Vendors agree to protect, indemnify, defend and hold harmless, the Blaine Festival, its Volunteer Committee, Board of Directors, members & volunteers and the City of Blaine and its elected officials, employees, agents and volunteers against all claims, losses, damages to persons or property and cost (including Attorney's fees) arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy, lost-stolen-damaged property or use of park premises or a part thereof
- All vendors are responsible for their own general liability and product liability insurance
- All vendors are required to furnish a MN ST-19 with application and payment
- While the Blaine Festival Volunteer Committee makes every effort to produce a successful festival, the committee cannot warrant the level of attendance, weather, sales or any circumstances beyond its control

#### **Deadlines:**

- The deadline for Civic Vendor Applications is **May 15, 2017**
- **NO** Electricity will be available for the Civic Tent (Hours of the Civic Tent will end at 9:00 p.m.)
- **After May 31, 2017 NO Civic Vendors will be accepted**
- All forms **MUST** be received by the Blaine Festival Volunteer Committee prior to your Community Organization receiving a space in the Civic Tent
- Incomplete applications will **NOT** be accepted.
- All applications & forms **MUST** be sent to **Blaine Festival, Attn: Civic Tent Vendor, PO Box 490563, Blaine, MN 55449-0563**
- Applications will NOT be accepted if dropped off or mailed to Blaine City Hall.
- **NO** applications will be accepted after **May 31, 2017** or if ALL Spaces are FULL whichever comes first.

#### **Set-Up & Take-Down:**

- Set-up time – Noon to 4:00 p.m. on Friday, June 23, 2017 – ready for business at 5:00 p.m.
- Take-down time – 5:00 p.m. on Sunday, June 25, 2017
- **NO Vehicles** will be allowed on the grounds during festival hours
- Loading & unloading will **ONLY** be allowed before or after festival hours
- Parking your vehicle behind or near your space is **NOT** allowed

#### **Notice of Acceptance:**

- Confirmation notices will be sent via email upon review of application on or before June 15, 2017
- An email will be sent to your organization during the first two weeks in June regarding the staffing of the Civic Tent for the entire Blaine Festival weekend
- Incomplete applications will **NOT** be accepted and are those applications that do **NOT** include the following:
  - Completed Application
  - Completed Minnesota ST-19 Form

#### **Failure to Follow Rules & Regulations**

- The Blaine Festival Volunteer Committee reserves the right to remove you from the festival for failure to follow these rules and regulations

# Blaine Festival

PO Box 490563 – Blaine, MN 55449-0563  
[www.blainefestival.org](http://www.blainefestival.org) - [info@blainefestival.org](mailto:info@blainefestival.org)

## 2017 Civic Vendor Application Form (please PRINT)

Civic Organization: \_\_\_\_\_

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

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

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

Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Other Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Were you a participant in last year's Blaine Festival: Yes  No

Please describe in detail and/or provide pictures of the type of display and/or crafts/products you will be displaying or selling for the civic organization you are promoting:

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Please describe any special requests you would like the Blaine Festival Volunteer Committee to consider:

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***Yes, I have read and understand the Civic Vendor Registration Information.***

Space Requested: 1  Will you be representing more than 1 organization in the Civic Tent: Yes  No

Other Information you would like to share: \_\_\_\_\_

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***Each space is at No Charge, however, your Application MUST be postmarked on or before May 15, 2017. Applications received AFTER May 31, 2017 may NOT be accepted.***

Electricity is **NOT** available.

**NOTE:** A MN Dept. of Revenue ST-19 form is **REQUIRED** along with Application Form.

The ST-19 form can be found online at <http://taxes.state.mn.us/sales/Documents/st19.pdf> or click on the link on the Blaine Festival website or found below in this document

- A schedule for staffing **MUST** be supplied to the Blaine Festival Volunteer Committee Civic Tent Coordinator from ALL Civic Organizations participating on or before **June 10, 2017**
- All forms **must** be sent to **Blaine Festival, Attn: Civic Vendor, PO Box 490563, Blaine, MN 55449-0563.**
- Applications will **NOT** be accepted if dropped off or mailed to Blaine City Hall.

## 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:
	<input type="checkbox"/> 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]). <input type="checkbox"/> Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). <input type="checkbox"/> A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14 .

Sign here	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.	
	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.

### **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.taxes.state.mn.us](http://www.taxes.state.mn.us).

### **Information and assistance**

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us).

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

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