

The Great Outdoor Fair Participant Information & Registration

**June 28, 2025
9am - 2pm
Sturges Park
505 2nd Avenue South**

About the Event

We are seeking VENDORS!!!

Please join us for the Great Outdoor Fair! The Fair is all about the environment, sustainability, supporting local agriculture, art and businesses, and of course the great outdoors!

If your business, talent or art is about

- *Outdoor Sports
- *Gardening
- *Local Agriculture
- *Fishing/Hunting
- *Wellness
- *Artisans: repurposed, sustainable materials or Nature inspired.

Share your Passion!!!

This Event is scheduled to take place in Sturges Park along Buffalo Lake. We plan on the weather being blue skies and sunshine, but if Mother Nature has other plans, the Fair will be held indoors at the Buffalo Civic Center as a Plan B.

**JOIN US AT THE
GREAT OUTDOOR FAIR!!!
REGISTER TODAY!!**

To Register

◀ Registration Form

Please fill out a registration form and ST19 form for

vendor sales. Email both forms to:
cara.hesse@ci.buffalo.mn.us, or send to:

City of Buffalo; Attn: Cara Hesse
212 Central Avenue
Buffalo, MN 55313

Please return registration forms by June 13th.

◀ ST 19 Form

The ST19 Form is required by the State of MN Dept of Revenue and will be kept on file with the City. Please return the ST 19 form with the registration form.

◀ Registration Fee \$25

The fee for a 12' x 12' space is \$25. The fee can be paid either by mailing a check or online with an e-check or credit card. There is an additional fee of \$ 2.95 if you use a card. E-checks are free.

◀ How to Pay Online

Go to:

<https://www.invoicecloud.com/buffalo.mn>

*Select Miscellaneous Payments.

*Fill in your information.

*Reason for payment will be Other and in the Additional

*Information section enter GO Fair.

*Click on Add Selected invoices.

*Then Proceed to Payment.

Once your registration is received you will receive confirmation and information for the Great Outdoor Fair!



Contact us
763.684.5432

Website

<https://www.ci.buffalo.mn.us>



THE GREAT OUTDOOR FAIR

**Saturday June 28
9am to 2pm**

Vendor Registration Form

VENDOR INFORMATION

VENDOR/BUSINESS NAME:

**POINT OF CONTACT
(FIRST AND LAST NAME):**

ADDRESS:

PHONE:

EMAIL ADDRESS:

**DATE OF BIRTH:
(VENDOR MUST BE
OVER THE AGE OF 18)**

EMERGENCY CONTACT

FIRST AND LAST NAME:

PHONE:

RELATIONSHIP:

REGISTRATION FEE

CASH

CREDIT/DEBIT CARD

CHECK

**\$25 FOR A 12 X 12 SPACE
CONVENIENTLY ADJACENT
TO A PAVED WALKING
TRAIL.**

**BRING YOUR OWN TABLES,
CHAIRS, TENT/CANOPY,
WEIGHTS FOR
TENT/CANOPY, ETC.**

**BOOTH SPACE IS FIRST
COME FIRST SERVE. PLEASE
SUBMIT REGISTRATION
BEFORE:
JUNE 13, 2025.**

Please submit completed registration form, ST19 Form (if applicable) and payment to:
cara.hesse@ci.buffalo.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 _____ (<i>name of company</i>), 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 (<i>MS 297A.70, subd. 13[a][4]</i>).
	_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015) (<i>MS 297A.70, subd. 13[b][1]</i>).
_____ A nonprofit organization that meets all the criteria set forth in <i>MS 297A.70, subd. 14</i> .	

<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.

THE GREAT OUTDOOR FAIR

FREE EVENT

Saturday June 28 9am to 2pm
Sturges Park 505 2nd Avenue South Buffalo MN

About the Event

The Great Outdoor Fair is a **FREE** Community event to celebrate the Great Outdoors, promote environmental stewardship and showcase the wonderful local organizations and businesses. Learn about opportunities at area Parks! Try a new sport! Explore a new hobby! **There is Something for Everyone!!!**

Activities & Discoveries

- **Yoga in Nature 9:00 - 9:30am**
- **Voyageur Canoe Rides** on Buffalo Lake
- **Kids Zone:** Bounce House, Crafts & Face Painting
- **Archery Range**
- **Invasive Species** Boat Decontamination
- **Downtown: Scavenger Hunt**
- **Library: Story Walk**
- **Sauna Experience**
- **Artesian Vendors**
- **Local Growers and Native Plant Sale**

...And much more!

Walking Tour

Walking tour showcasing Buffalo Lake Native Plant Buffer guided by **MN Native Landscapes**
Tours: 9am, 10am, 11am, 12pm, 1pm
Wellness Warm Up before the walk led by **HealthSource Chiropractic**

Bandshell Events

10:00 - 10:30am
Restoring Roots with Prairies & Native Gardens
Angie Hong: Author & Environmental Educator

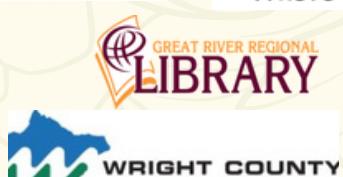
11:00 - 11:30am
and
12:00 - 12:30pm
Raptor Show
University of MN

1:00 - 1:30pm
Buffalo History
Wright County Historical Society

Live Music

11:00am - 12:30pm
Irish and Americana Ensemble

Fair Partners



Where Metal Takes Shape





THE GREAT OUTDOOR FAIR

Saturday June 28
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VENDOR BOOTHS

BOOTH NUMBERS WILL BE
MARKED UPON YOUR ARRIVAL.

12 X 12 SPACE CONVENIENTLY
ADJACENT TO A PAVED WALKING
TRAIL.

BRING YOUR OWN TABLES,
CHAIRS, TENT/CANOPY,
WEIGHTS FOR
TENT/CANOPY, ETC.

SET UP HOURS: 5:30 AM - 8 AM

TAKE DOWN HOURS: 2 PM - 4 PM

