



**BUSINESS EXPO APPLICATION- JULY 17- 10 AM-3:00 PM**

**This year the Business Expo is at Central Park [12000 Central Park Way, Maple Grove, MN 55369]**

NAME OF EXHIBITOR (As you would like it to appear in any promotional materials)

Print clearly \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

STREET OR PO BOX \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONE\*\* \_\_\_\_\_ FAX\*\* \_\_\_\_\_ (\*\*used by our internal staff only)

LISTING CONTACT EMAIL\*\* \_\_\_\_\_

DESCRIPTION OR PHOTO OF EXHIBIT: Please indicate if you require special accommodations.

I am interested in sponsorship  Yes  No

**Booth Fees**

**Waiver of Liability Responsibility**

**Check list**

**Sponsorship & Donations**

Take advantage of a free booth space, and many other Sponsor benefits. \$500 to \$5000 Please contact me about becoming a sponsor or merchandise, donation, for silent auction.

Extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless Maple Grove Community Organization (MGCO), the City of Maple Grove, the respective officers, employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs (including reasonable attorney's fees) arising out of or connected with the events associated with Maple Grove Days, including, but not limited to: the set-up, removal, maintenance, occupancy or use of the property, owned or rented by MGCO, the City of Maple Grove and its affiliates, except those claims arising out of the sole negligence or willful misconduct of MGCO.

1. Fill out application
2. Waiver of Liability must be signed
3. MN REV ST19 required and must be signed
4. 5. Mail application to address to: **Joyce Deane 9228 Rice Lake Rd. Maple Grove MN 55369**
  - Cancellations on or before June 1, 2021 for refund. After June 1, all fees forfeited.
  - Expo hours 10:00 to 3:00 pm, MANDATORY NO vendors pack or leave before 3:00.
  - All vendors must comply with parking regulations and restrictions. By signing this form, you accept & agree to abide to Business Expo rules and regulations. Visit our website to view.
  - Booth confirmation letter and parking instructions will be sent out the first week of July.
  - All sales taxes and filings are the sole responsibility of vendor.

Booth Fee  
# of Spaces | \$ per Space  
\_\_\_\_\_ 10' x 10' \$200

***\*[You are responsible to bring your own table, chairs, and a tent if you wish].***

Electricity (Limited availability) \$10  
Total Enclosed \_\_\_\_\_

\_\_\_\_\_  
[Authorized signer for business] Signature

\_\_\_\_\_  
Title of signer

Make your check out to MGCO.

Completed application and payment must be received on or before May 15th, 2021.  
Do not delay event fills quickly. Application deadline is May 15th or when full.  
Mail to Joyce Deane: 9228 Rice Lake Rd. Maple Grove MN 55369 [Joyce #763-420-5745]

## **BUSINESS EXPO RULES AND REGULATIONS**

**Exhibit Limitations:** Exhibits may not project beyond the space allotted and aisles must be kept clear for traffic. Exhibits shall not obstruct the view of or interfere with access to other exhibits. Devices for reproducing sound or music may be restricted at the discretion of MGD's committee. Projection of sound beyond the confines of the exhibit is prohibited.

**Booth Assignment:** The assignment or subletting of any part or all of an exhibit booth is prohibited unless a request is submitted to and approved by MGD's committee in writing prior to the business

expo. MGD's committee reserves the right to change the location of exhibition space and reassign exhibit booths if it determines such action is in the best interest of the business expo. Exhibitor must adhere to all set-up, take down and parking instruction. Specific instructions will be mailed in early July upon acceptance.

### **Expo Booth Hours: 10:00 am- 3:00 pm**

All vendors must comply with business expo hours. Event has been advertised from 10:00 am to 3:00 pm.

**It is MANDATORY all booth staff be aware that no one is to pack up display before 3:00 pm. All booths must remain open to public and be staffed until 3:00 pm.**

**Right of Refusal and/or Cancellation:** MGD's committee reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract or are unsafe. This also applies to displays, literature, advertising, novelties, souvenirs, and personal conduct. The MGD's committee reserves the right to cancel this agreement whenever it discovers that the exhibitor's display is not as described in this agreement.

**Early departure may result in refusal of Exhibitor in the future years.**

**Cancellations and Refunds:** In the event of cancellation by the exhibitor, the following schedule of refunds will be followed: Written cancellation must be received on or before June 1 to obtain a refund of fees paid. All fees will be forfeited if cancellation occurs after June 1.

**Attorney Fees and Costs:** Should any litigation arise out of this contract, the exhibitor shall pay all costs and reasonable attorney's fees incurred by MGCO and/or the co-sponsoring agencies.

**ST19 MN Revenue Form:** All participating vendors submit this form with application.

**Fire, Safety, and Health:** Exhibitor agrees to accept full responsibility for compliance with city, county, state and federal fire, safety, and health ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accidents to attendees. Exhibitor hereby represents and warrants to MGD's committee and co-sponsoring agencies that the exhibitor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity in its exhibit design and the proper construction and safety of the exhibit itself, as erected.

**Booth Handout:** As the Business Expo is a family event, we ask that each business and health exhibitor provide a handout or offer an activity for the children.

**Taxes and Licenses:** Exhibitor shall be responsible for obtaining any licenses, permits, or approvals required under local, state, or federal law applicable to its activity at the business expo, including use of copyrighted materials. If planning on offering food sampling, you may need an Itinerant Food License, **please check with Hennepin County Health Department; 952-351-5200 for more information.** Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees, filings or other charges that shall become due any governmental authority in connection with its activity at the business expo.

**Insurance and Hold Harmless Agreements:** Fire, theft, liability and extended coverage insurance are not provided by MGCO or the Maple Grove Parks and Rec. Exhibitor may obtain such coverage at its own expense. Exhibitor remains responsible for all property brought into the business expo and shall bear the sole risk of loss for that property. Exhibitor agrees to the extent permitted by law, to protect, indemnify, defend and hold harmless Maple Grove Community Organization (MGCO), the City of Maple Grove, the respective officers, employees, agencies, insurers and volunteers against all claims, losses or damages to person or property and costs (including reasonable attorney's fees) arising out of or connected with the events associated with Maple Grove Days, including but not limited to the set-up, removal, maintenance, occupancy or use of the property, owned or rented by MGCO, the City of Maple Grove and its affiliates, except those claims arising out of sole negligence or willful misconduct of MGCO.

# 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. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:
	<p>_____ 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]).</p> <p>_____ 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]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>

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

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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.