

# 2024 - VENDOR RESERVATION FORM (12-12-23)

## RSG Development & Promotions

Vendor Name(s):	
Company Name:	
Products selling:	
Mailing Address:	
Phone #(s):	
Email address:	

**INDOOR CRAFT & GIFT SHOWS - Hours: Sat. 10am - 4pm - If a 2 day show - Sun. 10am – 2pm. Check in information is emailed the Monday before EACH show.**

DATE (S)	LOCATION	PRICE	Qty	TOTAL DUE	OFFICE USE
February 24 "Cabin Fever"	Oak Glen Golf & Event Center 1599 McKusick Rd N, Stillwater MN	\$125			
April 13-14 Spring Show	Forest Lake Middle School 21395 Goodview Ave N, Forest Lake MN	\$145			
April 27 Spring Show	Hudson Middle School 1300 Carmichael Rd, Hudson WI	\$95			
May 4 Spring Fling!	Stillwater High School 5701 Stillwater Blvd N, Oak Park Heights, MN	\$95			
	<b>FALL/WINTER SHOWS:</b>				
Oct. 5 <i>Oktoberfest</i>	Hugo American Legion (inside & outside spaces) 5383 140 <sup>th</sup> St N, Hugo MN	\$85			
Oct. 12 Fall Show	Hudson High School 1501 Vine Street, Hudson WI	\$95			
Oct. 19 Fall Show	Stillwater High School 5701 Stillwater Blvd N, Oak Park Heights, MN	\$95			
Oct. 26-27 <i>Fall Bonanza!</i>	M Health Fairview Sports Center Fall Bonanza! 4125 Radio Drive, Woodbury MN	\$135			
November 2-3 Holiday Show	Forest Lake Middle School 21395 Goodview Ave N, Forest Lake MN	\$145			
Nov. 9 Holiday Show	Stillwater Armory 350 Maryknoll Drive N, Stillwater MN	\$95			
Nov. 16 Holiday Show	Anoka Technical College 1355 West Hwy 10, Anoka MN	\$95			
Dec. 7-8 Holiday Show	Red Rock Elementary (waiting final confirmation) 3311 Commonwealth Ave, Woodbury, MN	\$135			
Dec. 14-15 Holiday Show	Oak Glen Golf & Event Center 1599 McKusick Rd N, Stillwater MN	\$150			

**STILLWATER FLEA & CRAFTER MARKET (Outdoor event) – Hours: 9am – 3pm**

**Washington County Fairgrounds, 12300 40<sup>th</sup> St N, Stillwater MN 55082**

**Spaces are 25 ft w x 25 ft d. You may park within your space, overnight allowed, may leave space set up, we do not hire security, please sign up ahead of time, check in information emailed the Tuesday before event.**

2024 DATES	PRICE	# OF SPACES/AMT.DUE	OFFICE USE
May 18 – 19	\$60 for both days/\$45 for one		
June 29-30	\$60 for both days/\$45 for one		
July 20-21	\$60 for both days/\$45 for one		
August 24-25	\$60 for both days/\$45 for one		
September 28-29	\$60 for both days/\$45 for one		

**To reserve your space for any of our shows, please call or email us to be sure we have availability, then you can either mail in payment with this form, pay over the phone with a credit card, or we can send an online invoice. If paying with credit card or invoice, please mail or email signed Vendor Registration Form and appropriate tax form found at the end of this form. If paying with check, please mail payment and forms to:**

**Mailing Address:**

**RSG Development – Shari Ripley  
18673 Autumn Circle  
Pine City, MN 55063**

**Show Hours:**

**Outdoor flea markets – 9am – 3pm  
Indoor shows – Sat. 10am-4pm, Sun. 10am – 2pm**

**Receipt of your payment confirms your space.** You will receive an email confirmation after payment is received.

**Payment is non-refundable, including any reasons caused by act of God, health pandemics and other reasons out of promoter’s control.** Vendors must have booth open for duration of event.

**Sales Tax:** Vendor is responsible for collecting and paying their own sales tax if applicable. Form ST-19 (MN) is attached and must be completed and mailed or emailed to RSG Development prior to the event you are participating in. (WI has a different form I can provide you with) If you do not have a tax number and do less than 3 events per year, then you must fill out the other form attached. **AS A PROMOTER, WE ARE REQUIRED BY LAW TO HAVE ONE OF THE TWO FORMS ON FILE BEFORE YOU CAN PARTICIPATE IN OUR EVENTS.**

**Liability Disclaimer:** As a participating vendor, you agree that RSG Development, Hudson School District, Oak Glen Golf, Anoka Tech College, Washington County Fairgrounds, Stillwater School District, Forest Lake School District, City of Woodbury, Hugo American Legion, So. Wash.Co. School District, Stillwater Armory (and any other entities we may add) and any and all of their agents, employees shall not be held responsible for any liability, damage, theft to your property or to you as a vendor. Vendor agrees to abide by any rules set forth by the venue regarding use of their property. **BY TAKING PART IN OUR EVENTS, YOU AGREE THAT YOU AND ANYONE ELSE IN YOUR PARTY, ARE AWARE OF THE COVID-19 ISSUE AND ANY RISKS INVOLVED AND WILL NOT HOLD ANY OF THE ABOVE ENTITIES LIABLE FOR ANY REASON WHATSOEVER SHOULD YOU CONTACT OR BE EXPOSED TO THE VIRUS. YOU ARE ATTENDING OUR EVENTS ON YOUR OWN FREE WILL AND AGREE TO ADHERE TO ANY HEALTH REGULATIONS IN PLACE REGARDING SUCH VIRUS.**

**By signing I acknowledge I have read and agree to the above disclaimers**

**Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Ron and Shari: (715) 557-1785**

**Email: [info@rsgdevelopment.com](mailto:info@rsgdevelopment.com)**

**Website: [www.rsgdevelopment.com](http://www.rsgdevelopment.com)**

**Facebook page: [@stillwaterfleamarket](https://www.facebook.com/stillwaterfleamarket)**

**REQUIREMENT IF YOU DO NOT HAVE A MN TAX ID NUMBER:**

If you do not have a Minnesota Tax Identification Number, and just do this on an occasional basis, please complete the information below and mail or email to us prior to the event you are participating in. As a promoter, we are required by law to have this information on file or we could be fined \$100 per vendor, per day who we do not have a form on file. (Minnesota Statutes 289A.60, subdivision 17)

Thank you for complying – we appreciate your business!

RSG Development & Promotions  
715-557-1785

Please complete the following information and sign and date at the bottom:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Event Name(s): \_\_\_\_\_ (i.e. Flea Market, Stillwater High School, etc)

Event Date(s): \_\_\_\_\_

By signing below I agree to the following statement as outlined in the Minnesota Dept. of Revenue Fact Sheet 148 - <http://www.revenue.state.mn.us/businesses/sut/factsheets/FS148.pdf>

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.

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Signature

Date Signed

Should you wish to obtain a Seller Permit number in the future you may do so online at: [www.taxes.state.mn.us](http://www.taxes.state.mn.us) or calling 651-282-5225



# 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.

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Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax ID number.

I am selling only nontaxable items.

I am not making any sales at the event.

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 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.

Sign here

*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.*

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.