

The Monticello Women of Today invite you to our
34th ANNUAL SPRING CRAFT SHOW
Saturday, March 12th, 2022
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. Attendance at our shows are usually over 1500 visitors. We are not sure if there will be concerns about the pandemic, but we are prepared to offer a safe experience for vendors and customers. Please review the information below and read your confirmation letter when it is sent to you.

IMPORTANT EVENT INFORMATION

- **BOOTH SIZE** – Main gym booths are 8 feet deep X 10 feet wide (front). There are 65 booths located in the gymnasium. We do offer an overflow area in the hallway for about 5 booths; 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** - **\$60** per booth; Electric is available at additional \$10. PLEASE NOTE THE FEE CHANGE!
- **CANCELLATION POLICY** – Cancellation fee is \$10. No refunds if cancelled after March 8th – NO Exceptions!
(A positive COVID diagnosis is eligible to receive a full reschedule or refund; proof of testing is required. You will be responsible for notifying us at 612.812.9198 by text or phone call in advance of the day of the craft show.)
- **REGISTRATION** – all registrations must be mailed with full payment and received no later than March 8th. Mail registration forms 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).
- **SALES TAX** - All registrations **must** include a completed ST-19 form, copy of sales tax permit, or a statement of exemption. Please review the attached Minnesota State Sales Tax and Exemption guidelines on the back of this form and on our website. Exhibitors will not be allowed to set-up until all required documents have been provided.
- **VENDOR PARKING** – Vehicles and trailers must be parked at the far west end of the back parking lot located behind the community center. For loading/unloading, you may park temporarily on the north side of the gym or near the west entrance doors. The gym doors on the north side will be unlocked throughout the day for your convenience.
- **CHANGE FUND** - *Please note that we do not have the ability to provide change for craft vendors ~ 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 other displays. A craft show flyer is enclosed – help us spread the word by displaying in your community. Feel free to make copies!
- **SET-UP** – Saturday, March 12th starting at 7 am. Craft fair hours are 9:00 am to 3:00 pm – **NO** early teardown allowed. Please remove all booth contents no later than 5 pm. (If interested in Friday setup, please check with us for availability.)
- **BOOTH LOCATIONS** – will be marked with tape and have booth number displayed. Exhibitors, please remove tape along with any other garbage from their booth site at end of show.
- **BOOTH PROVISIONS** - Vendors must provide your own tables, chairs, and other display units for booth area.
- **CONCESSIONS** – FREE coffee and treats are provided for exhibitors during set-up between 7-8:30 am. Monticello Women of Today will be hosting a concession stand and does provide exhibitors the option to place lunch orders to be delivered to their booth.
- **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.

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 the Department of Revenue at 651-282-5225.

A registration application (Form ABR) is also available on their 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 vendor must provide their Sales Tax ID, unless you meet the criteria for exemption from collecting sales tax. (see sidebar to left)

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 that information. (We will contact you if there are any questions about your sales tax ID.)

Wright County Sales Tax rate is 7.375%.