



Made in MN Expo New Vendor Agreement
River's Edge Convention Center ~ November 23, 2024

What: Application and contract for exhibit space
With Whom: Townsquare Media of St. Cloud
When: Saturday, November 23, 2024. 10am-4pm
Where: River's Edge Convention Center (10 4th Ave S, St. Cloud -- 320-255-7272)
Instructions: Fill out and sign this contract and send in with payment.
Mail to: Townsquare Media. Attn: Made in MN; 640 Lincoln Ave. S.E. St. Cloud, MN 56304.
Or securely fax to 320-251-1855 or securely email to vicky@townsquaremedia.com.
Show Contact: Vicky Prom-Becker. vicky@townsquaremedia.com. 320-257-7224.

Show management will assign exhibit space when payment is received and reserves the right to deny a vendor that is deemed as not a fit for this event. As it gets closer to the event, set-up info. and more show details will be emailed to you. Space will be allocated on a "first come, first served" basis.

Contact Person _____ Title _____
Company Name _____
Address _____ City, State, Zip _____
Email _____
website _____
Telephone () _____ Toll free () _____ Fax () _____
Emergency number to reach you in the event of extremely inclement weather () _____

- 1. ONLY 1 BUSINESS PER BOOTH.
2. Each vendor must feature products that are made in Minnesota or be a MN-based company.
3. Contracts must be accompanied by payment in full.
4. All other services and products for your exhibit space will be your responsibility (if you need electricity you must bring enough extension cords to reach up to 100 feet, you may want to consider bringing additional accent lighting, more tables, etc.).
5. By your signature on this letter, you acknowledge that you, your heirs, administrators and assigns, do now, and will forever hold harmless WJON, KLZZ, KMXX, WWJO, KZRV, KXSS, Townsquare Live Events, LLC, Townsquare Media, all of their affiliates, and all of their officers, shareholders, directors, agents and employees and all of their predecessors, successors, heir and assigns from and against any and all claims arising from your participation, including but not limited to, claims relating to the arrangements made by us for you, booth space, electricity, and any and all other events, activities and occurrences in which you are involved.
6. Firearms: Firearms need to be displayed & secured in a manner that someone cannot access them without assistance from the vendor. Firearms & ammunition need to be kept separately from one another.
7. Wi-Fi: Vendors can purchase Wi-Fi access from River's Edge, for \$4.99 for 24 hours, via credit card. Ask about it at show set-up.
8. Food Sampling/Selling: There is an additional \$50 fee to sample food. Sample sizes must be 3 ounces or less. It is up to you to be sure that you have the appropriate food license to sample & sell food. Contact the City of St. Cloud Health & Inspections Dept., to find out, at 320-255-7214. No selling of food, that is ready to eat on the spot, allowed. Must provide a certificate of insurance listing the River's Edge Convention Center as additionally insured, just for those doing sampling. Not needed if only selling.
9. Alcohol Sampling: To do alcohol sampling, there is an additional fee. Please ask for details. Sample sizes must be 100 milliliters for beer and 50 milliliters for wine, or less. Sampling is allowed, by law, for 4 hrs. so will be allowed from 10am-2pm.

What products/services will you be featuring? _____

ACCEPTANCE OF THIS APPLICATION CONSTITUTES A CONTRACT. Refunds or credit towards next year will only be issued in the event of Made in MN 2024 needing to be cancelled.

Authorized Signature _____ Date _____





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Signing up for..... (please circle all that apply):

Booth \$240 includes a 10' x 10' space w/side drapes & back curtain, 1 covered & skirted 8' table & 2 chairs
Additional booth spots \$215- add per additional booth spot
Electric fee \$70 - add if you need power to your booth
Food & Alcohol sampling fee \$50 - add for food sampling and/or add amount communicated to you for alcohol sampling fee

PAYMENT TOTAL: \$ _____

Payment Options:

Credit or Debit Card:

**Please note that if using a credit or debit card, a 2% admin fee will be added*

Credit card number: _____

Credit card type: VISA Mastercard Discover American Express

Expiration date: _____ Security Code _____

Card Holder's Name (please print as it appears on credit card) _____

Signature _____ Date _____

Bank Account:

**No additional fees apply if paying electronically by bank/checking account*

Routing number: _____

Account number: _____

Account type: Checking Savings

Bank name: _____

Account Holder's Name (please print as it appears on account) _____

Signature _____ Date _____

Check:

Make checks out to: Townsquare Media

Check # _____

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.
	<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 up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

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.