

Maker Fair minnesota

7th Annual
Saturday, October 13, 2018
9:00am – 4:00pm
Nicollet County Fairgrounds
Saint Peter, MN



2018 Maker Fair Minnesota - Handcrafted Artisan Seller Registration

Maker Fair Minnesota invites handcrafted artisans to participate in its 2018 event held Saturday, October 13th at the Nicollet County Fairgrounds in Saint Peter, Minnesota. Maker Fair Minnesota showcases a wide variety of handcrafted arts, crafts and foods from area artisans. Sellers must be the actual makers themselves. Mass produced, third party item sellers are not eligible. Artisans with completed applications and submitted fees will be provided a seller space on a first come, first served basis. Please do not delay, indoor spaces go fast. Send your application and fee to: **Maker Fair Minnesota 2017, PO Box 4245, Mankato, MN 56002**. Any registration received after August 1st add an additional \$10 per single booth space. If you need assistance please email: makerfairmn@gmail.com or call: 507.340.1721. We welcome you to apply below.

1) First Name _____ Last Name _____

2) Business Name _____

3) Website or Facebook Page _____

4) E-mail _____ 5) Phone Number _____

6) Street Address _____

City _____ State _____ Zip Code _____

7) Product Categories - Please describe the types of handcrafted items you will sell.

☐ Jewelry ☐ Home Décor (furniture, housewares, candles, pottery, etc) ☐ Clothing & Acces.

☐ Childrens Clothing, Toys, & Acces. ☐ Edibles ☐ Bath & Body ☐ Metalwork

☐ Fiber, Knitting, Embroidery, Crochet ☐ Prints, Painting, & Paper Goods ☐ Vintage/Recycled

☐ Pet Accessories ☐ Woodwork ☐ _____ ☐ _____

Other: _____

8) I acknowledge that these items are handcrafted by me and I am not selling third party goods.

☐ Yes, I am the Maker! ☐ Oops, I am not the Maker. Darn, I cannot participate in Maker Fair Minnesota.

9) The first 50 adult shoppers at Maker Fair Minnesota receive cotton tote Goodie Bags filled with freebies from our sellers and event sponsors. Goodie Bags are a great way to engage shoppers and promote your handcrafted business. Maker Fair Minnesota will provide a sign to each vendor that contributes to these bags. Would you like to contribute 50 items (business cards, coupons, samples, etc.) to the Goodie Bags?

- ☐ You bet! I will have my 50 items ready when I check in. ☐ No. I am not interested.

10) The first 50 kids to line up in the early afternoon at Maker Fair Minnesota receive cotton tote Goodie Bags filled with freebies from our sellers and event sponsors. Kid's Goodie Bags are a great way to engage shoppers and promote your handcrafted business during the afternoon of the event. Maker Fair Minnesota will provide a sign to each vendor that contributes to these bags. Would you like to contribute 50 items (business cards, coupons, samples, etc.) to the Kid's Goodie Bags?

- ☐ You bet! I will have my 50 items ready when I check in. ☐ No. I am not interested.

11) The State of Minnesota requires that all Maker Fair Minnesota sellers submit an Operator Certificate of Compliance (ST19) or a signed statement of "Isolated and Occasional Sales Tax Exemption". If you need to obtain a free MN State Tax ID number please call: 651-282-5225 or 1-800-657-3605.

☐ I have a MN Tax ID Number and have completed the included ST19 form.

☐ I have included an Isolated and Occasional Sales Tax Exemption Statement because:

-I participate in only one event per calendar year that last no more than three days.

-I make sales of \$500 or less during the calendar year.

-I will provide a signed written statement to that effect and include my name, address, and telephone number.

12) Seller Fee: Maker Fair Minnesota has limited space. To secure your place at Maker Fair Minnesota you must submit your seller fee along with a properly completed application and your ST19 or signed exemption statement. Fee can be paid one of these ways:

- Submit payment on Maker Fair Minnesota website when registering.
- Check payable to Maker Fair Minnesota mailed to Maker Fair MN 2017, PO Box 4245, Mankato, MN 56002

Choose 1 –

- ☐ Handcrafted Seller Single Indoor Space (8' deep x 10' wide) \$ 70.00
- ☐ Handcrafted Seller Double Indoor Space (8' deep x 20' wide) \$ 140.00
- ☐ Handcrafted Seller Single Indoor (10' deep x 10' wide) \$ 85.00
- ☐ Handcrafted Seller Double Indoor Space (10' deep x 20' wide) \$ 170.00
- ☐ Handcrafted Seller Outdoor Space (11' deep x 11' wide) \$ 65.00
- ☐ Handcrafted Seller Outdoor Double Space (11' deep x 22' wide) \$ 130.00

Requested booth sizes will be assigned on a first come first serve basis. If your requested size is not available when we receive your application we will contact you with available options. Any overpayments for booth size will be refunded as necessary.

Electricity - Limited Availability

- ☐ Electricity Access per space. \$10 (Provide your own cord and power strip)

Tables - Limited Availability

- ☐ 8' x 2' table (Tables can only be rented for Indoor Spaces, a limit of 2 tables can be rented per Single Indoor Space) \$5 per table x _____ (Quantity) = _____ (Total to be added to other fees)

****Registrations received after August 1st add \$10 per single booth space or \$20 for double booth space.****

****Please note this is a rain or shine event and no refunds will be issued.****

13) I have read and understand the FAQ's for Maker Fair Minnesota Handcrafted Artisan Sellers included with this application and found on the event website (www.makerfairmn.com).

☐ Yes

The following three items must be completed and included for your submission to be complete:

- ☐ Registration Form
- ☐ ST19 or Isolated and Occasional Sales Tax Exemption Statement
- ☐ Payment (Booth, electric, tables)

14) Liability Waiver: *It is hereby agreed and understood that the handcrafted seller will carry any necessary insurance covering any property displayed by the seller during Maker Fair Minnesota on October 13, 2018 and hereby exonerates the Maker Fair Minnesota Organizers, Nicollet County Fairgrounds, and Nicollet County Fairgrounds Board of Directors from all liability of any nature while said objects are being set up, displayed and taken down/removed in relation to Maker Fair Minnesota.*

I acknowledge agreement with the Liability Waiver Statement with my signature and date below.

Signature _____ Date _____

Mail to: Maker Fair MN 2018, PO Box 4245, Mankato, MN 56002

FAQ's for Maker Fair Minnesota Handcrafted Artisan Sellers

1.) Who can sell at Maker Fair Minnesota? The Maker Fair is open to any handcrafted artisan. Only handcrafted artisans are invited to sell their own unique creations at the event. Mass produced, third party sellers are not accepted. We ask the artisans themselves sell at the event and not their representatives. Sellers under age 18 must register and be accompanied by an adult.

2.) How can I register as a handcrafted seller? Handcrafted artisan registration and payment can be completed online. If you would rather complete a paper form or pay via check .Please print off the application from the www.makerfairmn.com website.

3.) What is the registration fee and what does it cover? The booth fee for a handcrafted artisan is \$70.00 for an 8' deep x 10' wide indoor space. A double indoor space, 8' deep x 20' wide, is \$140.00 A single inside space of 10' deep x 10' wide is \$85 and a double inside space of 10' deep x 20' wide is \$170 .00. A limited quantity of smaller indoor booths are available. Inquire by email for size, price and availability. Makers may also sell in a 11' x 11' outdoor space for \$65, or a double outside space of 11' deep x 22' wide for \$130. Outside sellers must provide their own tent/shelter. Registration fees cover your assigned space(s), access to your space the day before and the day of the event, and designated vendor parking. Each vendor will receive two parking passes per application. This is a rain or shine event!

4.) Can I share a booth space? Handcrafted artisans may share a single or double booth space as long as all sellers are listed on the registration form. Each space must be covered by a ST19 Form or Occasional Tax Exemption.

5.) What do I have to provide at my booth? Sellers must provide their own table or displays to fit within their assigned space. We have a limited amount of 8' x 2' tables that may be rented for indoor spaces only (limit of 2 tables can be rented per single indoor space). No chair provided. Electricity access is \$10 per space and should be indicated on your registration form. Please remember to bring your own extension cord and power strip.

6.) When is Maker Fair Minnesota and what time can I set up? Maker Fair Minnesota is 9am – 4pm Saturday, October 13, 2018. Artisans can set up their booths the afternoon the day before on Friday, October 12th, from 11am – 6pm and the morning of the event Saturday, October 13th, from 6:45am – 8:45am. Please do not drive into the buildings. All vehicles and trailers must be moved to vendor parking by 8am Saturday morning. To avoid congestion during setup, please unload and move your vehicle prior to setting up your displays. All sellers must be completely set up at least 15 minutes prior to the opening of the event and stay until it ends at 4pm. Booths are not to be taken down until after 4pm. No unauthorized vehicles will be allowed in the selling area prior to the end of the event. Any vendor who takes down their booth and stops selling prior to 4pm will not be allowed back to sell at future Maker Fair Minnesota events.

7.) Where is Maker Fair Minnesota and is the event accessible? Maker Fair Minnesota will be held at the Nicollet County Fairgrounds in Saint Peter, MN. This beautiful venue is located in Nicollet County and accommodates all of our attendees and vendors. There is ample parking, no stairs, and easily accessible restrooms

8.) Is Maker Fair Minnesota kid-friendly? Maker Fair Minnesota is a family event! In addition to the handcrafted artisans, we offer adult and kids make-and-take crafts, kids goodie bags, and food vendors. There is no childcare provided at the event and children are to be supervised by adults.

9.) How will Maker Fair Minnesota be advertised? Maker Fair Minnesota 2018 will be advertised on websites and social media, in regional newspapers and magazines, on hundreds of posters and flyers, signs, and on the radio. Makers are also sent promotional flyers to distribute in their communities. Sellers are encouraged to allow event organizers to use photos of their handcrafted items on the website, social media, and in media press releases.

10.) How do the Goodie Bags work? To encourage early attendance, the first 50 adult shoppers at Maker Fair Minnesota will receive a free Goodie Bag filled with freebies from our artisans and sponsors. To encourage afternoon attendance, the first 50 kids to line up at the designated time in the afternoon will receive a free Goodie Bag filled with freebies also contributed by our artisans and sponsors. Contributing to the Goodie Bags is optional. The bags are a big hit and a great way to engage shoppers. Maker Fair Minnesota will provide a sign to each vendor that contributes to these bags to display at their site. Take this opportunity to provide samples, coupons, or business cards to encourage shopping at your booth. If you donate to the Goodie Bags please have your items ready when you check in either during set up the day before the event or the morning of the event before 8:00am.

11.) What is the anticipated attendance at Maker Fair Minnesota? The event welcomed over 200 handcrafted and food vendors and over 4,000 customers in 2017. We've already experiencing lots of excitement and anticipation for 2018! We're looking forward to another fantastic year.

12.) Who can I contact if I have questions? Please contact Maker Fair Minnesota by one of the following ways:

Contact page on the event website: www.makerfairmn.com

Email: makerfairmn@gmail.com

Phone: 507.340.1721

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.			
	☐ I am selling only nontaxable items.			
	☐ I am not making any sales at the event.			
	☐ 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 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.