



# Vendor/Booth/Activity Registration Form 2023

**Saturday, September 9, 2023**  
**3-5pm; setup 2 pm**  
**Memorial Park - 111 8<sup>th</sup> St N**

Please return by Friday, September 1, to:  
**Moorhead Parks and Recreation**  
**Attn: GMD FM Kicks Band Concert**  
**1300 15<sup>th</sup> Ave N**  
**Moorhead, MN 56560**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Selling Items (circle one) - **Yes or No**      **\*If yes, please complete the attached ST19 form\***

Description of Booth/Activity: \_\_\_\_\_

Vendors- Items Sold: \_\_\_\_\_

**Payment:**

\_\_\_\_\_ Non-Profit - Free

\_\_\_\_\_ Business Vendor - \$20

\_\_\_\_\_ Business Vendor w/electricity - \$25

**Payment Method:** \_\_\_\_\_ Check (Payable to Moorhead Parks and Recreation) \_\_\_\_\_ Cash

\_\_\_\_\_ Credit Card (please call 218.299.5340)

I agree to follow the rules and guidelines of Moorhead Parks & Recreation.

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

# 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 type</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 information</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 here</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.

# 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.



## 2023 Rules and Guidelines

**Vendors must abide by the following rules and guidelines:**

- Vendors/organizations are encouraged to provide family-friendly activities or sellable items at the event.
- Booth fee must be paid for before setting up.
- Park concerts are tobacco-free events. No smoking is allowed in the parks.
- Vendors must check in at the "Information" table to be assigned a spot.
- Booth space is 12' X 12'. Vendor display and storage areas shall not extend beyond the space allowed.
- There will be no refunds due to inclement weather. The concert will be canceled if Moorhead is in a severe weather warning. The event will be canceled due to heavy rain but may go on if it is only drizzle or intermittent sprinkles. All cancellation decisions will be made at noon on the day of the event.
- This concert is held on city-owned property - all products must be family-friendly and inoffensive. Vendors/booths may not be organized around political or religious themes. The Recreation Coordinator determines what can or cannot be sold.
- No canopies, tables, shade, extension cords, or supplies of any kind are provided.
- Vehicles are allowed to drive on the grass (weather permitting) for loading and unloading only.
- All vendors are asked to park on side streets or in the Moorhead Center Mall parking lot. Vendors cannot park in the River Haven parking lot.
- Vendors may begin setting up at 2 pm and must be ready to sell to the public by 3 pm. Selling will end at 4:30 pm. You are asked to not leave the event early. Vendors must be packed up and out of the park by 5:30 pm.
- Vendors are responsible to clean up the area they occupy, and must maintain a clean and orderly area on all sides of their display.
- No pets are allowed in vendor booths, with the exception of service animals, with proper documentation.
- Vendors are responsible for insuring their booth and personal property.
- The City of Moorhead will not be held responsible for theft or damage to your property.
- The Moorhead Parks Recreation Coordinator has the responsibility to implement policy on all operations on the day of the event as the need arises.
- Please report any issues to the Recreation Coordinator directly.
- All vendors are responsible for obtaining a Minnesota tax ID number and all necessary permits or licenses for their booth.
- Request a Minnesota Tax ID number by calling 800-657-3605 or going to [www.taxes.state.mn.us](http://www.taxes.state.mn.us).
- All food vendors must apply for a temporary food permit through the Minnesota Department of Health. Please contact Clay County Environmental Health at 218-299-5002 for more information.
- Questions regarding food/produce can also be directed to the Minnesota Department of Agriculture at 800-967-2474 or [webinfo@mda.state.mn.us](mailto:webinfo@mda.state.mn.us).
- The City of Moorhead has an exclusive beverage contract with Pepsi. Any vendor selling beverages MUST sell Pepsi products only (including bottled water, energy drinks, sports drinks or juice).