

The Monticello Women of Today invite you to our
31ST ANNUAL FALL CRAFT SHOW
Saturday, November 3, 2018
Monticello Community Center



Thank you for your inquiry about the Monticello Women of Today Craft Show. We are excited about this year's event and invite you to join us. The annual attendance is over 1500 visitors and continues to grow each year.

IMPORTANT EVENT INFO

- **BOOTH SIZE** – Main gym booths are 8 feet deep X 10 feet wide. There are 65 booths located in the gymnasium. We do offer an overflow area in the hallway; hallway booth sizes are approximately 6' deep x 12' wide. Booth locations can be requested - please list booth location request on registration form. Requests for specific locations will be honored as much as possible but not guaranteed; changes may be required so vendors are not placed next to a similar craft.
- **BOOTH COST** - \$50 per booth; Electric is available at additional \$10
- **CANCELLATION POLICY** – Cancellation fee is \$10. No refunds if cancelled after October 26th – NO Exceptions!
- **REGISTRATION** – all registrations must be mailed with full payment and received no later than October 29th. Mail registrations and payments to: Monticello Women of Today, PO Box 643, Monticello MN 55362. Confirmations will be emailed (if no email available, must enclose a SASE envelope for confirmation). **NOTE:** All registrations **must** include a completed ST-19 form or a statement of exemption. Please review the attached Minnesota State Sales Tax and Exemption guidelines. Exhibitors will not be allowed to set-up until all required documents have been provided. *Please note that we do not have the ability to provide change for craft vendors – please come prepared with change needed for your sales.*
- **ADVERTISING** – The Monticello Women of Today actively promotes this event beginning several months in advance through social media, our website, area chamber newsletters, printed ads, and shopper inserts, along with radio announcements. A craft show flyer is enclosed – help us spread the word by displaying in your community. Feel free to make copies!
- **SET-UP** – Saturday, November 3rd starting at 6:30 am. Craft fair hours are 9:00 am to 3:00 pm – **NO** early teardown allowed. All booths must be removed no later than 5 pm.
- **BOOTH LOCATIONS** – will be marked with tape and have booth number displayed. Exhibitors are required to remove tape along with any other garbage from their booth site at end of show. Exhibitors must provide own tables and chairs for booth display area.
- **CONCESSIONS** – The Monticello Senior Citizens will have a concession stand available, and will provide exhibitors the option to place lunch orders to be delivered to their booth. FREE rolls and coffee are provided for exhibitors during set-up between 6:30-8:30 am.
- **LODGING** – For lodging needs, see below or visit monticellocommunitycenter.com for additional information about Monticello area lodging and dining opportunities.
 - Best Western Chelsea Inn & Suites, Monticello, (763) 271-8880
 - Super 8, Monticello, (763) 295-5900
 - Days Inn, Monticello, (763) 295-1111
 - AmericInn, Monticello, (855) 266-0452
 - Country Inn & Suites, Albertville, (763) 463-2600
- **CONTACT US** – Email (preferred): MontiWTCraftShow@gmail.com; Website: MonticelloWomenofToday.org; or visit us on Facebook. To leave a message, call (763) 295-0038. Please note the Craft Show phone line is a voice mail message service that is only checked weekly.

Sales Tax 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. (Use Form ST-19 for this.)

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. (Can use Form ST-19.)

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.

Please note that each crafter must provide their Sales Tax ID, unless you meet the criteria for exemption from collecting sales tax.

If you are not exempt and do not provide a copy of your sales tax certificate or complete the ST-19 form with your sales tax number, your registration will be considered incomplete until you provide the sales tax information. (We will contact you if there are any questions about your sales tax ID.)