

Community Connections Expo & Job Fair

Saturday, April 14, 2018 10:00 am - 3:00 pm @ North Branch High School

IMPORTANT- PLEASE READ:

- MN Operator Certificate of Compliance (ST-19) is REQUIRED. No Exceptions.
- \$25 Deposit is REQUIRED.
- Tables not provided. (Rental available)
- One chair per space provided.
- Electricity is limited.
- All edible items served or sold must follow the NBAPS District guidelines.
- Applications are processed on a first come, first serve basis.
- No refunds or changes after March 28. Confirmation emails or letters will be sent March 30.

Mail or email to:
 North Branch Area
 Chamber of Commerce
 6063 Main St, Ste B
 North Branch, MN 55056
Contact@NorthBranchChamber.com
 651-674-4077

Name of Organization/Business _____

Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

	Quantity	Price	Total
Deposit- Required/ NO Exceptions Deposit will be returned <u>AFTER</u> 3 pm on 4-14-18 at the Chamber booth. If you leave the Expo early, you forfeit your deposit.	1	\$25.00	25.00
10' (W) x 6' (D) <i>Standard Booth</i>	_____	\$105.00	_____
12' (W) x 8' (D) <i>End Row Booth, limited availability & no electric</i>	_____	\$125.00	_____
10' (W) x 20' (D) <i>Activity Booth, limited availability</i>	_____	\$125.00	_____
Electricity <i>limited availability, reserve early</i>	_____	\$15.00	_____
8' x 30" Table Rental <i>by Ruddy's Rental - includes sales tax</i>	_____	\$12.00	_____
Job Fair within the Expo – <i>2nd year!</i> Includes additional marketing, special Job Fair map at event and added booth identification.	_____	\$25.00	_____
Discounts ____ North Branch Area Chamber Member or ____ Local Non-Profit 501 c(3)	_____	-\$25.00	_____
Checks payable to: North Branch Area Chamber of Commerce	TOTAL	\$	_____

_____ We will be serving food in our booth.

_____ Yes, I plan to participate in the Buy Local Giveaway- NBA Chamber Members ONLY
Chamber office will contact you with details.

For Office Use Only	
Date	
ST 19	
Payment	
Items	
Space #	
Job Fair	

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 type	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 information	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.

Sign here	<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

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.