



# Volksfest & CRAFT FAIR

**Registration for Participation** \_\_\_\_\_

Saturday August 19, 2017

**\*\*If you wish to share a booth with someone, please only fill out ONE registration\*\***

Company Name \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

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

Permanent E-Mail \_\_\_\_\_ ph# \_\_\_\_\_  
\*all communication will be via e-mail\*

Website: \_\_\_\_\_

Please describe the work you will be selling: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price range of your work: \_\_\_\_\_

Have you participated in any other shows? If so, when & where? \_\_\_\_\_

\_\_\_\_\_

The Volksfest Craft Fair is hosted by Scuttlebug, LLC & The Victoria Business Association (hereinafter referred to as Scuttlebug & the VBA). Scuttlebug & the VBA reserve the right to decline registrations. Spaces are limited. Approval of the registration is within the discretion of Scuttlebug & the VBA. This is an outdoors, rain or shine event. There is no rain date. Vendor agrees to comply with this registration and agreement as well as the Vendor agreement on the following page. Violation of the event rules and regulations or any violation of the law will result in the forfeiture of Vendor's space, and Vendor expressly agrees to waive any rights to recourse or to demand a refund or to claim damages on such grounds. Vendor will not hold Scuttlebug & the VBA, its directors, officers, members, representatives, agents and volunteers responsible for any accident or injury incurred during this event. Vendor further agrees to indemnify hold Scuttlebug & the VBA harmless from and against any and all claims, demands, damages, and actions Scuttlebug & the VBA may sustain or incur, directly or indirectly, as a result of any actions or inaction of Vendor's employees, agents or volunteers in connection with Vendor's participation in the event.

Vendor fee if paid before June 19th is \$75. After June 19, cost for participation is \$100. Please include a check (made out to Scuttlebug, LLC) or cash with your completed registration.

Mail all materials to:  
Volksfest Craft Fair  
1600 Main Street West  
Carver, MN 55315

- Registration Form
- Vendor Agreement
- ST-19 Form
- Payment payable to Scuttlebug, LLC



Saturday August 19, 2017

**Vendor Agreement**

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**The Event**

The Victoria Volksfest is a two day outdoors event which will take place on the evening of Friday, August 18th and Saturday, August 19th in downtown Victoria, MN. **The Craft Fair will be on Saturday from 11am to 6pm.** The Volksfest will feature food, art, entertainment and music. The guidelines pertain to Scuttlebug & the VBA. Scuttlebug & the VBA reserve the right to approve the participation of any applying exhibitor or vendor. The applicant agrees to use the premises in a safe, orderly, and lawful manner.

**Your Product and Space**

Vendor must specify exactly what items are being sold or distributed. If any item is not specified in this application, Scuttlebug & the VBA have the right to ask you to remove such item on the day of the event. Please note, Scuttlebug & the VBA may decide product exclusivity at any time. Regular exhibitor/vendor spaces are rented out in 10' x 10' spaces. Scuttlebug & the VBA provide booth space only. Each vendor must supply his/her own pop-up canopy cover, table and display. The number of vendor spaces are limited, and registrations will be accepted on a first-come, first-served basis. Vendor will be advised immediately if space is not available. Scuttlebug & the VBA reserve the right to determine the number of business or organizations that exhibit or vend similar products at the Volksfest. Scuttlebug & the VBA reserve the right to place vendors in any location we deem appropriate. Scuttlebug & the VBA are not responsible for providing electrical power to booth spaces, and approved electrical power generators are only allowed with the prior written permission of the Volksfest director or its designee.

**Cleaning Fees**

Scuttlebug & the VBA reserve the right, and will charge a vendor a cleaning fee, should they leave their space(s) in a condition that requires additional cleaning.

**Booth Spaces**

You may not share your booth space(s) with another business or organization without prior written consent from Scuttlebug & the VBA's director or designee. Subleasing booth space(s) is not allowed and will result in your expulsion from the Volksfest for the duration of the event without any refund or other compensation.

**Parking**

Scuttlebug & the VBA will make reasonable efforts to provide parking for vendors at the Volksfest. Scuttlebug & the VBA accept no responsibility for any citations for vendors that are illegally parked. No vehicles are permitted on the Volksfest grounds during the Volksfest's hours of operation.

I understand that my acceptance as an exhibitor or vendor by Scuttlebug & the VBA does not imply any endorsement or affiliation with Scuttlebug & the VBA. By signing below, Vendor agrees to the terms set forth herein and represents that the person signing on Vendor's behalf has the authority to do so.

Printed Name \_\_\_\_\_

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			
	Scuttlebug, LLC			
	Name and location of event			
Volksfest & Craft Fair, Victoria MN				
Date(s) of event				
August 19, 2017				

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:
	_____ 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>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.