

The Monticello Women of Today invites you to our

39th ANNUAL FALL CRAFT SHOW

Saturday, November 7, 2026

Monticello Community Center



GENERAL EVENT INFORMATION

- **BOOTH SIZE** – Main gym booths are 8 feet deep X 10 feet wide. There are 65 booths (regular booths) located in the main gym. Premium hallway sites, located outside the gym, are 6' deep x 12' wide – there are a very limited number of premium booths. If you register for premium and those booths are all taken, you will be placed in the gym and receive a partial refund. 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.
- **PREMIUM SITES** - Booths located in the hallway are premium booths and limited to 7 spaces. Size is 6' D X 12' W. These are generally taken quickly on a first come, first serve basis – registration and payment must be received before booths are assigned. (Prime booth priority may be assigned to craft vendors.)
- **BOOTH COST** - \$70 - Regular gym booth; \$90 – Premium hall booth; Electric is additional \$10.
- **EARLY BIRD REGISTRATION - Save \$10:** \$60 – regular booth; \$80 - premium booth. Submit your registration by September 20th along with the special early bird registration fee of \$60 for regular booths or \$80 for premium booths for a \$10 savings! Early Bird registrations must be received by the September 20th deadline – that includes registration forms and payment (VENMO or mailed). Email forms to MontiWTCraftshow@gmail.com. VENMO to @Monti-W-of-Today (phone: 4804). Mailed registration forms and payments must go to: Monticello Women of Today, PO Box 643, Monticello MN 55362.
Registrations after September 20th must be emailed or mailed with full payment and received no later than November 1, 2026. Confirmations will be emailed (if no email available, we will try to mail).
- **VENMO PAYMENTS** - VENMO method of payment eliminates the need to send registration and money via mail. Simply complete the registration form and email to MontiWTCraftShow@gmail.com. Then scan the QR code on the registration form (@Monti-W-of-Today) to make your payment. After receipt of registration form and verification of Venmo payment, a confirmation email will be sent to you.
- **CANCELLATION POLICY** – Cancellation fee is \$10. No refunds if cancelled after November 1, 2026 – NO exceptions. (*For emergency just prior to the show, please contact via text/phone: 612.812.9198 or 320.761.1188.*)
- **SALES TAX** - All registrations must include a completed ST-19 form or provide 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 having an alternate method of payment.
- **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 media. Look for a craft show flyer enclosed with your confirmation. Help us spread the word - invite your friends and family to the show.
- **BOOTH SET-UP** – Saturday, November 7th starting at 7 am. Craft fair hours are 9:00 am to 3:00 pm – **NO early teardown please** – it is not respectful to your customers or other vendors that are present. All booth contents should be removed by 4 pm, let us know if you need assistance.
- **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** – FREE bakery items are provided for exhibitors during set-up between 7:00-8:30 am and coffee is available all day long. Food options for lunch are available for purchase from the Monticello Community Center concession stand or Monticello Senior Center (sloppy joe lunch special).
- **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.)
- **TO CONTACT US** – Email (preferred): MontiWTCraftShow@gmail.com or visit us on Facebook.

Venmo Payments:

User Name: @Monti-W-of-Today

Last 4 Phone # digits: 4804

*****NOTE:** Please do not select the option to “Turn on for purchases” – Monticello Women of Today is a non-profit organization and is exempt from paying fees. Using the purchase option is taken off of your payment, creating a shortage for our organization.

Monti W-of-Today

@Monti-W-of-Today



venmo



Monticello Women of Today FALL 2026 CRAFT SHOW Registration

SATURDAY, NOVEMBER 7, 2026 - 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 _____

	<i>Early Bird Cost</i>	<i>Cost after Sept 20th</i>	# of Booths	Total Amount
Premium Site – Hallway 6'D x 12'W	\$80	\$90		
Regular Site – Gym 8'D x 10'W	\$60	\$70		
Electricity	\$10	\$10		
TOTAL ENCLOSED/SUBMITTED			\$	
Venmo? Date Paid			Check Nr	

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:	CHECK PAYMENTS:
1. Email completed registration to MontiWtCraftShow@gmail.com 2. Venmo payment to: @Monti—W-of-Today	1. Email registration OR mail completed registration to: Monticello Craft Show, PO Box 643, Monticello, MN 55362 2. Make checks payable to "Monticello Women of Today"

CRAFT DESCRIPTION – MUST BE COMPLETED BY ALL EXHIBITORS – Be Specific and include all items that you will have for sale.

ALL NEW EXHIBITORS PLEASE SUBMIT PHOTOS!!!

(Photos can be emailed to us at montiWtcraftshow@gmail.com – Note: we may use these in our Facebook advertising.)

REGISTRATION DEADLINES: **Early Bird** email registrations must be received by SEPTEMBER 20, 2026 and **USPS mail** registrations must be postmarked by that date. **Registrations after Sept 20th** must be received by November 1, 2026. 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, we will try to mail a confirmation.)

CHECK ONE – Registration includes:

- ☐ 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 • Monticello Women of Today Facebook •
 Emergency Only: 612.812.9198 or 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.

Print or

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

Complete this section if you are not required to have a Minnesota tax ID number.

☐ I am selling only nontaxable items.

☐ I am not making any sales at the event.

☐ 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 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

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.

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 (Craft Vendors)

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.

Please note that each vendor must provide an ST-19 form with their Sales Tax ID; please note if 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 that information. (We will contact you if there are any questions about your sales tax ID.)

Wright County Sales Tax rate - 7.375%.

City of Monticello Local Option Tax rate - .5%