

## **ANY & ALL Rules & Regulations Subject to Change Due to Covid Guidelines**

### **2022 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 24, 2022 – 5:00 p.m. until 9:00 p.m.**
- **Saturday, June 25, 2022 – 10:00 a.m. until 9:00 p.m.**
- **Sunday, June 26, 2022 – 10:00 a.m. until 6:00 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 2023 festival*

#### **Space:**

- A 12 ft. x 12 ft. space will be provided.
- You must provide your own tents, tables, and chairs, etc.
- Vendor Space is assigned by the Blaine Festival Volunteer Committee Crafter/Business Vendor Chair.
- Only the Blaine Festival Volunteer Committee Crafter/Business Vendor Chair has the authority to move and/or reassign vendor space to enhance or facilitate the Crafter/Business Vendor Show.
- Set up directions will be provided at Check-In.

#### **Rules & Requirements:**

- A completed MN Dept. of Revenue ST-19 form is **REQUIRED** (see form below)
- A completed Blaine Festival Crafter/Vendor Application is **REQUIRED** (see application below)
- Payment is **REQUIRED** in advance (see deadlines below)
  - Electric Cord Deposits Due at Check-In at the Blaine Festival
- All forms are located on the Blaine Festival website at [www.blainefestival.org](http://www.blainefestival.org)
- **NO** electronic applications will be accepted. All applications must be mailed.
- **NO** smoking in Vendor Booths
- **NO** grilling/cooking in Vendor Booths (food vendors are located near the “Big Top”)
- **NO** generators are allowed by the Blaine Festival Volunteer committee.
- **NO** trailers allowed in the crafter/ vendor village during festival hours.
- 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 (or late arrivals) will be allowed**
  - *Early Departure consequences may include ineligibility for the 2023 festival and/or location change of vendor booth*
- 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
- **The Blaine Festival REQUIRES all SO rated electrical cords be RENTED from the Blaine Festival Committee**
  - **See below for Cord Rental Information**

## 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 **April 30, 2022**
- **Crafter Fee: \$100.00 per space**
- **Business Vendor Fee: \$100.00 per space**
- Electricity: **\$20.00 per vendor** for 3 amp lighting ONLY
  - There is **LIMITED** 120-volt service available within 100 feet of vending spaces
  - **SO rated electrical cords MUST be RENTED from the Blaine Festival Committee for a \$100.00 Refundable Fee – the \$100.00 fee MUST be presented at Check-In on Friday, June 25, 2021**
    - **Please Note: There are NO Exceptions for Electrical Cords**
  - **You can pick up your SO Rated Electrical Cord from the Crafter/Business Vendor Chairperson on Friday, June 24, 2022, at the Information Tent when you Check-In at the Information Tent between Noon and 4:00 p.m. with a \$100 Cord Deposit Check**
  - **You MUST return your SO Rated Electrical Cord to the Crafter/Business Vendor Chairperson on Sunday, June 26, 2022, after 6:00 p.m. at the Information Tent BEFORE you will be given your Deposit Check back**
  - **Deposit Checks WILL NOT be Returned if the SO Rated Electrical Cords are NOT RETURNED to the Crafter/Business Vendor Chairperson at the Information Tent**
  - **Please Note: ALL Electrical Connections MUST be off the ground per electrical guidelines**
- Cancellation of the 2022 Blaine Festival due to Covid Guidelines will RESULT in the return of fees
- 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.
- **SPACE 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.**

## Set-Up & Take-Down:

- Set-up time – Noon to 4:00 p.m. on Friday, June 24, 2022 – ready for business at 5:00 p.m.
- Take-down time – After 6:00 p.m. on Sunday, June 26, 2022 – **NO** Early Takedowns will be allowed
- **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 1, 2022
- Incomplete applications will NOT be accepted and are those applications that do NOT include the following:
  - Completed Application
  - Payment in Full for Space(s) – Cord Deposit Checks are ONLY accepted at Check-In on Friday, June 24, 2022
  - 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

- You MUST abide by Covid Guidelines to participate in the 2022 Blaine Festival
- Covid Guidelines are subject to change
- Covid Guidelines will be posted at the Information Tent

# Blaine Festival

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

## ANY & ALL Rules & Regulations Subject to Change Due to Covid Guidelines 2022 Crafter & Business Vendor Application, Rules & Requirements

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

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

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

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

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

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

Crafter  Business Vendor

PRINT CLEARLY

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: \_\_\_\_\_

- Yes, I have read and understand the Crafter & Business Vendor Rules & Regulations.**  
 **Yes, I understand that I MUST comply with Covid Guidelines.**

**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**

**Booth space is \$100.00 per space**

Electricity Needed: Yes  No

- SO Electrical Cord Rental Requested – Cord Deposit Check Due at Check-In on Friday, June 25, 2021 – SO Electrical cords may be picked up from the Crafter/Business Vendor Chairperson between Noon and 4:00 p.m. at the Information Tent With a \$100 Cord Deposit Check**

**Do NOT Include Cord Deposit Check with Application & MN ST-19**

Electricity (ONLY 3 amp lighting available) is **\$20.00 per vendor.**

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. This is
	<input type="checkbox"/> 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.	

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.

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.