

**VENDOR CONTRACT**  
**WHEELIES FAMILY BIKE EVENT**  
**Thursday, June 11, 2015**  
**5:00 to 7:00 p.m.**  
**Huber Park**  
**150 North Fillmore Street, Shakopee, MN 55379**

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

Contact Person: \_\_\_\_\_

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

Best Phone number for contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

10' X 10' space (\$50.00)

Make Checks Payable to: **City of Shakopee, Wheelies Event**

**Note: You are reserving space only. Tables, chairs, tent, etc., are to be provided by you, the vendor. No power source available.**

Set up begins at 4:00 p.m. The event begins at 5:00 p.m., but **access to a portion of the parking lot will be blocked after 4:30 p.m.** Limited parking available in parking lot and the remainder on City streets; none designated for vendors.

**Completed entries must be received by May 28, 2015.**

**All Vendors** must complete a MN Department of Revenue form ST19 to participate. Access it through this link - complete it, print it, and include it with your contract.  
[www.revenue.state.mn.us/Forms\\_and\\_Instructions/st19.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf)

I further agree to defend, indemnify and hold harmless the City of Shakopee, its officers, employees, insurers, and self-insurance pool from and against all liability, claims and demands, including any third party claim asserted against the City of Shakopee, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, theft, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, theft, or any other kind of loss whatsoever, arising out of or are in any way, related to the above described activities, whether or not caused by my act, omission, negligence, or other fault of the City of Shakopee, its officers, its employees, or by any other cause. I also agree to remove all trash and sales products that I bring to this event. Clean-up charges if necessary will be billed to the above business/person at the rate of \$25.00 per hour. **No refunds** will be issued for any reason. I have read and agree to abide by these terms.

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

Please mail:

- Signed contract
- Liability insurance waiver (as needed for special uses such as food sales, bouncy house, etc.)
- MN ST 19 form
- Check or money order Payable to:

**City of Shakopee, Wheelies Event**  
**Shakopee Police Department, Attn: Jeff Wyckoff**  
**475 Gorman Street, Shakopee, MN 55379**



# 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.**

|                      |   |  |                         |                     |
|----------------------|---|--|-------------------------|---------------------|
| <b>Print or type</b> | 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                                |  |                         |                     |

|                         |  |
|-------------------------|--|
| <b>Merchandise sold</b> | Describe the type of merchandise you plan to sell. |
|                         |  |
|                         |  |

|  |   |
|--|---|
| <b>Sales tax exemption information</b> | 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:<br>_____ 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]).<br>_____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]).<br>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14. |

|                  |  |                         |
|------------------|--|-------------------------|
| <b>Sign here</b> | <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<br>(    ) |
|                  |  |                         |

**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.

## **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.