



ART DISCOVERY FAIR

Artist Application

EVENT DATE/TIME
Saturday, November 20, 2021
10 AM – 3 PM

ENTRY FEE
\$25

APPLICATION DEADLINE
October 31, 2021
Limited number of participants accepted.

CONTACT

Business/Display Name:
Artist Name:
Address:
Phone Number: () -
Email:

INDICATE MEDIUM

<input type="radio"/> Clay	<input type="radio"/> Glass	<input type="radio"/> Mixed Media
<input type="radio"/> Jewelry	<input type="radio"/> Painting	<input type="radio"/> Sculpture
<input type="radio"/> Paper	<input type="radio"/> Wood	<input type="radio"/> Photography
<input type="radio"/> Drawing	<input type="radio"/> Fiber	<input type="radio"/> Metal
<input type="radio"/> Other (please describe): _____		

ARTWORK SAMPLES

Include four quality photographs representing a wide variety of the work you will showcase at the event.

<input type="radio"/> Returning artist (no photos required)
<input type="radio"/> Four quality photos are included with application.
<input type="radio"/> Four quality photos will be emailed separate from application. (Please email laura@ci.oakdale.mn.us)

REQUEST USE OF FACILITY TABLES

<input type="radio"/> 2 tables
<input type="radio"/> 1 table
<input type="radio"/> No tables

PRICE RANGE OF ITEMS

\$ _____ minimum price
\$ _____ maximum price
\$ _____ average price

INSTRUCTIONS

Artist must submit Minnesota Form st19 with application (see attached)

PLEASE SHARE ANY ADDITIONAL INFORMATION (summary of business, art form, items available, etc.)

INCLUDE PAYMENT

Total Payment— \$25	<input type="radio"/> Check payable to “City of Oakdale” # _____	<input type="radio"/> Cash
VISA MC DISC AMX # _____	Exp ____/____	Code _____



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WAIVER OF LIABILITY

I, undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators waive any and all right and claims for damages I may have against the City of Oakdale and their representatives, volunteers, successors, and assigns for any and all damages suffered by myself or my team in the event except for any damages arising out of the willful or wanton conduct of the City. I agree to hold harmless and defend the City, and its representatives and volunteers, from any claims, injuries, losses or damages to others arising out of my participation in the art fair. Further, I grant full permission to the City of Oakdale and or other agents authorized by them to use photographs, videotapes, recording or other records of this event for legitimate reasons. I agree to abide by the rules and regulations of the event.

COVID-19 ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The City cannot guarantee that participants in the event will not become infected with COVID-19. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk I may be exposed to or infected by COVID-19 by participating in the event. I agree to comply with all rules related to the event including policies related to social distancing and personal hygiene to help prevent the transmission of COVID-19. If I observe any unusual or significant hazard during my participation in the event, I will stop participating and immediately notify the nearest official.

Signature: _____

ACCEPTANCE CONFIRMATIONS

Oakdale Recreation will make the final acceptance determination for artists. Booth assignments will be sent by email on approximately November 5. If you have not received your information by this date, please contact the art coordinator.

QUESTIONS?

Please direct questions to Laura Linzmeyer at 651-747-3866 or laura@ci.oakdale.mn.us

RETURN APPLICATION AND PAYMENT TO:

By Mail: Art Coordinator
Oakdale Recreation
4444 Hadley Ave. N.
Oakdale, MN 55128

By Fax: 651-747-3861

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 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.

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.

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.

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.

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.



RULES AND POLICY

EVENT HOURS

The Oakdale Art Fair will be open to the public from 10 AM – 3 PM on Saturday, November 20, 2021.

APPLICATION PROCESS

The art fair is open to local artists/artisans upon approval of submitted complete applications.

Entry fee for the fair is \$25 per artist exhibition space. Include payment in the appropriate amount. Checks may be made payable to the “City of Oakdale.”

Submit the attached form along with four good quality photos representative of the artwork to be exhibited. Printed photos may be mailed with application. Digital photos may be submitted by email to laura@ci.oakdale.mn.us. Please submit a variety of samples of your current work that will be sold or showcased at the event. No photos are needed if you are returning participant.

Inform us of the average price point of merchandise.

Artist must submit a completed Minnesota Form st19 with application.

ARTIST BOOTHS

A minimum of ten artists are required to show for each fair.

Each artist will be allowed a space with no more than two tables for displaying their work. If any artist wishes to show using their own easels or stands, they may use the space without one or both tables.

CANCELLATIONS

An art fair with insufficient participating artists will be cancelled and payment refunded. Entry fee will be refunded if you are not invited to attend.

Entry fee will not be returned in the case of withdrawals made within two weeks of the art fair date or for no-shows. Artists may cancel a registration at least two weeks prior to the event date and receive a refund, less a \$5 administrative fee.

SET UP AND TAKE DOWN

The Discovery Center will open for artists to setup their work from 4:30 – 6:30 PM on the Friday evening before the art fair. Artists will be able to enter the building at 9 AM on the Saturday of the event, and must have their work in place prior to the event starting at 10 AM. Work must be completely removed from the building no later than 4 PM on Saturday.

Oakdale Discovery Center
4444 Hadley Avenue North
Oakdale, MN 55128
651-747-3866