



Greetings Crafters!

This year's Pan-O-Prog Craft Sale will be held on **Friday, July 8 from 9 am – 3 pm and Saturday, July 9 from 9 am – noon**. If you are interested in participating in our craft sale and would like to reserve a table, please fill out the form below with \$30 (non-refundable) per 8' table and **return it to the Heritage Center as soon as possible**. Max of 2 tables per vendor. Masks are strongly recommended for those not vaccinated. Anyone can wear a mask. They are not required.

The craft fair will take place in the Atrium, Heritage Room and hallway area outside the Atrium. Crafters may set up between 1-4 p.m. on Thursday, July 7 or before 8:45 a.m. on Friday, July 8. Tables and chairs will be furnished; please bring a table covering for your table. You need to be set up by 8:45 a.m. each day and stay until 3 p.m. on Friday and until noon on Saturday. If you leave early, you will not be invited back next year.

Enclosed is Minnesota Department of Revenue Form ST19, Operator Certificate of Compliance. Please read the information on front and back, then complete the certificate and **return it with your reservation**. You must either have a valid Minnesota tax ID number or fill out the sales tax exemption information portion of the form. **Your spot is not reserved until we have received the ST19 form completely and correctly filled out**. If you have any questions, please call 952-985-4622. Thank you!

Sincerely,

Renee

Renee Brekken
Recreation Program Coordinator – Active Adults Program

PLEASE NOTE: The sale will be held at
Lakeville Heritage Center
20110 Holyoke Ave., Lakeville, MN

Enclosure

✂-----

Lakeville Heritage Center Pan-O-Prog Craft Sale Reservation

Yes! I would like table(s) for the Pan-O-Prog Craft Sale on July 8 & 9. Max of 2 tables per vendor.
(Please submit \$30 per table. Checks preferred payable to "City of Lakeville." Include the completed ST19 form when submitting your payment.)

I sell the following products: _____.

No, I'm unable to participate in the Pan-O-Prog Craft Sale this year, but keep me on your mailing list

Please take me off your mailing list

Name: _____

Address: _____ City, State: _____ Zip: _____

Phone: (home) _____ (cell) _____

Email: _____

Return this form as soon as possible to:

Lakeville Heritage Center, 20110 Holyoke Avenue, Lakeville MN 55044

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

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.