



Saturday, March 18, 2023

**10 am-3 pm at the Hjemkomst Center
202 1st Ave N, Moorhead, MN 56560**

Experience the rich culture of the seven Celtic Nations! Take in the intriguing history, arts and traditions of Brittany, Cornwall, Isle of Man, Galicia, Ireland, Scotland and Wales!

2,000 to 3,000 guests a year enjoy two entertainment stages, heritage presentations, Celtic food and treats, interactive booths and shopping!

NOW ACCEPTING VENDORS relevant to the Celtic Nations. For more information, contact Moorhead Parks and Recreation at 218.299.5078 or visit moorheadparks.com.



**PARKS AND
RECREATION**
moorheadparks.com



Parks and Recreation

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

January 5, 2023

Community Businesses, Vendors and Organizations:

The annual Celtic Festival has been a long-standing tradition in Fargo-Moorhead, and we are excited to bring this popular event back in 2023! The Celtic Festival celebrates the nations of Brittany, Cornwall, Galicia, Ireland, Isle of Man, Scotland and Wales through music, dance, presentations, food and history. The 2023 festival is planned for Saturday, March 18.

Previously this event was hosted with Fargo Park District, but since 2022 it has been hosted solely by Moorhead Parks and Recreation. Our staff is excited to continue hosting the annual Celtic Festival. Repeating this year from 2022 is the slight admission charge for guests to help cover the additional costs of hosting the event on our own.

We have two entertainment stages scheduled that will feature live music, dance and workshop presentations. We recognize that a major piece of this event is the vendors and information booths that have set up to share their products, stories and backgrounds for the last 15+ years. We invite you to participate in the festival in 2023. All items sold and information booths must be Celtic in nature. If you have any questions as to the relevance of your product, please get in touch. Each year, our event evaluations show our guests are looking for more vendors, so we hope you can help us accomplish this goal!

Enclosed you will find a registration form. If you are interested in having a booth at the event, please return this by March 1, 2023 to ensure your spot. Payment is due with your registration form. Vendor booth spaces are \$50 for a single space and \$100 for a double space. More information on the event and setup will be sent as we draw closer to the event date.

Thank you for your time and consideration. Your help is needed to make the Celtic Festival authentic, entertaining and enjoyable year after year! If you have any questions, please do not hesitate to reach out by phone at 218.299.5078 or email at josie.gereszek@moorheadmn.gov.

Josie Gereszek
Recreation Coordinator
Moorhead Parks and Recreation



Vendor/Booth/Activity Registration Form

Saturday, March 18, 2023
10 am-3 pm
Hjemkomst Center
202 First Ave N
(Set up 8-9:30 am)

Please return by March 1 to:
Moorhead Parks and Recreation
Attn: Celtic Festival
1300 15th Ave N
Moorhead, MN 56560

Name: _____

Business Name: _____

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

Phone: _____ Email: _____

Selling Items (circle one) - **Yes or No**

If yes, please complete the attached ST19 Form

Description of Booth/Activity: _____

Vendors - Items Sold: _____

Special Requests: _____

_____ # of tables

_____ # of chairs

Payment:

Please Select: Single Space (8' X 10') ... \$50 | Double Space (8' X 20') ... \$100 | Electricity

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

_____ Credit Card (please call 218.299.5078)

I agree to follow the rules and guidelines of the Celtic Festival.

Signature: _____

Date: _____



2023 Vendor/Booth Rules and Guidelines

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

- Vendors may sell items for kids and/or adults: hand-crafted items, wood products, crafts, etc.
- Vendor fee must be paid before setting up.
- Celtic Festival is a tobacco-free event. No smoking is allowed on the 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. Celtic Festival may be cancelled if Moorhead is in a winter weather warning. The event may be cancelled due to blizzard or heavy snow. All cancellation decisions will be made before 8 am on the day of the event.
- Celtic Festival is held on City-owned property - all products must be appropriate for families and inoffensive. Vendors/booths may not be organized around political or religious themes. The Celtic Festival Coordinator determines what can or cannot be sold.
- Tables and chairs are provided for indoor activities only. Other supplies are the responsibility of the vendor/booth participant.
- All Vendors are asked to park in Moorhead Center Mall parking lot or assigned parking location after unloading.
- **Vendors/booths may begin setting up at 8 am and must be ready to sell or do activity when doors open at 9:30 am.** Selling will end at 3 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 liable for any injury, illness, theft, loss, or damage of any kind to either the 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 at the event. By participating in the event, the Vendor further agrees to indemnify and hold the City of Moorhead harmless against any claims for such injury, illness, theft, loss, or damage.
- Moorhead Parks and Recreation 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 Celtic Festival Coordinator directly.
- All Vendors are responsible for obtaining a Minnesota tax ID number and all necessary permits or licenses for their booth. Please see the enclosed ST19 form for details.
- 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.
	<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.