

Inver Grove Heights Days 2010

BUSINESS & COMMUNITY EXPO

September 12th

“Explore Inver Grove Heights”

P.O. Box 2031, Inver Grove Heights, MN 55076

Voice Mail: 651-450-1313 Fax: 651-552-1501

Dear Business Owner / Community Group:

Planning for Inver Grove Heights Days 2010, to be held September 9th-12th, is under way! As an important member of our community, and an Integral part of Inver Grove Heights growth, the Inver Grove Heights Days committee would like to invite you to join us at the Inver Grove Heights Days Business & Community Expo.

The Business & Community Expo takes place on Sunday, September 12th. Participation in the Expo gives you the opportunity to showcase your business and reach thousands of area residents. You'll have the chance to meet many of your existing customers and get your message out to many potential clients. The residents that attend our event love to spend time learning about what the community has to offer - don't miss out on this exciting opportunity!

Because of the popularity and success of the event, it is important to get your completed forms and check submitted by Aug. 15th. Applications received by Aug. 15th will be approved in order of the following criteria:

- Inver Grove Heights Business or Group, previous year's participant
- Inver Grove Heights Business or Group, not participating in previous year
- Non-Inver Grove Heights Business or Group, previous year's participant
- Non-Inver Grove Heights Business or Group, not participating in previous year

Any registrations postmarked after Aug. 15th will be subject to a \$25.00 late registration fee, and will be approved on a first-come, first-serve basis, subject to availability of space and the number of previously approved “like” businesses. To give our vendors the most exposure, we guarantee exclusivity i.e. only one Mary Kay, Tastefully Simple, etc. vendor will be accepted.

**Don't delay. Return your signed application, completed ST-19
and check payable to IGH Days by Aug 15th.**

Please mail to: P.O. Box 2031, Inver Grove Heights, MN 55076

The event will be held on Cahill Ave. near Buckley Way. The public is invited to the event between 11:00 am and 4:00 pm. We ask that you have your expo location set up by 10:00 a.m. and vehicles will be allow back in to the area after 4:30 p.m. for tear down. All groups should plan to bring their own tables and chairs. If you are registering for an open air space, you may bring a tent with you for coverage. If you plan to bring a tent with you, please ensure you have proper weights to avoid blowing away—sand bags attached to the poles is a great idea.

**We hope you can join us in Celebrating Inver Grove Heights and bringing our
community together for Inver Grove Heights Days.**

Sincerely,
Jessika Kahlhamer
Event Chair
651.707.7035
jasonandjessika@comcast.net

Updated 6/20/2010

Inver Grove Heights Days 2010

BUSINESS / COMMUNITY EXPO

September 12th

“Explore Inver Grove Heights”

Business / Community Expo Application

Business/Organization: _____

Contact Person: _____ Phone #: _____

Fax #: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Description of Services & Product Provided:

(include everything you plan on offering or having at your booth, including free giveaways)

Please contact Jessika at 651-707-7035 if you plan on having free giveaways, drawings or incentives. IGH Days will be able to help you receive the recognition/advertising your business deserves for helping support IGH Days. Thank you. Please mail complete application and space rental fee to: IGH Days—Bus. Expo

PO Box 2031

Inver Grove Height, MN 55076

Space Rental Fees:

Please remember to bring your own table and chairs.

- () 10 x 10 open air vendor location - **\$75.00**
- () 10 x 10 covered vendor location - **\$125.00**
- () 10 x 20 open air vendor location - **\$125.00**
- () 10 x 20 covered vendor location - **\$200.00**

Please note: All vendors must include an ST-19 form to be considered complete. Also, all applications postmarked after the August 15th deadline must pay an additional \$25.00 late registration fee. If this fee isn't included with your application it will be considered incomplete.

Updated 6/20/2010

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.
	<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.

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.