



Announcing the
40th Annual Fine Arts Expo and
38th Annual Creative Crafts Fair
Saturday, November 17, 2018
Middle School & High School, 8700 County Road 6 SW
South of Howard Lake, MN



Sponsored By: Community Education District
2687, Howard Lake-Waverly-Winsted
Purpose: To give people the opportunity to purchase quality arts and crafts and talk to artists and crafters. If possible, we ask that artists and crafters demonstrate during the expo and fair.

Saturday, November 17, 2018
9 am-2 pm
Location Howard Lake-Waverly-Winsted Middle School & High School, 8700 County Road 6 SW, South of Howard Lake, MN

Entry Deadline: Filled on a first received basis.
10' x 6' before July 31, \$29
10' x 6' after July 31, \$35
12' x 12' before July 31, \$59, limited available
12' x 12' after July 31, \$65, limited available

Entry Instructions Complete application and return promptly! Make checks payable to District 2687 Community Education. Applications will be processed in the order they are received on a space available basis.

- Homemade arts and crafts only.
- Describe all items. Include a picture of your art or craft. Exhibitors must be involved in the production of the items they are selling. Exhibitors may share a space. The jury committee will make all final decisions and reserves the right to accept or reject any entry.
- Exhibitors are not allowed to sell cooked or uncooked food items.
- We will be using activity center, middle school and high school space.
- Exhibitors must supply their own table and display stands. A limited number of tables are available for \$9 per table on a first-serve basis. Chairs will be available on racks.
- Each space is approximately 10' long by 6' deep. A limited number of 12' by 12' spaces are available. Indicate special requests.

Exhibitors must submit one of the following with Art and Craft Fair Application.

A written statement that the seller qualifies for the isolated and occasional sales exemption, see below, or a completed Operator Certificate of Compliance, Form ST19.

Sales tax registration

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.

To register for a Minnesota tax ID number, call 651-282-5225. A registration application (Form ABR) is also available at www.revenue.state.mn.us

Publicity 25 area newspapers, posters, flyers, radio, brochure mailing, website and restaurant cards.

Notification You will be notified if your application has been accepted. If you are not accepted, your check will be returned.

Day of the Expo-Fair

- Doors will be open at 6 am to set up displays for Fine Arts Expo and Creative Crafts Fair. You may set up 7-9 pm on Friday, at your own risk, there is no building security.
- Once your arts, crafts are unloaded, please move your vehicle as far away from the entry as possible to allow our shoppers a convenient parking space.

- You must furnish your own petty cash and are responsible for applicable sales tax and sales tax numbers.
- There will be no refunds to exhibitors who fail to show or who cancel.
- Take empty boxes and clear your space at the end of the day. Remove stickers and debris from floor.

Information Community Education 320-543-4670

ENTRY FORM: Fine Arts Expo & Creative Crafts Fair 2018
All Items must be handcrafted

Mail to: Art Expo & Craft Fair, Community Education District 2687, P. O. Box 708,
Howard Lake, MN 55349

Space preference cannot be guaranteed and request will be filled on a space available basis.

It is hereby agreed and understood that the exhibitors will carry necessary insurance for their own art and craft objects.

Exhibitors are responsible for applicable sales tax and sales tax numbers. **A written statement that the seller qualifies for the isolated and occasional sales exemption or a completed Operator Certificate of Compliance, Form ST19, must be included with application.**

The hours of the show are 9 am-2 pm. You must be set up by 9 am and do not take down until 2 pm.

Name _____

Complete mailing address _____

Phone number _____ E-mail address _____

_____ Returning Artist or Crafter _____ New Artist or Crafter

One of the following is required to participate in the Art Expo & Craft Fair. Check the one you are submitting with this application.

_____ I have attached the completed MN Revenue Operator Certificate of Compliance ST19.

_____ I have attached a written statement, signed and dated, that the seller qualifies for the isolated and occasional sales exemption described on page one, right column.

Descriptions of your articles please include pictures.

Indicate if you have a space location preference or any special requests.

I plan to set up

_____ 6 am Saturday or _____ 7-9 pm Friday, at your own risk, there is no building security.

10' x 6' before July 31, \$29 _____ 10' x 6' after July 31, \$35 _____

12'x12' before July 31, \$59, as available _____ 12'x12' after July 31, \$65, as available _____

Table Rental as available _____ \$9 per table

Exhibitor Signature _____ **Date** _____