

# LYON COUNTY FAIR -- 2023 APPLICATION FOR VENDOR SPACE

Wednesday, August 9<sup>th</sup> Fair Opens @ 5:00 p.m.

**NOTE: Booth must be set up the night prior and remain open during carnival hours**

Thursday, August 10<sup>th</sup> • Friday, August 11<sup>th</sup> • Saturday, August 12<sup>th</sup>

11:00 a.m. to 9:00 p.m.

Sunday, August 13<sup>th</sup> – 11:00 a.m. to 5:00 p.m.

Organization or Individual Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Commercial Building - \$50.00 for booth**

**Outside - \$10.00 per foot**

# of booths desired: \_\_\_\_\_

# of feet desired: \_\_\_\_\_

**We anticipate (check all that apply)**

Making Cash Sales     Taking Deposits with Order     Order Taking Only     Display of Products/Services Only

**Other, Please Specify:** \_\_\_\_\_

**Exhibit Content and Purpose: (List all items or services exhibited or displayed):** \_\_\_\_\_

**If you plan to hold a contest, registration, award a prize or have a giveaway, please list prizes and explain details:**

- Vendors will be given first come – first serve opportunity to exhibit.
- Proof of Liability Insurance is **required** for all vendors on the fairgrounds.
- Goods may be sold onsite but must be specified as goods for resale and include a copy of your resale certificate.
- Food vendor's menu and location of units is subject to approval.
- All forms need to be returned prior to the fair, which include the following:
  - Application (this document)
  - Contract and Hold Harmless Agreement
  - Certificate of Liability (listing the Lyon County Ag Society as Additional Insured)
  - Resale Certificate (if applicable)
  - MN Department of Revenue Form ST-19 – Operator of Certificate of Compliance

**This is an Application for Vendor Space and Not a Space Rental Contract**

**Information:**

Email completed forms to [lyoncounty1903@gmail.com](mailto:lyoncounty1903@gmail.com) or Mail to: PO Box 141, Marshall MN 56258

Ph: 507-532-2038 Website: [lyoncountyfairmn.com](http://lyoncountyfairmn.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.

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:	
	<p>_____ 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]).</p> <p>_____ 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]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>	

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.

## **CONTRACT FOR VENDOR SPACE**

The contract does not allow for sub-letting of exhibit space, nor is it transferable.

To reserve space, the application for the Commercial Exhibitor and/or Concessionaire must be completed, properly signed and returned with the required documentation and deposits by July 15, 2023.

Obstructing passageways, in any manner, is prohibited.

To keep our records correct, Exhibitors must notify the Fair Board of any changes in company name, address, telephone number or management as currently indicated on their application.

All political campaigning must be done from a booth or in the space directly in front of the rented space. No campaigning while walking the grounds is allowed.

At the request of Merriam Carnival, no other vendor may sell corn dogs, funnel cakes or cotton candy.

Exhibitors shall keep their area neat and clean.

Exhibitors must submit a list of all items to be sold, displayed, advertised, promoted or demonstrated with their space rental application. Any item in an exhibitor's space not authorized per application is subject to removal at the Fair Board's discretion.

THE FAIR BOARD RESERVES THE RIGHT TO LIMIT THE SALE OF ANY ITEMS THAT THEY DEEM INAPPROPRIATE TO THE FAMILY ATMOSPHERE OF THE EVENT.

Any item found to be inappropriate, whether advertised or offered for sale by an Exhibitor, shall be immediately withdrawn and removed from the premise at the request of the Fair Board. If it is not removed immediately, the Fair Board may close said leased space and remove Exhibitor without liability.

IT IS THE EXHIBITOR'S RESPONSIBILITY TO READ AND COMPLY WITH THE PROVISIONS AND RULES OF THE LYON COUNTY FAIR SPACE AGREEMENT AND TO INFORM ALL THEIR PERSONNEL ASSOCIATED WITH THE RENTAL SPACE ABOUT FAIR RULES AND REGULATIONS.

### **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:**

\_\_\_\_\_ (Name of Vendor) agrees to defend, indemnify and hold harmless the LYON COUNTY AGRICULTURE SOCIETY from any and all claims brought by anyone arising out of the 2023 Lyon County Fair, including, but not limited to claims arising out of the Construction, Operations, Maintenance, Supervision, Inspection or use of the 2023 Lyon County Fair.

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