

# Dassel-Cokato CRAFT FAIR



52nd Annual • Saturday, November 1, 2025  
9:00 am-2:00 pm  
Dassel-Cokato High School  
**ONLY HANDCRAFTED ITEMS ALLOWED**

The Dassel-Cokato Early Childhood Advisory Council, a volunteer parent group, proudly sponsors this annual craft fair. All proceeds from booth fees and kitchen food sales support early literacy programs, Play and Learn Preschool, Early Childhood Family Education (ECFE) scholarships, classroom needs, playground upkeep, and community outreach. Thank you for your participation!

## REGISTRATION:

- Accepted on a first-come, first-served basis until full.
- **All items sold must be handcrafted.**
- Food items must comply with the MN Cottage Food Law.
- No restrictions on the number of vendors selling the same type of craft.
- **Returning vendors: Requests for the same booth location must be received by May 1.**
- **Booth fees are non-refundable after August 1.**

## FORM ST-19 OPERATOR CERTIFICATE OF COMPLIANCE:

- Required by Minnesota law for all vendors.
- For sales tax inquiries, contact the MN Department of Revenue at 1-800-657-3777.
- Vendors qualifying for the isolated and occasional sales exemption must include a written statement.

## BOOTH DETAILS & SET-UP:

- Booth fees cover space only; tables are not provided. Folding chairs will be available.
- Booth assignments will be emailed two days before the event.
- Set-up options:
  - Friday, October 31: 5:00–7:30 PM
  - Saturday, November 1: 6:30–8:45 AM
- Booths must be arranged to allow shoppers to step inside. A "U"-shaped setup is preferred. If a table faces the aisle, it must be set at least two feet into your booth.

## TAKE-DOWN:

- Begins Saturday at 2:00 PM. Early take-down is not permitted.
- Due to facility reservations, vendors must be completely packed and out of the building by 4:00

Questions? Contact Krista at 320-286-4100 ext. 1033 or [krista.cates@dc.k12.mn.us](mailto:krista.cates@dc.k12.mn.us).

**We look forward to seeing you at the 52nd Annual Craft Fair on Saturday, November 1!**

# 52nd Annual 2025 Dassel-Cokato Craft Fair Contract

## Handcrafted Items Only

### Application Instructions:

Please mail your completed **Application, ST19 Tax Form, and Booth Fee** to:

**Dassel-Cokato Early Childhood Center • 4852 Reardon Ave SW, Suite 1400, Cokato, MN 55321**

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### Crafter Information:

- **Name(s)** If multiple crafters, list all names: \_\_\_\_\_
- **Business Name** (if applicable): \_\_\_\_\_
- **Email REQUIRED** (All communications are emailed): \_\_\_\_\_
- **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

Are you a New or Returning Vendor? **NEW** **RETURNING** • How did you learn about our craft? \_\_\_\_\_

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### Booth Selection: (Multiple same-size booths may be requested.)

*All booth fees directly support the Dassel-Cokato Early Childhood Advisory Council fundraiser – Thank you!*

**Space Sizes: 10'x10' (\$55) • 12'x14' (\$75)** Fees increases 9/1

- ♦ Please circle requested booth size: **10'x10'** **12'x14'** # of booths requested? \_\_\_\_\_
  - ♦ Electrical Outlet Needed (*Limited availability*) **No** **Yes**
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### Booth Requests & Vendor Listings:

**Returning vendors: Requests for the same booth space must be received by May 1.** After booths are assigned based on availability. *While we do our best to accommodate requests, special placements **are not guaranteed**.*

Special Booth Requests: \_\_\_\_\_

Handcrafted Items You Will Be Selling: \_\_\_\_\_

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Food Vendors: All food sales **MUST** comply with MN Cottage Food Laws. • MDA Registration # \_\_\_\_\_

### We actively promote this event through print and social media:

If you give permission for us to promote your participation, please provide your name/business name: \_\_\_\_\_

If you approve sharing your email with customers that inquire, please sign here. \_\_\_\_\_

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### Agreement & Signature:

By signing below, I agree to the following:

- All items sold will be **handcrafted**.
- I will adhere to all **Dassel-Cokato Craft Fair guidelines & ISD 466 school policies**, including set-up guidelines.
- Dassel-Cokato Early Childhood Programs & ISD 466 are **not responsible** for damages or loss.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 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:
	<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>

<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.

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](http://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](http://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.