

2017 Crafter & Business Vendor Application, Rules & Requirements (Please read thoroughly and print clearly)

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
- Vendors are **required** to be present and open during these hours
 - *Failure to abide by this requirement may result in ineligibility for 2018 festival*

Space:

- A 12 ft. x 12 ft. space will be provided
- Additional space will be provided, if requested, at additional cost
- You **MUST** provide your own tents, tables and chairs, etc.
- If you need to rent tents, tables and /or chairs please see the rental information included
- Vendor Space is assigned by the Blaine Festival Volunteer Committee Activities Chair
- Only the Blaine Festival Volunteer Committee Activities Chair has the authority to move and/or reassign vendor space to enhance or facilitate the Crafter/Business Vendor Show

Rules & Requirements:

- A completed MN Dept. of Revenue ST-19 form is **REQUIRED**
- A completed Blaine Festival Crafter/Vendor Application is **REQUIRED** (see application below)
- Payment is **REQUIRED** in advance (see deadlines below)
- All forms are located on the Blaine Festival website at www.blainefestival.org
- **NO** Smoking in Vendor Booths
- **NO** grilling/cooking in Vendor Booths (food vendors are located near the “Big Top”)
- All generators **MUST** be approved by Blaine Festival Volunteer committee prior to 5:00 p.m. Friday
- 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
- This is a 3-day festival for vendors and no early departures will be allowed
- 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 Crafter/Business Vendor Show should contact Blaine Festival Activities Chair

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

Fees & Deadlines:

- The **deadline** for Crafter & Business Vendor Applications is **May 15, 2017**
- Crafter Fee: **\$40.00** per space postmarked on or before May 15, 2017
- Business Vendor Fee: **\$40.00** per space postmarked on or before May 15, 2017
- Electricity: **\$20.00 per space** for 3 amp lighting ONLY
 - There is **LIMITED** 120 volt service available within 100 feet of vending spaces
 - You will need to provide your own electrical cords
 - **Electrical cords MUST meet state code and be rated 12 gauge and SO rated – ALL electrical cords WILL be inspected for compliance by a MN State Electrical Inspector**
 - **SO rated electrical cords may be rented from the Blaine Festival Committee on a first come, first serve basis for a \$100.00 deposit**
- **After May 15, 2017** – Crafter Fee: \$80.00 per space; Business Vendor Fee: \$80.00 per space
- **After May 15, 2017**– Electricity: \$40.00 per space
- Post-dated checks and incomplete applications will **NOT** be processed or approved
- Payment will **NOT** be accepted at Check-In at the Blaine Festival
- Incomplete applications will **NOT** be accepted
- Fees are Non-Refundable.
- **PAYMENT AND Minnesota ST-19 MUST ACCOMPANY APPLICATION**
- **All forms and fees must be sent to Blaine Festival, Attn: Crafter/Business 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 on or around June 15, 2017
- Incomplete applications will **NOT** be accepted and are those applications that do **NOT** include the following:
 - Completed Application
 - Payment in Full
 - 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

Box 490563 – Blaine, MN 55449-0563
www.blainefestival.org - info@blainefestival.org

2017 Crafter and Business Vendor Application Form (please PRINT)

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Ph: _____ Cell Ph: _____ Other Ph: _____

Email: _____ Crafter Business Vendor

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

Please describe in detail and/or provide pictures of the types of crafts or products you will be selling or the non-profit you are promoting: _____

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

Yes, I have read and understand the Crafter & Business Vendor Rules & Regulations.

ALL forms MUST be sent to Blaine Festival, Attn: Crafter/Business Vendor, PO Box 490563, Blaine, MN 55449-0563
Applications will NOT be accepted if dropped off or mailed to Blaine City Hall

Number of Spaces Requested: 1 space 2 spaces

Booth space is **\$40.00 per space** postmarked **before** May 15, 2017; applications postmarked **after May 15, 2017** booth space is **\$80.00 per space**. **NO Applications will be accepted after May 31, 2017.**

Electricity Needed: Yes No

Electricity (ONLY 3 amp lighting available) is **\$20.00 per space** if application is postmarked **before** May 15, 2017; for applications postmarked **after May 15, 2017** electricity is **\$40.00 per space**. There is a limited 120-volt service available within 100 feet of vending space for booth power. *(See page 2 for specific power information.)*

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

Total Amount Paid \$ _____ Today's Date _____

Your Signature _____

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

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.

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.

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.