

Eisenhower Community  
Center

1001 Highway 7  
Hopkins, MN 55305

# Bridging The Water Gap

## EXHIBITOR APPLICATION & CONTRACT

April 15, 16, 17

4/15 5:30-10 pm  
4/16 9 am- 10 pm  
4/17 9 am- 5:30 pm

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_ Website \_\_\_\_\_

Company description (20 Words or less): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Products, services and companies represented: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to water (if unclear): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Workshop/demonstration offered (limit of 50 minute time slot available): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need electric? Do you have any special needs or requests? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE READ CAREFULLY.

DO **NOT** SEND PAYMENT WITH APPLICATION. (We will contact you as to your application acceptance.)

*I agree to follow the Exhibitor Rules and regulations on the back of this application. I understand that the exhibit fee (\$588 or \$300 half-booth) must be paid in full to guarantee space in the show. I understand that applications and payment are **due by March 5** for inclusion in the Show Guide. If an Exhibitor chooses to be left out of the Guide, all payments must be received by March 15. Payment noncompliance will automatically cancel the exhibitor application process.*

**X** \_\_\_\_\_ Exhibitor Signature \_\_\_\_/\_\_\_\_/\_\_\_\_ Date

**DIRECT EXPO QUESTIONS TO:**

Valerie Lis  
763-315-0086

**SHOW OFFICE USE:**

Date received \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Check# \_\_\_\_\_  
Booth # \_\_\_\_\_

**DIRECT CONFERENCE QUESTIONS TO:**

Terri Peterson 651-442-4623  
Diane Jankord 952-890-3141  
info@aquaesenceresource.org

**Complete and Mail to:** AquaEssence ReSource  
12002 County Road 11, Burnsville, MN 55337  
Phone (763) 315-0086 Fax (952) 890-3207

# 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.

**Bridging The Water Gap**  
**AquaEssence Resource**  
*Exhibitor Rules and Terms of Agreement*

1. Total Payment is due March 21, 2005 for inclusion in the Show Guide. Should the exhibitor decide to cancel or terminate this agreement the entire fee collected for the space shall be forfeited by the applicant as a cancellation fee for handling, advertisement and reassignment of the space. AquaEssence Resource reserves the right to reject any applicant at any time by refunding the applicant for the amount paid for the table space. Unless a written agreement is signed by both exhibitor and AquaEssence Resource, this agreement is non-cancelable by exhibitor. If an exhibitor chooses to be left out of the Guide, all payments must be received by March 25. Payment noncompliance will automatically cancel the exhibitor application process.

2. Liability for any loss to the exhibitors shall not be the responsibility of AquaEssence Resource nor the facility. Exhibitors are encouraged to carry insurance, covering trade shows and fairs, which insures their goods and exhibits against loss or damage. Exhibitors are responsible for damage they cause to the facility including labor charges to repair such damage. Exhibitors will be billed for such damage at an amount determined by the facility.

3. Exhibitors must conform to all local Police, City and Fire law, health regulations, electrical codes, and other local, state, and federal laws and regulations. It is the exhibitor's responsibility to acquire any permits necessary to meet local regulations. All material used in the facility must be flameproof and fire resistant. All materials are subject to the inspection of the governing Fire Department and its regulations shall govern. No open flames allowed without proper permits.

4. Exhibitors must have table space assembled and running one half hour before the opening of the Conference. Dismantling of table space before the designated close time is prohibited. It is the exhibitor's responsibility to promptly box all items immediately following the Conference.

5. AquaEssence Resource may cancel this agreement and reschedule show if cancellation is due to facility damage, snow, act of war, act of God, state of emergency or any other reason. The exhibitor agrees not to hold AquaEssence Resource, Eisenhower Community Center or Eisenhower School, its employees or successors liable for any damage or injury. AquaEssence Resource shall then determine the equitable basis for the refund of such portion of the table space fees as is reasonable, after consideration of expenditures and commitments already completed.

6. It is the sole responsibility of the exhibitor to supply extra tables, table covering etc. at the Conference above and beyond what AquaEssence Resource and Eisenhower Community Center or Eisenhower School supplies.

I agree to the above terms and rules. I note the **extension of deadline dates** on this 'Exhibitor Rules and Terms of Agreement' above differing to those dates noted on the contract itself and I initial those date changes on the contract.

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