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*Christmas*  
M A R K E T  
—

MN Christmas Market  
November 11, 2017  
1 PM – 7 PM  
Lake Monster Brewing  
550 Vandalia St #160  
St Paul, MN 55114

Find us on [Facebook](#), [Twitter](#), [Instagram](#) and [Pinterest](#)



The MN Christmas Market is an annual pop-up holiday shopping event that showcases homegrown brands and makers, with a charitable twist. All vendors will donate 7% of sales from the event to three local charities that help kids in the Twin Cities.

[The VOICE Community](#) and [StormSister Spatique](#) are hosting a MN Christmas Market at [Lake Monster Brewing](#), featuring indoor and outdoor shopping. (And dogs are welcome outside!)

In keeping with The VOICE Community's business model, 7% of the MN Christmas Market booth fees will be donated to a local, MN charity, along with 7% of booth sales.

## MAKER AGREEMENT

**LOCATION:**

Lake Monster Brewing  
550 Vandalia St #160  
St Paul, MN 55101

Please submit the following: Maker Agreement, Volunteer Waiver, and ST19.  
Email completed application to [mitch@thevoicecommunity.com](mailto:mitch@thevoicecommunity.com)

**NAME:**

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**BUSINESS NAME:**

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**ADDRESS, CITY and ZIP CODE:**

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**PHONE #:**

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**EMAIL:**

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**BUSINESS WEBSITE:**

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**BUSINESS FACEBOOK:**

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**BUSINESS TWITTER:**

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**BUSINESS INSTAGRAM:**

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**BUSINESS PINTEREST:**

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**MINNESOTA TAX ID (required):**

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**GENERAL LIST OF PRODUCTS/Offerings:**

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**ONE SENTENCE DESCRIPTION OF YOUR BUSINESS:**

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All applicants are juried and must email completed application to: [mitch@thevoicecommunity.com](mailto:mitch@thevoicecommunity.com) If your application gets accepted you will be notified via email and then your check can be mailed immediately. We will begin promoting your business as soon as booth payment is received so maximize your exposure by paying early.

**FEE (non-refundable): Make check payable to VOICE Enterprise**

Vendor Space (\$200): \_\_\_\_\_

**All brands will be giving 7% of gross sales from the night to a charity of their choice from the list below.**

Do you commit to donating 7% of your booth sales at the event?

Yes \_\_\_ No \_\_\_

Which of the 3 charities would you like to give your 7% to?

- \_\_\_ Reel Hope Project
- \_\_\_ The Sheridan Story
- \_\_\_ Urban Ventures

Your booth fee covers your space at the **MN Christmas Market as well as marketing collateral**, media and local press opportunities (print and online). Your business will also be promoted via social media (FB, Twitter, Instagram, Pinterest, etc. – social media presence is strongly encouraged as we promote our MN Christmas Market makers throughout the year) up until the application process for the next MN Christmas Market event.

**SIZE OF MAKER SPACE** – Most spaces will have room for one 6 ft table in your space that you MAY need to supply. (Lake Monster has some tables available) All vendors must be able to supply their own table and display if necessary. If you use one of Lake Monster’s tables, you **MUST** use a table cover with it. If additional space or electricity is needed let us know ASAP. A fee will be assessed for any additional needed space.

**Due to the high turnout we are expecting at this event, some vendors may be asked to use an alternative space instead of a 6 foot table in order to maximize traffic flow. If you are open to**

**utilizing about 6-7 feet x 14” counter space, let us know. If you would like to look at this space before the event, email Becky (becky@stormsister.biz) and she will be happy to show you.**

**Would you be interested in using a 7’x14” counter space instead of a table? This is a great location for a brand whose products are smaller, and the location will highlight your space.**

Yes \_\_\_\_\_ No \_\_\_\_\_

To be considered, along with this completed application, we will also need the following upon acceptance:

- Check made out to VOICE Enterprise and Application, S19 tax form and Volunteer waiver, and Maker Agreement mailed to: Mitch Reaume 3456 Noble Ave. N, Crystal, MN 55422
- Your company logo and one product shot. Email graphics to: [becky@stormsister.biz](mailto:becky@stormsister.biz) -- Photos are used for promoting the market and your business via social media.
- **Promotion of your business starts as soon as your booth fee is paid in full and we have received all requested graphics.**

### **IMPORTANT NOTES REGARDING the MN Christmas Market:**

- **MN Christmas Market** will take place at Lake Monster Brewing in Saint Paul.
- Makers agree to manage their own monetary transactions on the day of event. Wi-Fi is available, but some phone carriers tend to have weaker service or a busy venue may cause delays, so be certain to use your cell data package for backup.
- Let us know if you need wall space. Wall space will be on a first come, first served basis. There are no curtains or dividers between booths so please be mindful of your neighbors.
- Bring a trash can for your space. It is imperative that each space is left in the condition in which you found it.
- Once you are confirmed and have fully paid for the event you will be emailed a file of all collateral (graphics, postcard, etc.) to use in your own newsletters, emails, flyers. Be creative!
- **If you would like your products considered for TV appearances, please send product samples to Becky Sturm (755 Winslow Ave. Saint Paul 55107). They will be returned the day of the MN Christmas Market. Please mail press samples upon participation confirmation.**
- When sharing **MN Christmas Market** posts via social media, please use hashtag #MNChristmasMarket and/or Tag MNChristmasMarket. – Using the proper hashtag allows your post to be seen by our social media staff and promoted.
- Set up: November 11<sup>th</sup> (same day) at 12pm. We asked that all booths are finished with set up by 1pm.
- Tear down is to begin at 7 PM on November 11<sup>th</sup>, but no earlier.
- **SHARING A BOOTH:** Makers may choose to share a booth (no more than two makers per booth). In this case, both Makers will be equally represented. An application must be filled out by each Maker. Please choose a booth Representative to be responsible for handling booth payment, and to be the contact person for the booth. ONE payment must be made for shared booth space.

**I agree to all the above information and would like to be part of MN Christmas Market.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

StormSister Spatique, LLC / The VOICE Community / Lake Monster Brewing

**VOLUNTEER WAIVER AND RELEASE OF LIABILITY**

I, \_\_\_\_\_, hereby acknowledge and agree that I have voluntarily chosen to participate in **MN Christmas Market** being held at Lake Monster Brewing, 550 Vandalia St #160

St Paul, MN 55114, on November 11<sup>th</sup>, 2017. I understand and agree that I must act in a careful, respectful, controlled and appropriate manner, and follow any instructions given by Becky Sturm and/or Mitch Reaume. If I have any questions about what is expected of me I will make them known to Becky Sturm and/or Mitch Reaume.

I further understand and agree that Becky Sturm and/or Mitch Reaume have the right to ask me to immediately discontinue participation in the event if I am acting in a manner that is deemed inappropriate for any other reason.

I hereby agree that I, and anyone who has or obtains legal rights or claims through me, will not make a claim against, sue or prosecute any of the following: StormSister Spatique, LLC / VOICE Enterprise LLC / Lake Monster Brewing or their owners, residents, respective employees, for any injury, death, property loss or damage of any kind arising in connection with my volunteering to participate in this event.

In addition, I hereby release and forever discharge StormSister Spatique, LLC / VOICE Enterprise LLC / Lake Monster Brewing / or their owners, residents, respective employees, from all actions, claims or demands I, or anyone who has or obtains legal rights or claims through me, may have for any injury, death, property loss or damage of any kind arising in connection with my volunteering to participate in this event.

I hereby assume all risks related to my voluntary participation as a maker at **MN Christmas Market**. I have carefully read this agreement and fully understand its contents.

I am aware that this is a release of liability and I sign it voluntarily and of my own free will.

\_\_\_\_\_  
Maker/Volunteer Participant's 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.**

Name of business selling or exhibiting at event  
number

Minnesota tax ID

Seller's complete address

City  
Zip code

State

Name of person or group organizing event

Name and location of event

Date(s) of event

Describe the type of merchandise you plan to sell.

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.

*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.

# 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.

## **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.taxes.state.mn.us](http://www.taxes.state.mn.us).

## **Information and assistance**

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us).

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.