



Dear Anoka Riverfest Applicant:

Greetings from the Anoka Riverfest Committee! Thank you for your interest in being part of the 10th Annual Anoka Riverfest & Craft Fair, which will be held Saturday, July 12, 2008.

Anoka Riverfest is growing, changing and improving every year. This year we will be reformatting our event to improve the quality. **We will accept only crafters that produce 100% hand-made items. Buy/sell items will NOT be allowed. This will be a juried event. Applicant must make their entire product. Merchandise from catalogs or gift shows will not be accepted.**

We are enclosing the following:

- The 2008 Anoka Riverfest Application form.
- Minnesota Department of Revenue Operator Certificate of Compliance form ST-19
- 2008 Rules and Regulations

Please review these materials for easy application. **Incomplete applications will be returned.** The jury will make a determination based on your written description and photos.

Here is a checklist of the things that need to be included in your mailing to apply:

- Completed and signed 2008 Application Form.
- Include three photos of art, craft, or hobby work. Label each photo clearly with your name and medium. Each photo should be representative of the work that will be displayed. Note: photos will not be returned.
- A completed and signed Minnesota Department of Revenue Operator Certificate of Compliance form ST-19.
- Check payable to the Anoka Area Chamber of Commerce, \$90.00 per space, \$125.00 per space after June 1, 2008. Mail your completed application to: Anoka Riverfest & Craft Fair, 12 Bridge Square Anoka, MN 55303

Postmark your application by April 30, 2008 to request last year's location for returning vendors and best placement for new vendors. A confirmation letter will be mailed on May 15, 2008.

Questions should be directed to the Anoka Area Chamber of Commerce office. Staff are available Monday through Friday from 9:00 a.m. to 4:00 p.m. Central at (763) 421-7130. General questions may be answered by visiting the Anoka Riverfest web site at [www.anokariverfest.com](http://www.anokariverfest.com).



# 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.**

<b>Print or type</b>	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			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.

<b>Sales tax exemption information</b>	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 of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

<b>Sign here</b>	<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.

## **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.taxes.state.mn.us](http://www.taxes.state.mn.us)**.

## **Information and assistance**

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at **[www.taxes.state.mn.us](http://www.taxes.state.mn.us)**.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.



## 2008 Crafter Rules and Regulations

A completed and signed application, which is required to be considered for admittance to the 2008 Anoka Riverfest & Craft Fair, indicates that the vendor has read and agrees to abide by these Rules and Regulations.

**Dates and Times:** Saturday July 12, 2008: 9:00 a.m. to 5:00 p.m.

Crafters are required to be open during these hours. Anoka Riverfest is held rain or shine. Failure to abide by this requirement will result in ineligibility in future events.

**Hand-crafted items only:**

Art Craft, and Hobby items (original design and hand-crafted by the applicant) are the only merchandise allowed to be sold.

The following items are not allowed: Any merchandise not make by the crafter; commercially produced items such as Beanie Babies, jewelry, accessories for handmade products such as ink pads for rubber stamps, doll shoes, etc.; catalog products; kits; raffle tickets; screen prints of all types; picture frames with commercial reproductions; consignment items; gold or silver chains; imported items rub-on decals.

Non-qualifying merchandise must be removed from the booth immediately. Selling from areas other than your registered exhibit space, hawking or soliciting passersby is not allowed. Sale signs are not allowed.

**Application Process:**

Applications must be complete, signed and accompanied by the appropriate fees and forms.

Mail application with your name and return address clearly printed in the front top left corner. Note: no confirmation will issued upon receipt of an application. ALL APPLICANTS WILL BE JURIED THIS YEAR.

Applicants must list three juried shows in which they have participated.

Applications must be postmarked by April 30, 2008. Acceptance or rejection notification will be sent by June 1, 2008.

**Jurying Procedure:**

All applicants must submit 3 photos of their craft. Each photo must be labeled clearly with the exhibitor's name, medium and must be representative of the work which will be displayed. Photos will not be returned. Photo clarity, type of product, written description, product originality and workmanship will be determining factor for acceptance or rejection into Anoka Riverfest.

If an application is rejected, the application fee will be returned to the applicant. Anoka Riverfest will not provide reasons for not accepting an applicant. Please be aware of this condition before applying.

There will be on-site jurying of all vendors day of the event.

**Fees:**

Application Fee: \$90.00 per approximate 10' X10' space. Application fee after June 1, 2008 will be \$125.00.

Make checks payable to Anoka Area Chamber of Commerce. The checks must be for full payment of fees and accompany the completed and signed 2008 Anoka Riverfest & Craft Fair Application form. Post dated checks and incomplete applications will be returned.

**Refunds and Cancellations:**

This Application Fee is refund-able by written request until June 1, 2008.

Spaces may not be transferred or sold to another crafter.

Notify Anoka Riverfest after June 1 of any cancellations: 763 421-7130.

**Exhibitor Spaces:**

Exhibitor spaces vary in size with each space approximately 10' X 10'. In applying, you agree to be willing to adjust to the space assigned to you. Canopies must be adaptable to hard-topped surfaces. Canopies must be located entirely within the assigned space. Awnings are allowed. Some sidewalk areas do not allow for standard canopy, because of width and depth variances, trees, light/power poles, etc. There are no guarantees regarding preference for space locations.

**Set-Up:**

Set up is not allowed before 6:00 a.m. Follow the set up process included in the conformation letter to be mailed on May 15, 2008.

All vendor vehicles must be unloaded removed from the exhibit areas before 8:45 a.m., and may not return until after closing time.

Each vendor is responsible for their own display material, including tables, chairs, canopies, backdrops, and rain/sun protection.

Security measures and liability are the responsibility of the vendor. Electricity is not available. Generator use by prior approval only.

**Sales Tax:**

According to law, sponsors must notify vendors of the necessity of a Minnesota Sales Tax number. All vendors must collect the 6.5% Minnesota Sales Tax and maintain records regarding Sales Tax numbers. This document and paragraph serves as this notice.

Each applicant must include a completed and signed Minnesota Department of Revenue Operator Certificate of Compliance form ST-19 with their 2008 Anoka Riverfest & Craft Fair Application.

The Minnesota Department of Revenue will be furnished a list of registered vendors.

To obtain a Minnesota Sales Tax number, call 651 282-5225. For information, contact the Minnesota Department of Revenue at 651 296-6181, or their web site at [www.taxes.state.mn.us](http://www.taxes.state.mn.us). (Click on Sales & Use Tax, and follow instructions.)

**Parking:**

Specific areas in the city will be designated for vendor parking. Anoka Riverfest Officials will direct vendors to designated parking areas.

**Violations:**

Any violation of the Anoka Riverfest & Craft Fair Rules and Regulations, Minnesota Sales Tax Law, or a material misrepresentation on the application shall suffice to eject the vendors and deny future participation.

**Questions:**

Please call Anoka Riverfest & Craft Fair via the Anoka Area Chamber of Commerce at 763 421-7130. Office hours are Monday thru Friday, 9:00 a.m to 4:00 p.m. Visit our website at [www.Anokariverfest.com](http://www.Anokariverfest.com)

**Save this date:**

**Saturday July 11, 2009; 11th annual Anoka Riverfest and Craft Fair.**



# EXHIBITOR APPLICATION

Exhibitor Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ MN Tax ID#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Circle the categories that describe your work:**

*Christmas*

*Dolls & Accessories*

*Glass/Porcelain*

*Graphics*

*Jewelry (hand crafted)*

*Painting*

*Pottery*

*Textiles/Fibers*

*Wearable Art*

*Woodwork*

*Natural: leather – wax – floral – fur – shell – paper – dough art*

If you do not fall into any of the above categories, describe your medium:

\_\_\_\_\_

**Brief description of your product for advertising purposes:** \_\_\_\_\_

\_\_\_\_\_

**List three juried shows in which you have participated:** \_\_\_\_\_

\_\_\_\_\_

**Include 3 photos of your work and 1 of your booth.**

Checks payable to: Anoka Area Chamber of Commerce  
Send application to: Anoka Area Chamber of Commerce  
12 Bridge Square  
Anoka, MN 55303

For questions call:  
763 421-7130  
763 421-0577 Fax

Please read carefully and sign below. I accept the enclosed rules and I understand that the City of Anoka, Anoka Area Chamber of Commerce, staff, members and volunteers of Anoka Riverfest are not responsible for my merchandise. I accept liability for any loss by damage or theft sustained during the event. **No refunds will be offered after June 1<sup>st</sup>, 2008.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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