



Saturday, May 14, 2022

7:00 am-1:00 pm

Cullen Hockey Center

707 Main Ave SE, Moorhead, MN 56560

Come shop for rummage and garage sale items, clearance items, crafts, wood-carved items, antiques, collectibles, and more!

Admission: \$1/person
17 and under are free
Free parking
Concessions/Food Trucks will be on-site.

NOW ACCEPTING VENDORS!

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



February 2, 2022

Community Businesses, Members, and Organizations:

Moorhead Parks and Recreation is proud to announce the 2nd annual 56560 Rummage Sale! We had a great inaugural year in 2021 with close to 30 vendors and we hope you join us at the beautiful Cullen Hockey Center for this community-wide sale, open to businesses trying to get rid of clearance items, or a citizen just clearing out the garage.

The Rummage Sale is set for Saturday, May 14, 2022. The sale will be open for business from 7:00 am-1:00 pm. Vendors are allowed in at 6:30 am to prepare. Admission is \$1.00/per person (kids 17 & under are free). Concessions and/or food trucks will be available throughout the day.

Attached you will find a reservation form as well as the rules and guidelines of the sale. If you are interested in being a vendor, please submit this form, with payment, to secure your spot. **The attached ST-19 form also needs to be completed and returned.**

Vendor Information

- Vendors must check in at the information booth at the entrance to the Cullen Hockey Center before setting up. **This is where you will find out your booth location.**
- Moorhead Parks and Recreation has a limited number of cargo carts available to unload your items. Please plan accordingly.
- Setup will be Friday, May 13, 12:00-8:00 pm. Parks and Recreation Staff will be on-site the whole time, and the facility will be locked down at the end of the night.
- Limited parking is available on-site, so we ask that all vendors park in the marked south parking lot during the event.
- 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



56560 Rummage Sale-Vendor Registration Form

Saturday, May 14, 2022
7:00 am – 1:00 pm
Cullen Hockey Center
707 Main Ave SE
(Set up on May 13)

Please return by May 6, 2022 to:
Moorhead Parks and Recreation
Attn: 56560 Rummage Sale
1300 15th Ave N
Moorhead, MN 56560
Or by email to:
trevor.magnuson@cityofmoorhead.com

Name: _____ ***Please complete the attached ST19 Form***

Business Name: _____

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

Phone: _____ E-mail: _____

Items Sold: _____

Special Requests: _____

Payment:

_____ # of spaces @ \$35.00 (10'x10')

_____ # of tables @ \$10.00 (8')

_____ Electricity @ \$5.00 per booth

_____ Total

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 56560 Rummage Sale.

Signature: _____

Date: _____

56560 Rummage Sale Rules and Guidelines:

- Booth fee is \$35 per space, multiple spaces can be reserved. This fee must be paid in full before setting up your booth. Tables can be requested beforehand for \$10/table. Electricity may also be available depending on space for \$5/booth.
- Entry Fees are non-refundable.
- All exhibitors are responsible for their own sales tax. The attached ST19 Form must be returned to the 56560 Rummage Sale Coordinator. To register for a Minnesota Tax ID number, you can call: 651.282.5225 or visit: www.revenue.state.mn.us and complete the registration application (FORM ABR).
- The 56560 Rummage Sale will be held at the **Cullen Hockey Center, 707 Main Ave SE, Moorhead, MN 56560.**
- Vendors are asked to please park in the marked south parking lot during the event.
- **Hours of operation:**
Setup: Friday, May 13, 12:00-8:00 pm
Sale: Saturday, May 14, 7:00 am-1:00 pm (Vendors allowed in at 6:30 am) - No early sales are permitted
- Exhibitors may sell rummage and garage sale items, clearance items, crafts, wood-carved items, antiques, and collectibles.
- No obscene or distasteful items are allowed. Firearms, weapons or ammunition are not allowed to be sold. Moorhead Parks and Recreation reserves the right to deny or refuse the sale or display of any items.
- All items must be removed from premises immediately following the sale. There will be no thrift store pick up following the sale.
- The 56560 Rummage Sale is a tobacco-free event. No smoking is allowed within the facility or on the property.
- Vendors must check in with Rummage Sale Coordinator and confirm their booth location.
- Vendors are asked to stay for the duration of the event.
- Food trucks or concessions will be available throughout the sale.
- Vendors and their representatives are expected to conduct themselves in a safe and courteous manner. The 56560 Rummage Sale is a family friendly event. Consumption of alcoholic beverages or controlled substances is prohibited.
- Booth space is 10' X 10'. Vendor display and storage areas shall not extend beyond the space allowed.
- All vendors should post signage in their booth displaying their name and address.
- All sellable items should have clearly marked prices. Items may be individually tagged or prices may be listed on large signs within the booth space.
- Pricing of items sold is solely the responsibility of the individual vendor. In addition, vendors are not allowed to cut prices or give away items for free or at below-cost pricing with the intent to undercut other vendors.
- Besides tables, no supplies are provided by the event organizer.
- 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 and the Cullen Hockey Center will not be held responsible for theft or damage to your property.
- Moorhead Parks and Recreation Special Events Coordinator has the responsibility to implement policy on all operations on the day of the event as the need arises.
- Vendors are required to follow the operational guidelines of Minnesota Statutes 28A.15 (subdivision 2, 9, 10).
- All vendors are responsible for obtaining all necessary permits or licenses for their booth.
- Failure to abide by these rules and guidelines may result in a vendor being asked to leave the sale. No refunds will be given for booth fees.

I have read the above rules and guidelines and agree to the terms and conditions outlined in them. Vendors are responsible for the quality and safety of what they sell. Vendors shall defend, indemnify, and hold the City of Moorhead, the Cullen Hockey Center, and Moorhead Youth Hockey harmless from any claims, injuries, damages, losses or suits including attorney fees, rising out of, or in connection with, the performance of the agreement.

Sign: _____ Date: _____

****Please keep a copy of this form for your records****

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.