



Big Lake Winter Farmers Market 2023-2024 Vendor Application



Third Saturday of the Month • November to April • 10 a.m. – 1 p.m.

November 18 • December 16 • January 20 • February 17 • *March 16 • April 20

*March 16 market will take place in conjunction with the Community Fair at the BLHS from 10 a.m. – 2 p.m.

Big Lake City Hall • 160 Lake Street N, Big Lake, MN 55309

Interested vendors must submit the following items to Big Lake City Hall (160 Lake Street North, Big Lake, MN 55309):

- 1) Vendor Application with Signatures
- 2) MN Department of Revenue’s ST19 “Operator Certificate of Compliance” form
- 3) Copies of any food or product licenses required by the state of Minnesota
- 4) Vendor fee of \$60 for the season (*checks payable to “City of Big Lake”*) or \$10 per market

Name of Business (for marketing purposes):	
Name of Primary Contact:	
If your information is the same from previous years, check this box and you can skip to the section titled ‘Read and Initial Below:’	
Mailing Address:	
Cell Phone:	Email:
Social Media:	Website:
Address where produce is grown:	
Do you give permission to the market manager to release your name, phone number and/or email to customers interested in contacting you for product information?	
Yes	No
Do you accept card payments?	
Yes	No
List the items below that you plan to sell at the market. Your items <u>must be home grown or handmade</u> . Items purchased for resale are not allowed. Items not listed below will not be allowed to be sold at the market without prior approval.	

Read and Initial Below:

_____ I have read and agree to abide by the Big Lake Farmers Market Rules and Regulations Policy.

_____ I agree that the City of Big Lake and their respective officers, employees, market managers, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property arising out of or pertaining to preparation for or participation in the Big Lake Farmers Market whether such injury, theft, or damage occurred prior, during, or after the Big Lake Farmers Market. Business/Farm further agrees to indemnify, defend, and hold harmless the City of Big Lake and their respective officers, employees, agents, and consultants for and against any claims for such injury, theft or damage.

_____ I understand that the City of Big Lake recommends that I carry my own general liability and product liability insurance, as the City of Big Lake does not provide this coverage.

Signature of Primary Seller _____ Date _____

Please Mark All Weeks You Plan On Attending Market:

November 18 December 16 January 20 February 17 *March 16 April 20

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Application Contact:

Corrie Scott | Recreation and Communication Coordinator
Phone: 612.297.6331
Email: cscott@biglakemn.org

Application Site:

Big Lake City Hall
160 Lake Street North
Big Lake, MN 55309

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.