

Mail on or before:  
**May 15, 2024**



2024  
Application

**46<sup>th</sup> Annual ART & CRAFT AFFAIR**  
**Saturday, August 10<sup>th</sup>, 2024 9 a.m. – 4 p.m.**

Railroad Park, Battle Lake, MN 56515

***Dates to Remember:***

- May 15 – **Application deadline for 2024 show**
- May 17 - May 24 - Jury process
- Beginning June 1 – Emails sent to vendors as to whether accepted into the 2023 show
- June 25<sup>th</sup> - Letter containing space number and information emailed/mailed to vendors in show
- August 1 – **NO REFUNDS after this date**

**What we DO accept in the Art & Craft show**

- Only original work handmade by the artist is eligible for sale, including authors.

**What we do NOT accept in the show**

- NO buy/sell!
- NO items contracted out and/or made by someone else and/or resale items. Items must be at least 60% made by the vendor (e.g., clothing with added handiwork).

*Vendors must carry your own insurance.*

***Directions for 2024 Application***

Go to the AOTL website for an application:

[www.artofthelakes.org](http://www.artofthelakes.org) → Art & Craft Affair

Complete online *OR*

1. Complete the fillable form, save & print.
2. Complete form ST-19, save & print (MN Tax ID)
3. Write a check in the amount of the booth + jury/application fee (\$15)
4. Mail all the above along with images of your work

**ARTIST IMAGES – Mail with your application**

- 4 photos (actual photos)
- or 4 JPEG digital images on a thumb drive
- New vendors - must also include 1 photo or digital image of your booth in addition to images of artwork
- Photos available for pick up at show (we will not mail)

**Jury committee** – Selections will be made based on artistic merit, originality, creativity and craftsmanship.

***If you have questions, please contact Debbie at Art of the Lakes:***

Phone: 218-864-8606

E-mail: [aotl@arvig.net](mailto:aotl@arvig.net)

To see images of past year's Art & Craft Affair or to apply online go to our website: [www.artofthelakes.org](http://www.artofthelakes.org)  
→ Art & Craft Affair.

***Is your application complete?***

**Completed application form**

**ST-19 Operator Compliance form** for MN state sales tax identification

**Photos or thumb drive** representative of items sold in booth unless turned in at 2023 show!

**Enclosed a check** for booth payment & jury fee

**NO REFUNDS AFTER 8/1/24**

*Continue to next page for fillable application.*



**2024 Art & Craft Affair Application**

Exhibitor: \_\_\_\_\_  
*First Name* *Last Name*

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

Media Category: \_\_\_\_\_

\_\_\_\_\_ I am a new exhibitor, or haven't shown for a while, OR

\_\_\_\_\_ I exhibited in 2023 or 2022 \_\_\_\_\_ I would like the same space, if possible

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

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code*

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

MN Sales Tax Number: \_\_\_\_\_

Contact if emergency: \_\_\_\_\_  
*Name* *Cell Phone*

Describe work to be displayed: \_\_\_\_\_  
**2 to 6 words to be put into brochure**

How do you want to be identified in the brochure? \_\_\_\_\_  
*Name or Business*

Special needs/requests: \_\_\_\_\_

Application Fee (all vendors)	\$15
Booth Fee 12 x 10 - \$90 or	
24 x 10 - \$160	\$ _____
TOTAL ENCLOSED (Application & Booth fee)	\$ _____

**Make check payable to AOTL & mail with your images to AOTL, PO Box 244, Battle Lake, MN 56515**

***I agree to display within my designated space and will keep walkways open and safe.  
I release Art of the Lakes and the City of Battle Lake from all claims for loss, damage, or injury.***

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

# 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

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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.

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](http://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](http://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.