



Heritage Days Business Expo & Craft/ Vendor Fair

August 14-16th, 2026

Heritage Park

1345 Laurel Ave, St Paul Park MN 55071

Dear Exhibitor,

To reserve a spot, please fill out the attached form and mail to me along with full payment and ST19. Your spot **WILL NOT** be reserved unless all items are received. All spaces are assigned on a first-come, first-serve basis.

Show Hours: Friday, August 14th 4 pm-8 pm Set up time: 12-4 pm

Show Hours: Saturday, August 15th 10 am-6 pm Set up time: 7-10 am

There are two options:

*** Friday & Saturday** - Set up and ready by 4pm Friday and 10am Saturday. There will be Entertainment, Food Trucks, Family fun and games for all and a Beer Garden. There will not be any security for overnight, you will need to tear down and reset up for Saturday morning. Or you may leave your items at your own risk. *** Saturday Only:** Set up and ready by 10 am. The parade starts at 10:30am on Broadway and ends at the park. There will be Entertainment, Food Trucks, Family fun and games for all and a Beer Garden.

Rules:

- Check in at least **One hour** before it starts for your assigned space.
- Cars must be moved immediately after unloading. There will be street parking and if you have a trailer, we will have some space available at Pullman Elementary.
- All exhibitors **must** remain set up until the end of the show.
- PLEASE DO NOT GO OVER YOUR ALLOWED SPACE SIZE. IF YOU NEED MORE THAN ONE SPOT, MAKE SURE YOU RESERVE IT BEFORE HAND, NOT LAST MINUTE.
- Carts will be available to use, but please bring back as soon as you are done. At the end of the show, please do not take them unless your booth is completely packed up so everyone can utilize them.
- There is **NO SMOKING** in or around the Booths. Please go to the curbside on 13th or Lincoln Avenue.
- You are required to bring your own tables, chairs, tent and your own generator if necessary
- All Vendors will be notified by June 30th of their acceptance.
- INDEMNITY: To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, Basic Needs, Inc of South Washington County, the City of St. Paul Park, the St. Paul Park Heritage Days committee and their respective volunteers against all claims, losses, damages to persons or property and costs (including attorney's fees), arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of city premises or a part thereof, by vendor, except those claims arising out of the sole negligence or willful misconduct of the festival volunteers. While the Heritage Days committee will make every effort to produce a successful festival, they cannot warrant the level of attendance, weather conditions, or any circumstances beyond their control.

If you have any questions, please call/email, we will get back to you as soon as possible. *Tami Bolduan 651-329-8906 Tamibolduan@gmail.com / *Shelly Allen 651-769-7235 ShellyAllen111@gmail.com/

*Tara Cordie 651-500-4220 tmcordie13@gmail.com



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Make Check Payable to: "Basic Needs Inc." Include "Heritage Days Expo" in memo line

Mail to: Basic Needs, Inc. - ATTN: Heritage Days Expo
445 Broadway Ave, St. Paul Park, MN 55071

Pick one: Business Expo Craft/ Vendor Fair

Friday and Saturday - Number of 10 x 10 spaces needed _____ x \$50 = \$ _____

Saturday Only - Number of 10 x 10 spaces needed _____ x \$40 = \$ _____

Vendor Information:

Name: _____

Phone # _____ Email: _____

Address: _____

Items / Products selling (Must include all items):

***Please return all paperwork along with your check and mail all to the above address.**

Using a generator? It is the vendor's responsibility to make sure your generator is working properly. Inspectors may stop by to inspect and they will implement a fine if it is not in proper working order.

I hereby indemnify the "St. Paul Park Heritage Days Festival" & committee, Basic Needs, Inc of South Washington County and the City of St. Paul Park; and I accept the PARTICIPANT GUIDELINES AND REQUIREMENTS included with this application regarding participation in the event.

SIGNED _____

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 | | | |
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|------------------|--|
| Merchandise Sold | Describe the type of merchandise you plan to sell. |
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|---------------------------------|--|
| 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. |
| | <input type="checkbox"/> This is 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.