

2017 Aitkin County Fair

March 26, 2017

«Name»
«Addr1»
«Addr2»
«CityStateZip»

The Aitkin County Fair will be held Wednesday, July 5 – Saturday, July 8, 2017. The Fair Board has some exciting things planned for this year's fair, including: **Wednesday, Stock Car Races with Legend Cars; Thursday, Horse Show; Friday, School Bus Racing; Saturday, Baja Racing; plus music including *Generation Nashville* scattered throughout.** Those are just the tip of the iceberg. We have many other activities planned to attract people to the fair. We're hoping you'll be there too!

If you are interested in having a booth at this year's fair, please return this reservation form by June 1, 2017. After that date, any remaining booth space will be offered to organizations on the waiting list.

For indoor space the rental fee is \$12.50 per foot, with a \$125.00 minimum. The rental fee is non-refundable and should be included with your completed registration. Two free vendor parking passes are included in your booth rental this year.

A **Minnesota Revenue Form ST 19** must be completed and returned with your reservation form whether you sell products for not. A form is included for you.

We are also requesting a list of products that you are offering for sale at the Aitkin County Fair.

Thank you for your past involvement with the Aitkin County Fair. We look forward to seeing you this year!

Sincerely,

Kirk Peysar
Aitkin County Fair Board Secretary-Treasurer

**PLEASE RETURN THIS PAGE WITH PAYMENT TO:
Kirk Peysar, Aitkin County Fair Board Secretary-Treasurer
Post Office Box 181
Aitkin, MN 56431-0181**

Organization:

«Name»

«Addr1»

«Addr2»

«CityStateZip»

Yes, our business or organization would like to reserve booth space at the 2017 Aitkin County Fair. I understand that the enclosed rental fee is **non-refundable**.

There is a check enclosed for: (Please select one box.)

Indoor Space: \$125.00 (minimum charge) per indoor booth space

Outdoor Space: \$1 per square foot) \$100 minimum):
_____, which represents _____ feet * \$10.00 per front foot

Organization Contact Information:

Name _____

Phone _____

Please list products here:

2017 Aitkin County Fair Vendor Booth Information

Set up: Monday, July 3rd 9:00am to 7pm
Wednesday, July 5th 8:00am to Noon

Buildings Hours during the fair:

Wednesday, July 5th Noon to 9:00pm
Thursday, July 6th 10:00am to 9:00pm
Friday, July 7th 10:00am to 9:00pm
Saturday, July 8th 10:00am to 5:00pm

Tear Down: Saturday, July 8th after 5:00pm

Outdoor vendors can operate additional hours.

Electrical: Electrical connections, cords, and disconnects must meet the electrical code. The Electrical Inspector will view your space.

Sales Tax: A Minnesota Department of Revenue ST19 is required of each vendor.

Vendors selling food items must be familiar with and comply with all Aitkin County and Minnesota Department of Health regulations

The physical address of the fairgrounds is: 632 Minnesota Avenue North, Aitkin, MN 56431.

Admission to the fair is FREE this year. Parking is \$5 per day for additional vehicles

You are responsible for the safety of your display items and equipment. Trailers can be parked on the perimeter of the parking area.

If your organization has non-competitive rules, it is your responsibility to know that and inquire as to duplication of products. Preference will be given to a returning vendor or to the first registered vendor. As we have two commercial exhibit buildings, duplication of products may happen, but vendors will not be in the same building. ie: (Mary Kay, Avon, Tupperware, etc.)

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: _____ 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

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.