



Jubilee Sidewalk Sales & Festival on Fifth

We would like to invite you to participate in Sidewalk Sales and/or Festival on Fifth, the two vendor events of the Hibbing Jubilee. Thousands of people come to be a part of the Hibbing Jubilee activities!

Sidewalk Sales will take place on Friday, July 12th on Howard Street. You may be open anytime from 8:00 a.m.—7:00 p.m. Games and activities are encouraged.

Festival on Fifth will be held on Saturday, July 13th from 10:00 a.m.—6:00 p.m., on Fifth Avenue East by City Hall and the Hibbing Public Library. Kids' Carnival is held at the same time on the City Hall lawn, which draws people of all ages.

We hope that you participate in Sidewalk Sales and/or Festival on Fifth! Please carefully read the Vendor Information and fill out the Vendor Application. Location preference is given according to the order that we receive the forms. **To be included in advertising, registration and fees must be received by June 28th. Late registrations will not be included in ads but will still be accepted until Monday, July 8th.**

Sidewalk Sales — Friday, July 12th — 8:00 a.m.— 7:00 p.m. A minimum 3-hour time commitment is required. Vehicle access on Howard Street for setup and teardown is limited to 7:00—7:45 a.m. and 7:00—8:00 p.m. Additional setup/teardown information will be provided when your location is assigned. You must be present at your booth until teardown (no unattended booths). Electricity, tents, tables and chairs are not available. 10' x 12' booth size guaranteed. Additional space may be available upon request.

Festival on Fifth — Saturday, July 13th—10:00 a.m. — 6:00 p.m. Setup begins at 8:00 a.m. All vehicles must be unloaded and parked away from the exhibit area 15 minutes prior to the start time. You will not be able park directly by your booth. You must be present at your booth during the event hours and remain there until the end time. Electricity, tents, tables, and chairs are not available. 10' x 12' booth size only; additional 10' x 12' spaces are available.

Application, Fees, and Insurance: Applications, fees, photos and a Certification of Insurance (if applicable) MUST be received by June 28th. The non-refundable entry fee (see reverse side for each event fee) includes a 10' x 12' spot on the street.

Vendors of the same company are accepted on a first come, first served basis.

Sales Tax Information: All vendors must display a current Minnesota Sales Tax ID number and collect sales tax. Minnesota Department of Revenue: 651-556-3000

We reserve the right to decline any application.



Hibbing Jubilee Sidewalk Sales & Festival on Fifth Application

Business Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone/s: _____

Email: _____

Please describe your items to be sold or displayed:

I will participate in **Sidewalk Sales** on Friday, July 12th. Yes No

I will need _____ 10' x 12' display space/s @ \$20/vendor = \$ _____

Hours you will be participating: _____ Requested Booth Size: _____

A minimum 3-hour time commitment is required.

I will participate in **Festival on Fifth** on Saturday, July 13th. Yes No

I will need _____ 10' x 12' display space/s @ \$40/space (\$30/space if participating in both events) = \$ _____ **TOTAL DUE:** _____

Please include along with this application:

- _____ 3 photos of your display
- _____ ST-19 MN Tax ID Form
- _____ Vendor Fee/s (non-refundable)
- _____ Certificate of Insurance (if applicable)

Please return form and make checks payable to:

Hibbing Area Chamber of Commerce
PO Box 727
Hibbing, MN 55746

I certify that I have read the enclosed Vendor Information and agree to and abide with all the guidelines. I understand that if the Jubilee Sidewalk Sales & Festival on Fifth Committees find fault or discrepancy, I will correct it or leave, forfeiting the entry fee. I agree to indemnify and hold harmless the Hibbing Area Chamber of Commerce, the City of Hibbing, the Hibbing Jubilee, it's Committees or volunteers from any losses, claims, or liability that arise as a result of my entry.

Vendor Signature: _____ Date: _____

For any questions, contact the Hibbing Area Chamber at 262-3895 or info@hibbing.org.



LIKE US ON FACEBOOK FOR DETAILS!
"Hibbing Jubilee—Community Festival"

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:	
_____ 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.