



# Announcing the 39<sup>th</sup> Annual Fine Arts Expo and 37<sup>th</sup> Annual Creative Crafts Fair Saturday, November 18, 2017



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 18, 2017

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! 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

Any business, individual, promoter, operator, or fair board making taxable sales at a flea market, collectors' show, craft show, antique show, county fair, trade show, or similar event must be registered to collect the Minnesota general sales tax and any applicable local taxes before the event begins.

You may register for a Minnesota ID number online at: [www.taxes.state.mn.us](http://www.taxes.state.mn.us). Use the Application for Business Registration, Form ABR, or by calling 651-282-5225 or 1-800-657-3605 or by writing: Minnesota Tax Forms, Mail Station 1421, St. Paul, MN 55146-1421.

Certain individual sellers at a flea market or similar event 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.

**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 6:30-8:30 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 2017**

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 \_\_\_\_\_ 6:30-8:30 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** \_\_\_\_\_