

2019 EAT STREET FOOD, MUSIC, & ARTS FESTIVAL

For-Profit Vendor Info and Registration

About the event: The Eat Street Food Music and Arts Festival is a celebration of all things Eat Street and the Whittier neighborhood. Drawing over 6,000 attendees in its inaugural year in 2018 the Eat Street Festival strives to bring all facets of community together by providing programming and opportunities representative of the broad diversity of the Whittier neighborhood.

Date: Sunday, September 15, 2019 **Time:** 1-8pm **Location:** Nicollet Avenue between 26th & 28th Streets

This form applies to vendors who operate a for-profit model in either the retail or services industry who wish to display or sell their product at the 2019 Eat Street Food, Music and Arts Festival.

Are there any costs to be a merchandise or nonprofit vendor?

- The one-time registration fee for merchandise vendors is **\$150.00 and must be submitted by July 31st**. Please include your payment on page 2.

All vendors selling products at the event must fill out an Operator Certificate of Compliance/ST19 form and email it to business@whittieralliance.org by Wednesday, July 31st, 2019.

- Find this form at <https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>

What do *you* need to bring to the event?

Whittier Alliance will assign you a location within the Festival grounds. *You are responsible for bringing all materials that you will need:*

- Your own 10x10' (maximum) tent, folding tables, chairs, etc.
- A generator, if you require power.

Note: If this presents a significant barrier to participation, assistance may be available. Contact business@whittieralliance.org or 612-871-7756 for more info

What time should you set up and take down?

- Set up: You have between 10:30 am-12:00 pm to set up. (More details will be provided in late August.)
- Take down: You should be packed up and have vacated your designated location by 9pm.
 - **NOTE:** Vendors are required to stay until at least 7:00 pm; if you do plan to leave prior to the 8:00 pm end time, you must coordinate your departure plan with Whittier Alliance in advance.

What else do you need to know?

- Vendors are responsible for leaving their designated area as they found it.
- The Whittier Alliance will be in contact as we get closer to the event date with further details and booth location.

- Be prepared to submit sales numbers for event day and those of a typical Saturday(if applicable) for City documentation purposes. The Whittier Alliance will follow up closer to the event date with a separate form for you to complete.
- Booths may be shared by multiple vendors. Please fill out the registration form for each vendor displaying goods and submit them jointly. Whittier Alliance will only receive full payment from one vendor.
- Participation is not guaranteed and is subject to availability and Whittier staff approval.
- **Preference will be given to vendors from or closely connected to the Whittier neighborhood.**

Who should you contact with questions?

Whittier Alliance, 10 E 25th St., Minneapolis, MN 55404

612-871-7756 | business@whittieralliance.org

Please Return the attached Vendor Registration Form (page 1) and ST19 Operator Certificate of Compliance (page 2) along with your payment to the Whittier Alliance by Wednesday, July 31st in order to confirm your spot.

2019 Eat Street Festival - For-Profit / Merchandise Vendor Registration Form

Business Name: _____

Primary Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Description of Booth (physical space):

Description of product or services to be sold (can include links to social media or webpage):

PAYMENT INFORMATION

TOTAL AMOUNT (For-Profit/Merchandise - \$150.00)

Please select your desired payment method:

- Mailed check made out to the **Whittier Alliance**
 - I would like an invoice emailed prior to sending payment
- Credit card
 - I would like WA to send an e-invoice for online payment
 - I would like to provide payment to WA staff over the phone

NOTICE OF LIABILITY

The Whittier Alliance or their affiliates will not be held responsible for any liability, lost, stolen or damaged merchandise, or any injury incurred during the Eat Street Food, Music, & Arts Festival.

Vendor Signature: _____ Date: _____

All event proceeds will benefit the Whittier Alliance, a 501(c)(3) nonprofit dedicated to building a flourishing and distinctive Whittier neighborhood. Vendor fees will directly support the annual production of the Eat Street Food, Music, & Arts Festival. Tax ID: 41-1315023

Please return this form with your vendor registration fee and Operator Certificate of Compliance Form (if applicable) to the Whittier Alliance by Wednesday, July 31st, 2019:

Whittier Alliance | 10 E 25th St, Minneapolis, MN 55404
612-871-7756 | business@whittieralliance.org



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

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.