



Convention July 6-8, 2017

2017 SELLERS TERMS & CONDITIONS

Show & Sale Saturday, July 8

Red Wing National Guard Armory

9:00am- 1:30pm

Red Wing, MN

THE 2017 SHOW & SALE WILL BE HELD AT THE RED WING NATIONAL GUARD ARMORY, 885 E 7TH ST RED WING, MN

All Sellers and Helpers for Show & Sale must be members of the RWCS and pre-registered for the 2017 Annual July Convention. To comply with **Minnesota Department of Revenue regulations for Selling Events**, all Exhibitors must fill out the *MN Operator's Certificate of Compliance*, Form ST-19. This form must be included with your Sellers Contract to the RWCS Business Office. The ST-19 form can be obtained on the RWCS website or by contacting the RWCS business office. **If you were an Seller at the 2016 Convention you still need to fill out the ST-19 again.**

The Show & Sale chairman and RWCS officers will make reasonable effort to safeguard the property of the Sellers. However, the committee, the RWCS, or its officers will not be responsible for lost, stolen, or broken articles.

At the **2017 Annual Convention the Show & Sale will be held in the Red Wing National Guard Armory (885 E 7th St)** in Red Wing, MN on Saturday, July 9, 2016 from **9 a.m. to 1:30 p.m.** for Antiques and Stoneware related Souvenirs. Items may be sold only during these designated hours of the sale. **Educational Material Tables will be sold in the Minnesota State College South East Student Commons, Thursday, July 6 and Friday, July 7 from 9 a.m. to 2:00 p.m. each day.**

The Contract must be postmarked by May 15, 2017.

If you have already paid for your Show & Sale table using the on line registration process or would like to pay by credit card you can fax to the Business Office at 651-388-4042. We will accept faxed contracts through May 20, 2017.

All seller's that provide their email address will automatically receive a confirmation via email. If you would like a copy mailed to you please send a self addressed stamped envelope.

SELLERS TABLES AND BOOTHS ARE LIMITED. LOCATIONS WILL BE ASSIGNED AT THE TIME YOUR CONTRACT IS RECEIVED.

TYPES OF SELLERS TABLES:

ANTIQUES

(Show & Sale, Red Wing National Guard Armory (885 E 7th St) Saturday)

60% Stoneware & Pottery or related items, 40% other quality antique items.

Items for sale must be 60% American-made antique pottery or related to the City of Red Wing or pottery collecting. The remaining 40% must consist of good quality antique items, or furniture made prior to 1970. The exhibitor agrees not to misrepresent any merchandise or to use the name of Red Wing Collectors Society on any items not produced by RWCS. Stoneware or pottery that has been repaired, restored, is a known fake, or is damaged, is to be labeled as such in compliance with RWCS requirements.

SOUVENIRS

(Show & Sale, Red Wing National Guard Armory (885 E 7th St) Saturday)

Items for sale must be 75% souvenirs or reproductions related to American- made antique pottery, the City of Red Wing or pottery. The remaining 25% of items may consist of quality antiques, American-made pottery, or other items related to pottery collecting or period collectibles. The exhibitor agrees not to misrepresent any merchandise or to use the name of Red Wing Collectors Society on any items not produced by RWCS.

BOOTH SPACE

(Show & Sale, Red Wing National Guard Armory (885 E 7th St) Saturday)

Booth spaces are available in one size in a addition to the standard floor table locations above. Booth space is available in one size and provide space for sellers to bring their own displays and furniture for sale..

Booth spaces WILL INCLUDE ONE TABLE & ONE CHAIR. Additional tables can be rented for \$15 each.

EDUCATIONAL MATERIALS

(Minnesota State College South East Student Commons, Thursday and Friday)

Items for sale must be educational and no souvenirs! No pottery, stoneware, or souvenir items may be sold. Examples include: History of Red Wing, Goodhue County and the Potteries, books about pottery, catalogs, reprints of original literature and documents, written scholarly research, photos, price guides, magazine articles about pottery, etc. All items must be sold only from the seller's table. Set up by 9 a.m. and arrange to have a seller at the table during selling times. There is no selling during the Annual Business Meeting. You have the option of selling on both days or Friday only.

LIMITED NUMBER OF SELLERS TABLES AVAILABLE IN 6 FT & 8FT SIZES:

SELLERS TABLES WILL BE SOLD ON A FIRST COME FIRST SERVE BASIS. On the sellers contract please indicate which sellers you would like to be near to or away from. The Executive Director will use this as a guideline for your table location at the 2017 Show and Sale. A floor plain mock up is available with this contract but the RWCS reserves the right to re-arrange the floor layout to increase the number of available spaces. Every attempt will be made to try and maintain Seller requested neighbor sellers.

GUIDELINES FOR SELLERS - Failure to abide by these rules may result in forfeiture of your right to sell at future RWCS events.

- Consumption of alcoholic beverages are prohibited. Smoking is allowed in designated areas.
- Security personnel will admit **ONLY THOSE WEARING SELLER'S BADGES** into the Armory during move in and set up hours. No more than 3 Sellers' badges are issued per contract (1 contracted seller, 2 helpers).
- Items may be moved into the Armory **Friday 1:30 p.m. – 2:30 p.m.** or **Saturday 7:30 a.m. - 9:00 a.m.**
- **SET UP WILL ONLY BE ON SATURDAY from 8:00 a.m. - 9:00 a.m.**
- Check your table(s) to be sure the legs are securely fastened. **ALL FURNITURE MUST HAVE PROTECTIVE PADS UNDER FEET.**
- **FRIDAY – MOVE IN ONLY.** NO SET UP OR SELLING is allowed due to facility constraints.
- **SATURDAY** - Unpack, set up, and **be ready to sell at 9:00 a.m.** No packing up will be permitted until 1:30 p.m.
Please be packed out by 3:00 p.m.

SELLERS TABLES AND BOOTHS ARE LIMITED. LOCATIONS WILL BE ASSIGNED AT THE TIME YOUR CONTRACT IS RECEIVED.



Convention July 6- 8, 2017

2017 SELLERS TERMS & CONDITIONS

Show & Sale

Saturday, July 8

9:00am- 1:30pm

Red Wing National Guard Armory

Red Wing, MN

TYPES OF SELLERS TABLES:

NAME: _____ MEMBERSHIP #: _____
ADDRESS: _____ PHONE: _____
CITY, STATE, ZIP: _____
EMAIL: _____
MINNESOTA TAX NUMBER: _____

TYPES OF SELLER: place an X in the seller type

- 60% ANTIQUES** SATURDAY SHOW & SALE AT ARMORY
- 75% SOUVENIRS** SATURDAY SHOW & SALE AT ARMORY
- EDUCATION MATERIALS** THURSDAY & FRIDAY AT COLLEGE

**ALL SELLERS
MUST INCLUDE A ST-19 FORM
WITH THEIR SIGNED
SELLERS CONTRACT!**

SIZE/TYPE place an X in the seller type and number of table(s) or booth space

- | | | |
|---|---|--|
| <u>8 -FOOT TABLE SPACE</u> | <u>6-FOOT TABLE SPACE</u> | <u>BOOTH SPACE</u> |
| <input type="checkbox"/> ONE TABLE (\$45.00) | <input type="checkbox"/> ONE TABLE (\$35.00) | <input type="checkbox"/> SINGLE BOOTH - 10ft W x 8ft D (\$75.00) |
| <input type="checkbox"/> TWO TABLES (\$90.00) | <input type="checkbox"/> TWO TABLES (\$70.00) | Each Booth has one table and one chair. |
| | | <input type="checkbox"/> Check here if you need additional. |

LIST OF ITEMS TO BE SOLD: _____

PLEASE PROVIDE ANY SPECIAL TABLE LOCATION DETAILS HERE: _____

SELLERS TABLES AND BOOTHS ARE LIMITED. LOCATIONS WILL BE ASSIGNED AT THE TIME YOUR CONTRACT IS RECEIVED.

SELLERS TABLES WILL BE SOLD ON A FIRST COME FIRST SERVE BASIS. A proposed floor plan is attached with this contract but the RWCS reserves the right to re-arrange the floor layout to increase the number of available spaces. Every attempt will be made to try and maintain Seller requested neighbor sellers.

HELPER INFORMATION:

NO more than two helpers are permitted during the setup and sale. The helper must be an RWCS member REGISTERED for the 2017 Annual Convention. Indicate the name of the helper. If you need to make a change, please contact the office.

Helper's Name _____ Membership # _____

Helper's Name _____ Membership # _____

If you need additional assistance, please contact the Business office, we have members available to assist you.

PAYMENT INFORMATION:

Check here if you have already paid for your sellers table.

Method of Payment: MC VISA DISCOVER CHECK

8 FOOT TABLE (\$45 EACH) \$ _____

6 FOOT TABLE (\$35 EACH) \$ _____

SINGLE BOOTH (\$75) \$ _____

SELLER TOTAL \$ _____

(enclosed payable to RWCS)

Credit Card payments: NAME: _____

Card Number: _____ 3 digit security code: _____ Expiration Date: _____

Please fax contract for credit card payments to 651-388-4042 or mail to check address.

Checks payable: RWCS, P.O. Box 50, Red Wing, MN 55066.

I have read and agree to abide by the terms and conditions on the two pages of this agreement. If I fail to abide by any such terms and conditions I may possibly forfeit my right to have a Sellers Table at the 2018 Annual Convention.

Name _____ 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.

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 up to \$20,000 per year (\$10,000 or less before January 1, 2015)(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.

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

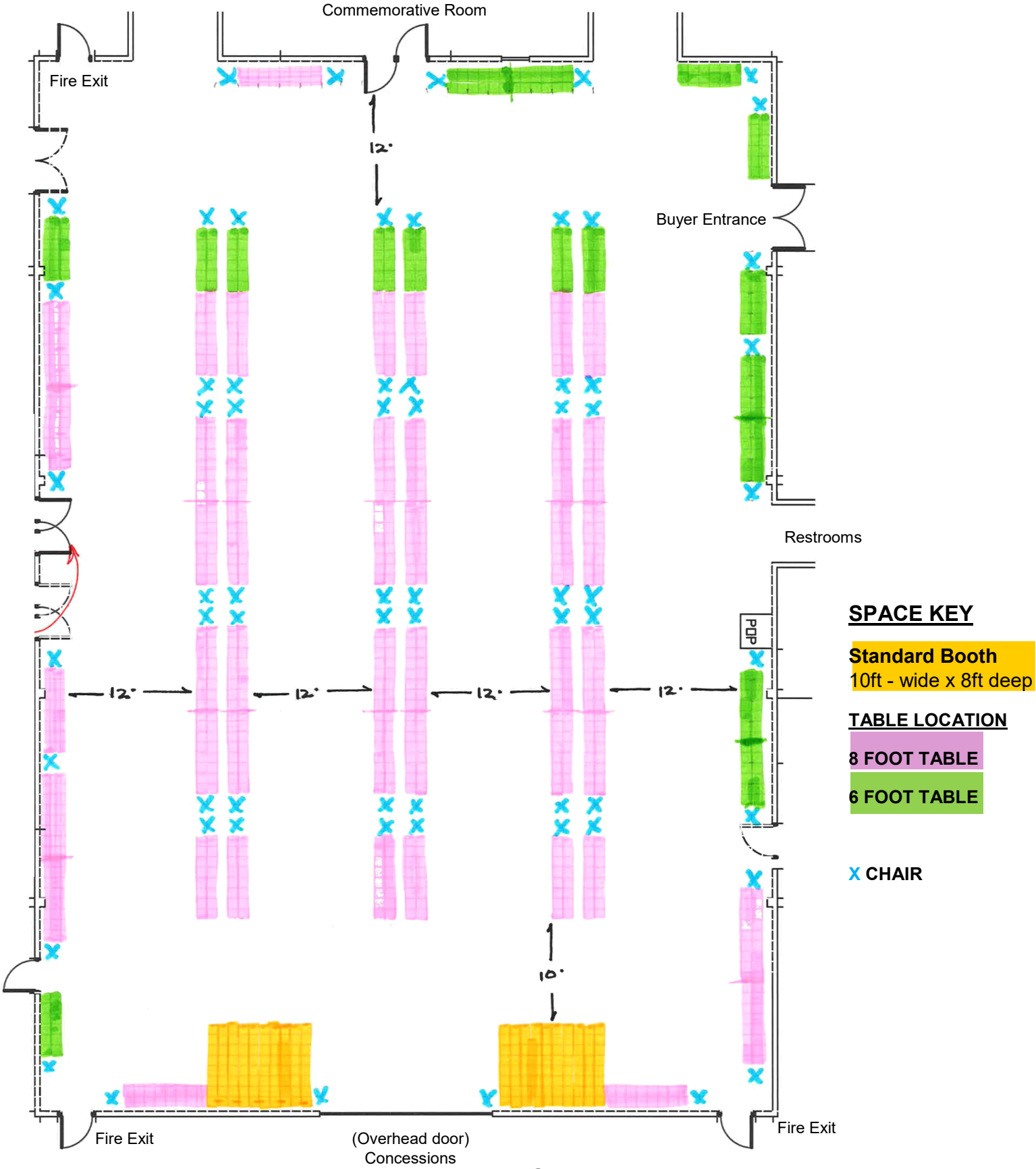
If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

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.

**2017 SHOW AND SALE FLOOR PLAN
RED WING NATIONAL GUARD ARMORY
JULY 8, 2017**



SPACE KEY

Standard Booth
10ft - wide x 8ft deep

TABLE LOCATION

8 FOOT TABLE

6 FOOT TABLE

X CHAIR

MOVE IN AND SET UP: TWO OPTIONS
Friday, July 7 1:30 p.m. – 2:30 p.m.
Saturday, July 8 7:30 a.m. - 9:00 a.m.

SHOW HOURS: 9:00 AM TO 1:30 PM
Saturday, July 8
9:00am Registered Members
10:30 am Open to Public