

Chester Bowl Fall Fest Vendor Application

All submissions will be considered by the Chester Bowl Improvement Club
Programs & Operations Manager and Programs Committee.

(Please Type or Print)

Company, Organization, or Individual Name _____

Address _____

City _____ State _____ Zip _____

Contact Person: _____

Phone _____ Email _____

MN Tax ID: _____ ALL VENDORS MUST COMPLETE A MN ST19 FORM

List products or services you are requesting to sell or display. Enclose pictures of your products and/ or services. Samples cannot be accepted.

Check one

- Site will be used for retail sale of craft items
- Site will be used for retail of food items
- Site will be used for educational or informational purposes, no retail sales

All new vendors must submit pictures or an illustration of your exhibit in order to have your application considered for Fall Fest.

Returning Vendors, please list the booth number(s) that you held during the 2017 Fall Fest to be reserved for 2018 Fall Fest or request a new space _____

New Fall Fest vendors, please list the number of 10'x10' vendor spaces you would like to apply for _____ Please note that each 10'x10' space is \$75, or \$150 for 10'x 20' food vendors space. Vendors applying for multiple spaces may not be awarded multiple spaces due to limited availability.

I acknowledge that this application is not a license agreement and does not constitute an offer to participate in the Chester Bowl Fall Fest.

Signature _____ Date _____

RETURN TO

Attn: Sam Luoma

Chester Bowl

1801 E Skyline Parkway

Duluth MN, 55812

Below for office use only:

CK #	Amount	Deposit #	Date Confirmation Sent

Chester Bowl Fall Fest Vendor Guidelines & Procedures

Event Information

Date: Saturday, September 15, 2018. Rain-date of Sunday, September 16, 2018

Time: Open to the public 9:30am-4:30pm

Location: Chester Bowl Park, 1801 E. Skyline Parkway, Duluth Minnesota, 55812

Vendor Cost: \$75/10'x10' craft vendor booth, \$150 for 10'x20' food vendor booth

Application Review Process

- Returning vendors will have until May 1, 2018 to submit an application for review and reserve the vendor booth from the previous year's event.
- Vendors selling items that are not handmade craft items or are items that are mass produced may have their application rejected.
- A check payable to Chester Bowl Improvement Club must be submitted with applications in order to be considered.
- Applications are reviewed by the Chester Bowl Improvement Club's Programs & Operations Manager in conjunction with the Chester Bowl Improvement Club's Programs Committee.
- Written appeals from rejected applications can be submitted to the Chester Bowl Improvement Club's Programs & Operations Manager.

Event Communications

- All Fall Fest related questions, comments, or concerns are to be directed to the Chester Bowl Improvement Club's Programs & Operations Manager.
- Confirmation letters will be sent once an application has been accepted and a vendor space has been assigned.
- Event information, information about weather related challenges, and other key event items will be emailed out prior to the event. Vendors are responsible for reading and understanding this information.

Event Setup, Parking, and other Considerations

- Food vendors with lockable trailers may park in their designated space no earlier than 7am the day prior to Fall Fest.
- Vendors are not allowed to enter the event space until 7am the morning of Fall Fest.
- Vendors who do not show the morning of the event forfeit the opportunity to participate in future Fall Fest events.
- Vendors must arrive, have their items unloaded in their vendor space, and have vehicle parked or removed from the event area by 9am. The procedure for arriving, setting up the event, and parking is as follows.
 - Vendors will arrive and be directed to their vendor space
 - Vendors will unload their items, tables, and other items.
 - Vendors will then park vehicles in designated areas.
 - Vendors will return to their spaces to setup tables, tents, and other items.
- No vendors will be allowed to enter the event after 9am. Vendors who arrive late will not be refunded and automatically forfeit the opportunity to reserve their space for following Fall Fest events.
- Vendors are expected to park their vehicles in designated parking areas reserved for vendor parking. After 9am no vehicles will be permitted to leave the event.
- Vendors are responsible for providing all items for their spaces. The Chester Bowl Improvement Club is not responsible for providing tables, tents, or any other items for vendor use during the event.

Vendor Responsibilities During the Event

- Vendors are responsible to stock enough items to be open 9:30-4:30pm.
- During the event vendors are responsible for bagging up and packing out the trash, food waste, and other items.
- Restrooms will be located near the front gate, near the stage, and in the Thom Storm Chalet
- A first aid kit is located near the stage. In the event of a medical emergency contact event staff located at the stage or the front gate.

Event Cleanup, Parking, and other Considerations,

- Vendors may not pack up items prior to 4:30pm
- Vendors will not be allowed to drive vehicles into event area prior to 4:30pm
- Trash, food waste, and other items must be cleaned up and packed out by vendors.
- Cleanup Procedure
 - Pack up items, tear down tent, and have items ready to be loaded BEFORE retrieving your vehicle.
 - Once items are packed and ready to be loaded, vendors can retrieve vehicle.
 - Park as close to vendor space as possible to allow for traffic to move past.
 - Traffic will be controlled by event staff. Vendors who are observed to disregard the directions of staff will automatically forfeit the opportunity to participate in future Fall Fest events.
 - Once items are loaded into vehicle, vendors will be allowed to exit the event space.
 - Vendors should expect to wait up to an hour and a half after the event before being able to leave due to the limited space for traffic flow.

Rain Date

- Decisions regarding possible postponing of Fall Fest to its scheduled rain date will be made by 6am the morning of the event. Vendors are required to attend the rain date. Vendors that do not attend the postponed event will not be eligible to reserve their vendor space for future Fall Fest events.
- An email will be sent to all Fall Fest vendors as soon as possible in the event of Fall Fest being postponed.
- In addition to an email, Chester Bowl's voicemail, Facebook page, and website will be updated.

Refunds

- Vendors have until July 1 to receive a full refund of fees paid to the CBIC. No refunds will be awarded after July 1, 2018.

Sales Tax

- All vendors are required to have a valid Minnesota Tax ID number.

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>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.