

TODD COUNTY FAIR

Ninth Street Northeast Long Prairie MN 56347

Website: www.toddcountyfair.com

Email: fairboardsecretary@toddcountyfair.com

2019 FAIR DATES: June 27, 28, 29 and 30

Dear Commercial Booth Vendors,

The Todd County Fair Board would like to take this opportunity to invite you to take part in the 2019 Todd County Fair. We offer free gate admission, parking, and provide fair goers with good family entertainment, great food, clean buildings and grounds, and a carnival featuring Magel Carnival Midways with armband specials,

Grandstand events include:

- Friday, June 28, Truck/Tractor Pull
- Saturday, June 29, MT Bucking Bulls MBRA Sanctioned
- Sunday, June 30, Demolition Derby

Attractions include:

- Entertainment
- Demonstrations/Presentations
- Activities for young and old
- Free Sweet Corn Feed
- Talent Contest
- 4-H and Open Class exhibits

These are just a few of the events that are scheduled more are in the works. Check the website for up to date schedule.

Enclosed are the reservation and Minnesota Sales Tax – ST 19 forms. You also need to enclose a copy of your Certificate of Insurance. This year again we are offering an Early Bird discount forms and fees must be postmarked by May 1, 2019, otherwise reservations will be accepted until June 27, 2019 as availability allows. Booth reservations are based on first come first serve basis. If you want the same booth you had last year indicate that on the registration form, return all forms and payment as soon as possible. If you do not wish to have a Commercial Booth, please notify me immediately via telephone or email.

- ❖ Booth setup will be Wednesday, June 26, from 9 am – 9 pm or Thursday, June 27, 9 – 11 am. **All booths must be setup by 12 pm (noon) Thursday, June 27.**
- ❖ **Booth removal will be Sunday, June 30 **AFTER 6:30 pm**(not anytime BEFORE) until 9 pm or Monday, July 1 9 am – 1 pm.**

Commercial Vendor Buildings will open each day at noon to the public. Buildings will close at 10 pm. **PLEASE inform your booth staff as to when the buildings open and close.**

The Todd County Fair prohibits the distribution of all stickers, pamphlets, literature, buttons or any other information materials, etc. on the grounds of the Todd County Fair. Materials must be distributed from your booth.

It is necessary to have all booth payments and reservation forms in by June 27th, unless you are taking advantage of the early bird discount, which must be postmarked May 1st. All Booth Vendors must return a copy of the Minnesota Sales Tax for ST 19 this is a must to avoid any fines that we the fair or you the vendor may encounter.

If someone you know has a business, product or project, to promote or inform the public about, they will want to be at the 2019 Todd County Fair, have them call me for more information.

If you have any questions call me at 320-766-8113 leave a message and I will return your call or email me at debradurheim@gmail.com.

A big THANK YOU, to all of our dedicated commercial vendors who have participated in the past year's Todd County Fair. You have helped make the fair the success that it is. We welcome your return to the 2019 fair. See you at the fair!

Sincerely,
Debra Durham, Todd County Fair Board member

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COMMERCIAL VENDOR RESERVATION FORM

Return to Debra Durheim, Todd County Fair Board member, 17384 255th Avenue, Long Prairie MN 56347.

Telephone number 320-766-8113. **Registrations must be in by June 27, 2019.**

Name/Contact Person _____

Company or Organization: _____

Address: _____

City: _____ State _____ Zip _____

Email Address: _____ Telephone Number: _____

What product will you be displaying: _____

Power cords and equipment, tables, chairs, etc. are the responsibility of booth exhibitors and vendors.

All Booth Exhibitors/Vendors must carry their own insurance and provide a Certificate of Insurance listing Todd County Fair.

VENDOR SPACE AVAILABLE: Check below space requested

FEE

Please indicate your first and second choice of building. No indication placed according to available space.

_____ Grandstand Building - \$90.00 – 8 to 9 feet frontage, approximately 16 feet deep _____

_____ Prairie Building - \$90.00 – 12 feet by 12 feet _____

_____ Outside Vendor Booth (non food) - \$110.00 – 20 feet by 14 feet _____

Plus \$2.00 per running foot if more than 20 feet is needed.

ELECTRICAL USAGE: Check usage required for your vendor booth

FEE

_____ 110 amp outlet **provided in each booth** _____
0

_____ 15 amps to 30 amps is \$5.00 per day Number of days _____ x \$5.00 = _____

_____ 220 amps is \$10.00 per day Number of days _____ x \$10.00 = _____

_____ RV Hook-ups not part of booth display – electrical available at \$5.00/day _____

SUBTOTAL

EARLY BIRD DISCOUNT POSTMARKED NO LATER THAN MAY 1, 2019

-\$20.00

TOTAL ENCLOSED

ENCLOSE WITH THIS FORM:

1. Payment. Money order or checks payable to *Todd County Fair*.
2. Completed ST 19.
3. Copy of Certificate of Insurance listing Todd County Fair

The Todd County Agricultural Society, Todd County Fair Inc., and Todd County are not responsible for loss, theft or damage to any Commercial Exhibit, 4-H Exhibit or Open Class Exhibit.

I have read and understand the above statement.

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			
	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

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.