

Fun at the “Frozen Fortress”

FR STIVAL

Saturday, January 29, 2021

11:00 am-3:00 pm

Hjemkomst Center

202 1st Ave N, Moorhead, MN 56560

Embrace the “Cool of Winter”

with a day activities including:

The MBA Snow Sculpture Completion

Free Cross Country Ski and Snowshoe Rentals

Log the Sauna by Folkways

River Keepers Snowshoe Hike

and much more Frosty Fun!

Join in the fun and arrange an activity or set up a booth!
For more information, contact Moorhead Parks and Recreation
218.299.5340 or moorheadparks.com



Parks and Recreation





Parks and Recreation

1300 15th Ave N | Moorhead, MN 56560 | 218.299.5340
moorheadparks.com | parkandrec@cityofmoorhead.com



December 1, 2021

Community Businesses, Members, and Organizations:

Moorhead Parks and Recreation is once again excited to partner with the Fargo-Moorhead Convention and Visitors Bureau on Frostival! We have worked with some great community partners to continue to grow the Frostival brand and give the community an opportunity to “Embrace the Cool” of winter.

We invite you to be a part of our annual Fun at the Frozen Fortress event and set up a booth, sell winter related items, and bring games or crafts for families to enjoy. Indoor and outdoor space is available and if you have an idea for an outdoor activity please reach out and let's try to make it happen!

Fun at the Frozen Fortress will take place on Saturday, January 29, 2022 from 11:00 am-3:00 pm at the Hjemkomst Center. This event is free and open to the public, and we estimate about 1,500 guests over the four hours! We will have the MBA Snow Sculpture Competition, Log the Sauna by Folkways, free cross country ski and snowshoe rentals, and much more frosty fun!

Vendor Information

- Vendors must check-in at the information desk in the Hjemkomst Center before setting up. **This is where you will find out your booth location.**
- Moorhead Parks and Recreation has a limited number of carts to unload your items.
- Setup will be Friday, January 28, in the afternoon, or Saturday, January 29 after 9:00 am. More information will be provided as the event nears. Parks and Recreation Staff will be on-site the whole time and the facility will be locked down at the end of the night.
- We will run a shuttle service from the Moorhead Center Mall parking lot, we ask that once you have set up you park at the Mall to reserve spots for our visitors.
- Vendors are responsible for supervision of their own booth at all times.
- Moorhead Parks and Recreation is not responsible for lost or stolen items.
- Vendors must bring their own cash box and change.

If there are any questions, please give us a call at 218.299.5340

Sincerely,

Trevor Magnuson
Recreation Coordinator
Moorhead Parks and Recreation



Vendor/Booth/Activity Registration Form

January 29, 2022
11:00 am – 3:00 pm
Hjemkomst Center
202 First Ave N
(Set up between 9:00 am-11:00 am)

Please return by January 10, 2022 to:
Attn: Frostival
Moorhead Parks and Recreation
1300 15th Ave N
Moorhead, MN 56560

Name: _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

INDOOR OR OUTDOOR (circle one)

Selling Items (circle one) - Yes or No

If yes, please complete the attached ST19 form

Description of Booth/Activity: _____

Vendors- Items Sold: _____

Indoor booths/vendors/activities

Outdoor booths/vendors/activities

_____ # of tables

_____ How much space will you need?

_____ # of chairs

Ex: pop up tent size 10'x10'

Payment:

_____ Booths: Non-profit- Free

_____ Business Vendor- \$20

Payment Method: _____ Check (Payable to Moorhead Parks and Recreation) _____ Cash

_____ Credit Card (please call 218.299.5296)

I agree to follow the rules and guidelines of the Frostival- Fun at the "Frozen Fortress" event.

Signature: _____ Date: _____

FR STIVAL

Fun at the “Frozen Fortress”

2022 Vendor/Booth Rules and Guidelines

Vendors/Booths must abide by the following rules and guidelines:

- All Vendors may sell items for kids and adults - hand crafted items, wood products, crafts, etc.
- Vendor fee must be paid for before setting up.
- Frostival is a tobacco free event. No smoking is allowed in the park or on City property.
- Vendor/Booth participants must check in at the “Information” table to be assigned a spot.
- Booth space is 10’ X 10’. Vendor display and storage areas shall not extend beyond the space allowed.
- There will be no refunds due to inclement weather. The event will be postponed or cancelled if Moorhead is in a winter weather warning. The event will be cancelled due to blizzard, heavy snow, or extreme below zero temperatures, but may go on if only light snow. All cancellation decisions will be made at 8:00 am on the day of the event.
- Frostival is held on city owned property - all products must be family friendly and not offensive. Vendors/Booths may not be organized around political or religious themes. Frostival coordinator determines what can or cannot be sold.
- Tables and chairs are provided for indoor activities only. Other supplies are responsibilities of the vendor/booth participant.
- All vendors are asked to park in parking lot or assigned parking location after unloading.
- **Vendor/Booth may begin setting up at 9-10:30 am and must be ready to sell or do activity by 11:00 am.** Selling will end at 3:00 pm. You are asked to not leave the event early.
- Vendors are responsible to clean up the area they occupy and must maintain a clean and orderly area on all sides of their display.
- No pets allowed in vendor booths, with the exception of service animals with proper documentation.
- Vendors are responsible for insuring their booth and personal property.
- The City of Moorhead will not be held responsible for theft or damage to your property. The City of Moorhead will not be liable for any injury, illness, theft, loss, or damage of any kind to either buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided. By participating in this event, the vendor further agrees to indemnify and hold the City of Moorhead and Frostival harmless against any claims for such injury, illness, theft, loss, or damage.
- Moorhead Parks and Recreation Frostival Coordinator has the responsibility to implement policy on all operations on the day of the event as the need arises.
- Please report any issues to the Frostival Coordinator directly.
- All vendors are responsible for obtaining a Minnesota tax ID number and all necessary permits or licenses for their booth.
- Request a Minnesota Tax ID number by calling 800-657-3605 or going to www.taxes.state.mn.us.
- All food vendors must apply for a temporary food permit through the Minnesota Department of Health. Please contact Clay County Environmental Health at 218.299.5002 for more information.
- Questions regarding food can also be directed to the Minnesota Department of Agriculture at 800.967.2474 or webinfo@mda.state.mn.us.

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. This is
	<input type="checkbox"/> 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.