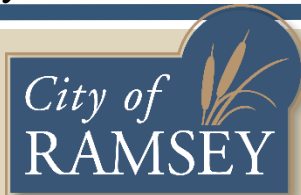


# 2016 BUSINESS EXPO



Saturday, April 16, 10:00 a.m. to 2:00 p.m. at The Fountains of Ramsey  
7533 Sunwood Drive NW, Ramsey, MN 55303

Business/Organization Name: \_\_\_\_\_

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

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

City, State, Zip, \_\_\_\_\_

Phone: \_\_\_\_\_  Work  Home  Cell

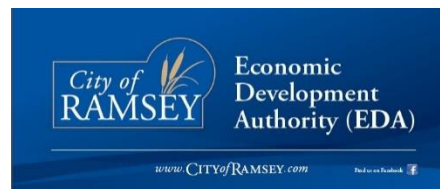
Email (required): \_\_\_\_\_

Product or Service for Distribution/Sale: \_\_\_\_\_

I plan to offer information, giveaways, samples, contest/activity, etc. (Please describe):  
\_\_\_\_\_

Expo Stalls are 8' x 9' • See guidelines for food/drinks

Sponsor:



**CHECK ALL THAT APPLY**

- I have read and understand the EDA Business Expo guidelines.
- I have signed the Expo Waiver Agreement
- I have completed the attached Minnesota ST-19 form.
- I am a Ramsey business (store front physically located in the City of Ramsey).
- I am a merchant or craft type vendor (independent consultant selling directly to customers)

NOTE: Preference will be given to non-merchant type vendors with store fronts located within the City of Ramsey.

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

Send completed application and payment to:  
City of Ramsey, Attn: Nichole Wenberg, 7550 Sunwood Drive NW, Ramsey, MN 55303

More information: [www.cityoframsey.com/businessexpo](http://www.cityoframsey.com/businessexpo) or Nichole Wenberg 763-433-9831,  
[nwenberg@cityoframsey.com](mailto:nwenberg@cityoframsey.com)

## EDA BUSINESS EXPO INFORMATION AND GUIDELINES

- The Ramsey EDA is the sponsor of the 2016 Ramsey Business EXPO.
- This event is an opportunity for residents and visitors to learn about products and services offered by participating businesses. It is also an opportunity for business-to-business networking.
- The EXPO will focus on Ramsey area retail, service, restaurant, and other industries.
- 200-400 patrons are expected to attend this event. Please feel free to invite your family and friends.
- Admission to the event is FREE!

### **APPLICATION PROCESS:**

- To reserve your spot, please complete the reservation form, enclose your registration fee and return it to the city no later than **Friday, April 1, 2016**.
- Space is limited and is available on a first-come basis. Preference will be given to non-merchant/non-craft type vendors with store fronts located in the City of Ramsey. Examples of merchant/craft type vendors include; Mary Kay Cosmetics, jewelry vendors, Thirty-One Gifts, Scentsy, Pampered Chef, etc.
- Merchant vendors and non-Ramsey businesses will be placed on a waiting list; and will be notified if their application was accepted by Tuesday, April 5, 2016.
- It is our policy to deposit the registration payments directly upon receiving the application. If you are placed on the waiting list, you may see the funds withdrawn, however, this does not guarantee your participation in the event on Saturday, April 16. You will be notified of your application status by Tuesday, April 5. If there is not space available at that time, you will be promptly reimbursed for your registration fee.

### **BOOTH SPACE:**

- Exhibitors will be provided a 6 ft. by 30 inch table and two chairs for their 8 ft. X 9 ft. display area.
- Exhibitors are required to **bring their own display items, table coverings, give-away items, etc.**  
If your display and/or activity includes liquids, or anything else that could stain or otherwise damage the carpet, please bring a floor covering to place underneath your exhibit area.

### **FOOD/DRINKS:**

- If you plan on selling or providing free food/drinks, please work with Anoka County to determine if a permit is required. Please do not skip this step, exhibitors have been shut down by Anoka County inspectors.

*Contact:*

Anoka County, Community Health & Environmental Services  
763-422-7063

*Temporary Food License Application:* <http://www.anokacounty.us/DocumentCenter/Home/View/5896>  
*Anoka County Web:* <http://www.anokacounty.us/1414/Food-Service-Establishments>

### **ELECTRICITY:**

- Electrical access will be available for those that have requested it on their application form. However, exhibitors should be prepared to **bring their own extension cord(s) and power strip(s)**.

### **GIVEAWAYS/CONTESTS:**

- Exhibitors are highly encouraged, but not required, to offer product samples, coupons, giveaway items, games/activities and contests to create interest around this event and get people "in-the-door".

### **SET-UP:**

- Set-up of booths will be allowed on **Friday, April 15 from 5:00 - 7:00 p.m.** and **Saturday, April 16 from 8:00 - 10:00 a.m.** Doors will open to the public at 10:00 a.m. on Saturday, April 16.
- Exhibitors should park in the parking lot on the north side of the building.

## **EDA BUSINESS EXPO WAIVER AGREEMENT**

I, as a representative of the undersigned unit/organization, have agreed for our benefit to participate in the City of Ramsey EDA Business Expo.

I/We understand that inherent in our participation is the risk of serious personal injury and property damage. I/We understand that the City of Ramsey will not provide us with a protection against such injury and damage, and I/We assume all risk of such injury and damage to myself, my customers, and all others under my direction and control, and to my property and all other property under my directions and control.

I/We, hereby, waive and release any claim we have and may have in the future against the City of Ramsey, the EDA Business Expo, Anoka County, and/or all employees/volunteers, for any personal injury, property damage or other damage that I/We may sustain whether or not caused in whole or in part by the negligence of such members which occurs during or as a result of our participation in the EDA Business Expos.

Organization: \_\_\_\_\_  
(should reflect application)

Printed Name: \_\_\_\_\_  
(should reflect application contact)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THIS AGREEMENT MUST BE SIGNED AND RETURNED WITH EXPO APPLICATION AND EXPO FEE BEFORE ANY INDIVIDUAL OR GROUP MAY PARTICIPATE IN THE CITY OF RAMSEY EDA BUSINESS EXPO.



# 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: _____ 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.

<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 (    )

**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.