



**NICOLLET COUNTY FAIR**  
**August 10-14, 2022**  
**Commercial Exhibit Space Rules**

1. All exhibitors must provide a certificate of insurance giving evidence of liability insurance. **The certificate must name Nicollet County Agricultural Society as additional names insured and with valid dates of coverage. A rider on your home owner's insurance is acceptable.**
2. **Please complete the attached Sale Tax Form, ST 19 and return with contract.** This is required even if you are not selling anything (state mandate).
3. **Indoor set-up days are Tuesday 12:00 to 8:30 p.m. and Wednesday 8:00 a.m. to 2:00 p.m. When you first arrive, please check in at the Fair Board Office under the grandstands.** Displays may not be removed until after 3:00 pm on Sunday. No early take downs will be allowed.
4. Building Hours for the Fair are: Wednesday 3:00 to 9:00 p.m., Thursday and Friday 12:00 p.m. to 9:00 p.m., Saturday 10:00 a.m. to 9:00 p.m. and Sunday 11:00 a.m. to 3:00 p.m. The fair opens at 3:00 p.m. on Wednesday with Open Class registration from 11 a.m. to 6 p.m. Doors will open for exhibitors ten minutes prior to the building opening. If you want to be next to another vendor to share coverage during hours the building is open, let us know who should be next to your booth. We are happy to work with you on this to make it a great experience for all.
5. You will be allowed to park near the building during set-up hours to unload. Once you have finished unloading, please park on the south side of Johnson Hall. You will receive two parking passes for the duration of the fair.
6. Booth space is 8 x 8 unless you request and pay for additional space. You will need to furnish your own table, chairs, fans, etc. If you need electricity you will need to indicate on your contract when mailing it in.
7. Due to State of MN requirements, we must have the contract, ST-19 and Certificate of Insurance along with payment two weeks prior to the fair. That deadline is July 27, 2022. Space not occupied by noon on Wednesday will also be resold and no refund will be made. Refunds will be made only if cancellation is received in writing 30 days prior to the opening day of the fair which is July 11, 2022.
8. The Nicollet County Fair, Nicollet County Agriculture Society or its Directors are not responsible for any merchandise damaged, broken or stolen. In case of emergency all buildings will be evacuated and locked. All fairgoers will be advised to leave the grounds and go to the National Guard Armory northwest of the fairgrounds.
9. Fair management does not control the price of goods and service for sale, but does encourage prices to be posted and include Minnesota sales tax.

If you have any questions, please feel free to give me a call or e-mail me. There are a few changes from previous years to be vendor friendly and to work with you. Thank you for being a part of our county fair. Deadline to reserve your booth is June 15<sup>th</sup> for the reduced rate and July 6<sup>th</sup> for the regular rate.

**Nicollet County Fair-Molly Wendroth**  
**2111 Turnpin Street**  
**St. Peter, MN 56082**

**Telephone: 507-995-5076**  
**Email: [nicolletcountyfair@gmail.com](mailto:nicolletcountyfair@gmail.com)**

**\*Refunds will be granted if the fair is cancelled due to the pandemic and Executive orders.**

**NICOLLET COUNTY FAIR**  
**COMMERCIAL EXHIBITOR RENTAL AGREEMENT**  
**AUGUST 10-14, 2022**

In consideration of payment of:

**\$100 for 8 x 8 space and \$125 for 8 x 12 space postmarked by June 15, 2022 or**  
**\$125 for 8 x 8 space and \$150 for 8 x 12 space postmarked by July 6, 2022**

the Nicollet County Ag Society agrees to provide the exhibitor space for the Nicollet County Fair.

**Your ST 19 Form and Certificate of Insurance are due two weeks prior to the fair and should go with this agreement. Forms must be submitted to the State of MN by the board on July 27, 2022.**

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***SPACE ASSIGNED IN THIS AGREEMENT CANNOT BE SUB-LET FOR ANY OTHER USE OR TO ANY OTHER PERSON, GROUP OR CORPORATION NOT MENTIONED HEREIN.***

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Booth Size Needed:     8 x 8                       8 x 12            Electricity Needed:     YES                       NO

Booth Consists of: \_\_\_\_\_  
\_\_\_\_\_

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

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**IMPORTANT: (forms below must be received prior to July 27, 2022 for submitting to the State)**

**I have enclosed:**         **ST-19 Form**                                       **Certificate of Insurance**

**Check Number:** \_\_\_\_\_                      **Amount \$** \_\_\_\_\_

**Sign:** \_\_\_\_\_                                      **Date:** \_\_\_\_\_

**Make checks payable to "Nicollet County Ag Society" and mail to:**

Nicollet County Fair  
c/o Molly Wendroth  
2111 Turpin Street  
St. Peter, MN 56082

Email: nicolletcountyfair@gmail.com  
Phone: 507-995-5076

**Please read the accompanying rules and explanation that is part of this agreement.** The Management reserves the right to refuse any exhibitor who, in the sole judgment of the management, does not meet the standards of the fair.

# 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.