



# Common Roots Festival 2024 Bazaar Vendor Registration

Saturday, August 24, 2024

11 a.m. - 3 p.m.

W. Saint Germain and 5<sup>th</sup> Avenue, St. Cloud, MN

Interested vendors must submit the following items to PO Box 1914 St Cloud, MN 56302 or [bazaar@commonrootsfest.com](mailto:bazaar@commonrootsfest.com).

- 1) One-page vendor application form complete with signatures
- 2) MN Dept. of Revenue’s “Operator Certificate of Compliance” ST19 form
- 3) Copies of any licensing required by the State of Minnesota
- 4) Vendor fee of \$10 (make checks payable to Common Roots Festival)

Name of Business/Vendor for Marketing Purposes:
Name of Primary Contact:
Address:
Cell Phone:
Email Address:
Website Address:
List the items below that you plan to sell at the Bazaar. Your items <u>must be handmade</u> . Items purchased for resale are not allowed. Items not listed below will not be allowed to be sold at the Bazaar.

**Read and Initial Below:**

\_\_\_\_\_ I have read and agree to abide by all Common Roots Festival Bazaar Rules.

\_\_\_\_\_ I agree that the Common Roots Festival and their respective officers, employees, volunteers, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property arising out of or pertaining to preparation for or participation in the Common Roots Festival whether such injury, theft, or damage occurred prior, during, or after the Common Roots Festival. Vendor further agrees to indemnify, defend, and hold harmless the Common Roots Festival and their respective officers, employees, volunteers, agents, and consultants for and against any claims for such injury, theft or damage.

\_\_\_\_\_ I understand that the Common Roots Festival recommends that I carry my own general liability and product liability insurance, as the Common Roots Festival does not provide this coverage.

Signature of Primary Seller \_\_\_\_\_ Date \_\_\_\_\_

**Application Timeline & Notification:** Applications are reviewed and approved by the volunteer Common Roots Festival Bazaar Committee. Completed applications received by July 1, 2024 will be considered first with preference given to vendors that enhance the variety of products offered at the Bazaar. Applicants will be notified of his/her application status within five business days.

**Application Contact:**

Corrie Scott  
Phone: 763-228-1361  
Email: [bazaar@commonrootsfest.com](mailto:bazaar@commonrootsfest.com)

**Mail Application to:**

Common Roots Festival  
ATTN: Corrie Scott  
PO Box 1914  
St Cloud, MN 56302



# Bazaar Vendor Rules

Saturday, August 24, 2024

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The Common Roots Festival Bazaar is a place in which local music stores and musicians can inform the public on their various programs. It is also a place where local artists are able to sell their own products directly to the public, allowing consumers to have a direct relationship with the producer of the items they purchase. This event will emphasize selling vendor made (handmade) art and craft items. Items purchased for resale are not allowed. Products that do not match this description must receive clearance from the Common Roots Festival Bazaar Committee before sale.

- **Additional Permits & Licenses:** All permits and licenses required by the City of St. Cloud, Stearns County, State of Minnesota, and the Federal Government are the sole responsibility of the vendors.
- **Taxes:** Any required sales tax collections and remittances are the sole responsibility of the vendor.
- **Insurance:** The Common Roots Festival recommends that all vendors carry their own general liability and product liability insurance, as the Common Roots Festival does not provide this coverage. The Common Roots Festival is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Common Roots Festival Bazaar, whether such injury, theft, or damage occurred prior, during, or after the Common Roots Festival. Seller further agrees to indemnify and hold the Common Roots Festival harmless for and against any claims for such injury, theft, or damage.
- **Vendor Stalls:** Vendor stalls are approximately 12'x12'. Event tents must be in proper working condition and have at least 15 pound weights on each corner to restrain them when there is adverse weather.
- **Arrivals/Departures:** Vendors booths must be set up by 11 a.m. Vendor booths cannot be torn down until 3 p.m. Vendors must pre-arrange with the Common Roots Festival Bazaar Committee for late arrivals and/or early departures when turning in Vendor Registration.
- **Inclement Weather:** The Common Roots Festival Bazaar Committee will notify vendors by email by 9 a.m. the day of Bazaar if it the event is cancelled due to inclement weather. If vendors do not have email, they must request another form of contact.
- Smoking is not allowed in the Common Roots Festival Bazaar area.
- Pets are not allowed in the Common Roots Festival Bazaar area.

# 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

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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.