

The Monticello Women of Today invites you to the  
**36th ANNUAL SPRING CRAFT SHOW**

**Saturday, March 9, 2024**

**Monticello Community Center**

## **GENERAL EVENT INFORMATION**



- **BOOTH SIZE** – Main gym booths are 8 feet deep X 10 feet wide. There are 65 booths located in the main hall. We do offer an overflow area in the hallway. Hallway booth sizes are 6' deep x 12' wide. Booth locations can be requested but are not guaranteed (please list booth location preferences on registration form). Considerations for specific locations will be acknowledged however changes may be required so crafters are not positioned next to a similar craft.
- **BOOTH COST** - \$70 per booth; Electric is additional \$10 Early Bird Registration: \$60
- **NEW FOR 2024!!! – EARLY-BIRD REGISTRATION.** Submit your registration by January 20<sup>th</sup> and receive the special early bird registration fee of \$60 – that's a \$10 savings! Early Bird registrations must be received by the January 20<sup>th</sup> deadline: email with VENMO payment by January 20<sup>th</sup>, or if mailing, must be postmarked by January 20<sup>th</sup>. Mail registration forms and payments to: Monticello Women of Today, PO Box 643, Monticello MN 55362.
- **Registrations after January 20<sup>th</sup>** must be emailed or mailed with full payment and received no later than March 2, 2024. Confirmations will be emailed (if no email available, must enclose a SASE envelope for confirmation).
- **VENMO PAYMENTS:** This quick & easy method of payment eliminates the need to send registration via mail. Simply complete the registration form and return to [MontiWTCraftShow@gmail.com](mailto:MontiWTCraftShow@gmail.com), then scan the QR code on the registration form to make your payment. Upon Confirmation of Venmo payment and receipt of registration form, a confirmation email will be sent to you.
- **CANCELLATION POLICY** – Cancellation fee is \$10. No refunds if cancelled after March 2, 2024 – NO Exceptions. *A positive COVID diagnosis is eligible to receive a full refund/reschedule; proof of testing is required. Notification must be via text/phone to 612.812.9198 prior to day of craft show.*
- **SALES TAX** - All registrations **must** include a completed ST-19 form or a statement of exemption Exhibitors will not be allowed to set-up until all required documents have been provided.
- **CHANGE FUND** - *Please note that we do not have the ability to provide change for craft vendors – you should come prepared with change needed for your sales. We encourage you to have a contactless method of payment in compliance with suggested COVID guidelines.*
- **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 electronic billboards. A craft show flyer was enclosed with your confirmation – help us spread the word and invite your friends and family to the show.
- **SET-UP** – Saturday, March 9th starting at 7 am. Craft fair hours are 9:00 am to 3:00 pm – **NO early teardown allowed.** All booth contents must be removed by 4 pm.
- **BOOTH LOCATIONS** – will be marked with tape and have booth number displayed. Please remove tape along with any other garbage from your booth site at end of show.
- **BOOTH PROVISIONS** - Vendors must provide own tables, chairs, and other display structures for booth area.
- **CONCESSIONS** – available from Monticello Community Center concession stand. FREE bakery goods and coffee are provided for exhibitors during set-up between 7:00-8:30 am.
- **PARKING** – Vendors should park their vehicles and trailers at the far west end of the back parking lot behind the community center. For loading/unloading, you can park on the north side of the gym or near the west entrance door (the large gym doors will be unlocked for loading/unloading.)
- **LODGING** – For lodging needs, see below or visit [monticellocommunitycenter.com](http://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](mailto:MontiWTCraftShow@gmail.com); Website: [MonticelloWomenofToday.org](http://MonticelloWomenofToday.org); or visit us on Facebook.

## Venmo Payments:

User Name: @Monti-W-of-Today

Last 4 Phone # digits: 4804

**\*\*\*NOTE:** Do not select the option to “Turn on for purchases” – Monticello Women of Today is a non-profit organization who does not pay fees. Using the purchase option charges our organization.

# Monti W-of-Today

@Monti-W-of-Today



*Proceed to Registration Form*

# Monticello Women of Today SPRING 2024 CRAFT SHOW Registration

## SATURDAY, MARCH 9, 2024 - Monticello Community Center



Name \_\_\_\_\_

Business Name (optional) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Facebook/Website Name (URL) \_\_\_\_\_

Internal Use Only	
Date	_____
Venmo	_____
Check #	_____
Amount	_____
Confirm Sent	_____

	Cost per Booth	# of Booths Needed	Total Amount
8'D x 10'W Booth Space – <b>Early Bird – submit by Jan. 20<sup>th</sup></b>	\$60		
8' D x 10' W Booth Space – After Jan. 20th	\$70		
Electricity	\$10		
<b>TOTAL AMOUNT DUE:(please check payment method below)</b>			
<b>Venmo</b>		<b>Check</b>	\$

**BOOTH LOCATION PREFERENCE?**  
 Be specific on preferred location and/or special needs (We do NOT guarantee location, but will do our best to accommodate your request. Please list a second choice in event first choice is not available)

1. \_\_\_\_\_

2. \_\_\_\_\_

VENMO PAYMENTS:	CHECKS/CASH PAYMENTS:
1. Email completed registration to <a href="mailto:MontiWtCraftShow@gmail.com">MontiWtCraftShow@gmail.com</a> 2. Venmo payment to: @Monti—W-of-Today	1. Mail completed registration to: Monticello Craft Show, PO Box 643, Monticello, MN 55362 2. Make checks payable to <i>Monticello Women of Today</i> .

**CRAFT DESCRIPTION** (*Be specific*) Include Photographs of Crafts – **MANDATORY FOR ALL NEW EXHIBITORS!!!**  
 (Photos can be emailed to us at [montiWtcraftshow@gmail.com](mailto:montiWtcraftshow@gmail.com) – we may use these in our Facebook advertising)

Please circle the category(s) you would like to be listed under:

- |  |  |  |   |  |   |
|--|--|--|---|--|---|
| <input type="checkbox"/> Apparel & Accessories | <input type="checkbox"/> Confections/Edibles | <input type="checkbox"/> Glass/Porcelain | <input type="checkbox"/> Metal/Iron       | <input type="checkbox"/> Pottery/Ceram   | <input type="checkbox"/> Soaps/Skin Care    |
| <input type="checkbox"/> Baby                  | <input type="checkbox"/> Dolls/Accessories   | <input type="checkbox"/> Home Décor      | <input type="checkbox"/> Painting/Drawing | <input type="checkbox"/> Purses/Totes    | <input type="checkbox"/> Toys/Games         |
| <input type="checkbox"/> Books                 | <input type="checkbox"/> Fabric              | <input type="checkbox"/> Jams, Syrups    | <input type="checkbox"/> Paper/Stamps     | <input type="checkbox"/> Quilts/Blankets | <input type="checkbox"/> Woodwork/Furniture |
| <input type="checkbox"/> Candles               | <input type="checkbox"/> Floral              | <input type="checkbox"/> Jewelry         | <input type="checkbox"/> Photography      | <input type="checkbox"/> Seasonal        | <input type="checkbox"/> Other _____        |

**REGISTRATION DEADLINES:** **Early Bird** registrations must be received/postmarked by January 20, 2024. Send via email or USPS mail. **Registrations after Jan 20<sup>th</sup>** must be received by March 2, 2024. Booths are assigned on a first-come, first-served basis with consideration given to type of craft/product. (Show limited to a maximum of 76 booth spaces.). Confirmations will be emailed. If no email, you **MUST** include a **SELF-ADDRESSED, STAMPED BUSINESS SIZE ENVELOPE** to receive a confirmation.

CHECK ONE – Registration includes:

- \_\_\_\_\_ Copy of Sales Tax Certificate issued by the State of MN Department of Revenue
- \_\_\_\_\_ Completed ST19 form declaring your state sales tax ID or statement of exemption from collecting sales tax
- \_\_\_\_\_ Written statement declaring qualification for the isolated and occasional sales exemption (see instructions)

*The Monticello Community Center, the City of Monticello, the Monticello Senior Center, and the Monticello Women of Today accept no responsibility for any injury, theft, or mishap that occurs during this activity. I agree to the above and all provisions on the craft show general information sheet.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Inquiries:** Email (preferred): [MontiWtCraftShow@gmail.com](mailto:MontiWtCraftShow@gmail.com) • [MonticelloWomenofToday.org](http://MonticelloWomenofToday.org) • 320.761.1188

**EACH VENDOR MUST PROVIDE THIS FORM (OR EXEMPTION STATEMENT)**



**ST19**

**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.*

<b>Print or</b>	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			

<b>Merchandise Sold</b>	Describe the type of merchandise you plan to sell.	

<b>Sales Tax Exemption</b>	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.
	<input type="checkbox"/>	This is 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.

<b>Sign</b>	<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.

# SALES TAX INFORMATION FOR SELLERS

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](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.

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%.**