



## RE: DOŽÍNKY® REGISTRATION INFORMATION

Dear Vendor,

New Prague's Dožínky® Festival will be held Saturday, September 18, 2010. Dožínky® is a Czech harvest festival featuring arts and crafts, merchandise from the Czech Republic, area bands, historical displays, food booths, entertainment and a Parade of Farm Pride. Imagine an ethnic festival with the history, old world traditions and warmth of a small town; this is Dožínky®.

Each year we enjoy large crowds of over 15,000 people. We would like you to join us at Dožínky® with your merchandise.

- ❖ **Registration is due July 1, 2010**
- ❖ **THE EVENT IS HELD RAIN OR SHINE. NO REFUNDS WILL BE GIVEN FOR NO SHOWS.**
- ❖ Please fill out the Minnesota Department of Revenue--Operator Certificate of Compliance ST-19 form, on the back of the registration form and return with your registration.
- ❖ All booths must be open for service by 10:00 a.m. Saturday and remain open until 5:00 p.m.
- ❖ The festival takes place on Main Street New Prague. There are a limited number of booths available. There are size constraints due to the fact the event is on Main Street. We have to deal with sidewalk width, awnings and entrances into businesses. **The Vendor Committee will assign booth spaces and approve merchandise on a first come, first serve basis.** If you have a request for a certain booth space, you must let us know IMMEDIATELY. We will do our best to honor everyone's needs. You must supply your own electricity. Final details will be sent in September.
- ❖ **Booth sizes are 12'wide by 9' deep. Oversized booths will be charged extra.** Booths are primarily placed on city sidewalks. **Your booth should go to the sidewalk.** The sidewalk area is 10 feet in depth (from building front to street). You must describe your booth/unit in **detail** on the application. All booths must be self-standing (no stakes).
- ❖ The Vendor Committee reserves the right to disallow any items that it feels does not complement the historic, ethnic or harvest character of the festival. Absolutely no items will be allowed that use offensive language. You will be required to remove items that are not mentioned on your registration if they are not deemed appropriate.
- ❖ The New Prague Chamber of Commerce and the City of New Prague are not responsible for injury or loss incurred by any lessee or helper, either personal or material, in any way whatsoever. Each individual exhibitor must carry insurance.
- ❖ In case of cancellation, no refunds will be given after September 1, 2010.

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## Merchandise Vendor Fee Schedule

**New Prague Chamber Members and Non-Profits located in New Prague**  
**\$100.00**

**Non-Chamber Member Business**  
**\$200.00**

# Dožínky® REGISTRATION – MERCHANDISE VENDOR Registration Due July 1, 2010

Name of Applicant: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

I have read and understand the guidelines of Dožínky® registration. I agree to abide by this agreement.

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Booths spaces are 12' wide x 9' deep. Oversized booths will be charged an additional fee.**  
Please describe booth set up (tent, tables, height of booth, etc.). **Space is limited**

Vendor Category \_\_\_\_\_ \$ Enclosed \_\_\_\_\_

Please refer to the fee schedule for appropriate payment.

- 1) Make your check payable to the **New Prague Chamber of Commerce** and mail it along with this registration form to the address below.
- 2) Please fill out the MN Dept. of Revenue ST-19 form on the backside of this registration form. We need to receive your registration by July 1, 2010. Thanks!!
- 3) You are not considered registered unless we have received your payment. NO refunds for cancellations after September 1, 2010.

New Prague Chamber of Commerce  
PO Box 191  
New Prague MN 56071

**Dožínky® is held rain or shine.  
No refunds will be made due to inclement weather.**

**Application must be received by JULY 1, 2010**

# 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.**

<b>Print or type</b>	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			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.
	_____
	_____

<b>Sales tax exemption information</b>	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 of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

<b>Sign here</b>	<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.

## **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.taxes.state.mn.us](http://www.taxes.state.mn.us).

## **Information and assistance**

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us).

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.