

# 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](mailto: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](mailto: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.**

<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.



# THE GREAT OUTDOOR FAIR

## FREE EVENT

Saturday June 28 9am to 2pm  
Sturges Park 505 2<sup>nd</sup> 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







Paddle Boards,  
Canoes, Bikes &  
E-Bike Demos

Voyageur Canoe  
Experience

Live Music  
Food Trucks &  
Picnic Tables

Native Plant Buffer  
Walking Tour  
Start

Original Sturges  
Homestead/Buffalo History

Invasive Species Boat  
Decontamination Demo

Info

MN DNR

Wellness Warm-Up

Sauna  
Experience

Archery Experience

Clay Seed Balls Craft &  
Native Plant Sale

Bounce Castle

Vendor Booths

Bandshell

Info  
Wood Craft/  
Face Painting

Rain Garden Exhibit



# THE GREAT OUTDOOR FAIR

Saturday June 28

9am to 2pm

## 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**

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- An aerial photograph of a park area with a paved walking trail. The trail runs vertically through the center of the image. On the left side of the trail, there is a basketball court and a large building. On the right side, there are trees and a parking area. Numbered circles are placed along the trail to indicate vendor booth locations. The numbers are arranged in two columns: one on the left and one on the right of the trail. The numbers on the left are 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, and 34. The numbers on the right are 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18. The numbers are arranged in a sequence that follows the path of the trail.
- 1
  - 2
  - 3
  - 4
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  - 34