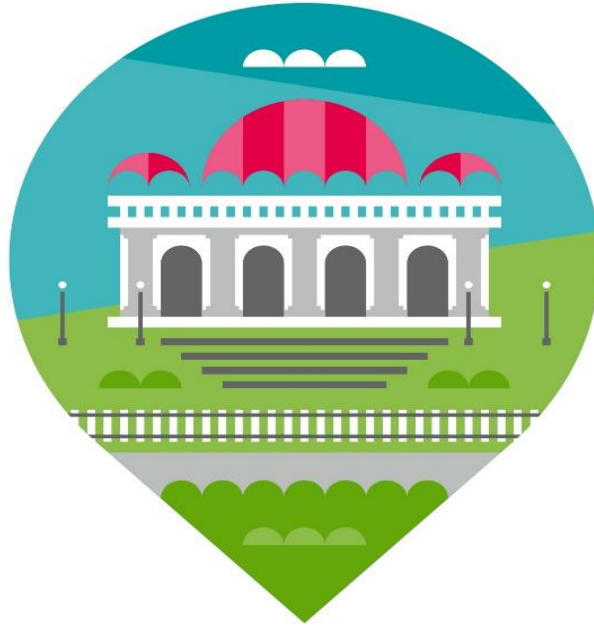


Download application. Open file saved on your computer. Fill out, resave and email in.

Jewelry category is full



LOWERTOWN *Pop*

LowertownPop.com

April 15, 2017

10 AM - 4 PM

Union Depot

214 4th St E

Saint Paul MN 55101

We Pop up. You Pop in.

A Minnesota pop-up market and charity/crowdsourcing fundraiser. Pop in and support the Minnesota Maker movement.

Lowertown Pop brings shoppers, wholesale buyers and press together for this unique Minnesota Maker market pop-up.

Please apply if you are a Minnesota Maker:

Artisan, craftsperson, brewer, baker, distiller, street performer, caricature artist, palm reader/psychic, or musician. All participating Makers qualify for the crowdsourcing prize. All Makers must be a licensed Minnesota business.

Definition of Minnesota Maker: You must be the Minnesota-based developer/designer of your product/brand. Outsourced manufacturing is acceptable.

100% of the ticket sale proceeds for **Lowertown Pop** will be donated to [River's Edge Academy](#) (50%) and one Minnesota Maker (50%). (The winning Maker must fill out a W9 tax form.)
\$4,100 each was given to our winning maker charity partner in April 2016.

River's Edge Academy High School is an experiential charter high school located in St. Paul and has a partnership with the [Voyageur Outward Bound School](#). Students at River's Edge have the opportunity to participate in a series of Outward Bound programs throughout the school year.

The first 5 Makers to be accepted will be featured in our printed collateral.

Approximately 10 Lowertown Pop makers will also have the opportunity to participate at the Lowertown Pop mini market at the **Union Depot Holiday Bake Sale**, Saturday, December 10, 2016. (Over 3000 attendees last year. This market opportunity will be an additional fee and hasn't yet been determined - we will let you know upon your interest.)

Please let us know if you are interested in being included in the **Lowertown Pop** mini market at the Union Depot Bake Sale - yes or no ____FULL_____

MAKER AGREEMENT

LOCATION:

Union Depot
214 4th St E, St Paul, MN
55101

Please submit the following: Maker Agreement, Volunteer Waiver, ST19, and [\\$10 application fee](#).
Send completed application to becky@stormsister.biz

NAME: _____

BUSINESS NAME: _____

ADDRESS, CITY and ZIP CODE: _____

PHONE #: _____

EMAIL: _____

BUSINESS WEBSITE: _____

BUSINESS FACEBOOK: _____

BUSINESS TWITTER: _____

BUSINESS INSTAGRAM: _____

MINNESOTA TAX ID (required): _____

GENERAL LIST OF PRODUCTS/Offerings: _____

ONE SENTENCE DESCRIPTION OF YOUR BUSINESS: _____

FEE (No checks accepted):

\$10 Non-Refundable Application Fee – All applicants are juried and must email completed application to: becky@stormsister.biz.

\$250 Early Bird - Paid in full before November 1st, 2016. Non-refundable after Nov. 1, 2016

\$300 – Paid in full after November 1st. Non-refundable.

Booths may be shared – see info below “Sharing a Booth”.

Your booth fee covers your space at the **Lowertown Pop** market as well as marketing collateral, website, media and local press opportunities (print and online). Your business will also be promoted via social media (FB, Twitter, Instagram, Pinterest, etc. – social media presence is strongly encouraged as we promote our Lowertown Pop makers throughout the year) up until the application process for the next Lowertown Pop event.

Also, based on popular vote, one Maker will receive a booth fee refund at the end of the Lowertown Pop market. Each market attendee will vote (with a ticket) for their favorite Maker the day of the event. The Maker with the most votes (tickets) at the end of the event wins. Each attendee is given one chance to vote. If the vote is won by a shared booth the winning Maker will receive a refund for their portion of the full booth fee - half of \$250 or half of \$300.

SIZE OF MAKER SPACE – One black skirted and draped 6’ table and approximately 6 ft of space behind table. Additional displays may be utilized as long as it is utilized in a manner that does not extend the 6 feet width of the table. - If additional space or electricity is needed let us know ASAP. A fee will be assessed for any additional needed space.

To be considered, along with this completed application, we will also need the following:

- \$10 Non-Refundable Application Fee that ***must be submitted electronically***. If accepted, \$10 fee will be applied to the booth fee, so the remaining total will be \$240 or \$290, depending on date booth fee is submitted.
- The attached completed MN S19 tax form.
- The attached Waiver, signed.

- Your company logo, one high resolution product photo, and one low resolution photo (for website). Email all info to: becky@stormsister.biz -- Photos are used for website and social media promotion as well as printed collateral.
- Promotion of your business starts as soon as your booth fee is paid in full and we have received all requested graphics.

IMPORTANT NOTES REGARDING LOWERTOWN POP

- **Lowertown Pop** will take place at Union Depot in Lowertown in Saint Paul, Minnesota.
- Makers agree to manage their own monetary transactions on the day of event. Wi-Fi is available, but some phone carriers tend to have weaker service or a busy venue may cause delays, so be certain to use your cell data package for backup.
- Let us know if you need wall space. Wall space will be on a first come, first served basis. There are no curtains or dividers between booths so please be mindful of your neighbors.
- Bring a trash can for your space. It is imperative that each space is left in the condition in which you found it.
- We will supply you with 5x7 postcards in digital and paper format that you may hand out and/or include with your shipments, or hand-outs at other events, etc. Be creative! If you need more, let us know.
- You will receive 4 complimentary tickets to **Lowertown Pop**. Please give them to booth staff, friends, family, or have a social media contest. Any booth staff that arrives after 10 AM will need a ticket to get in (no exceptions), so please plan accordingly. **Ticketing staff are not available to hold or dispense your complimentary tickets, so please don't ask them. Thank you.**
- Once you are confirmed and have fully paid for the event you will be emailed a file of all collateral (graphics, postcard, etc.) to use in your own newsletters, emails, flyers. Be creative!
- **If you would like your products considered for TV appearances, please send product samples to Becky Sturm (address below). They will be returned the day of the Lowertown Pop. Please mail press samples upon participation confirmation.**
- When sharing **Lowertown Pop** posts via social media, please use hashtag **#LOWERTOWNPOP** and/or Tag Lowertown Pop. – Using the proper hashtag allows your post to be seen by our social media staff and promoted.
- Set up: April 15th (same day) between 7am and 10am. **DOORS OPEN PROMPTLY AT 10.**
- Tear down is to begin at 4 PM on April 15th, but no earlier.
- You must be present to win the crowdfunding prize and/or the booth fee refund prize.
- The designer/inventor (Maker) of each business must be available for the entire event – shoppers, press and wholesalers want to meet you, the person behind your brand.
- **SHARING A BOOTH:** Makers may choose to share a booth (no more than two makers per booth). In this case, both Makers will be equally represented. An application (and app fee paid) must be filled out by each Maker. Please choose a booth Representative to be responsible for handling booth payment, and to be the contact person for the booth. ONE payment must be made for shared booth space (paid at link above under “**FEE**”). You only have ONE chance per booth, not two, for the drawing of the crowd-funding prize. If a shared booth wins the crowdsourced funds the booth Representative will receive a check at the end of the event, and any sharing of fees with the other booth mate is the responsibility of the booth mates, not Lowertown Pop or its affiliates.
- **CHANCE TO WIN:** The crowd-funding prize is awarded by a game of chance at the end of **Lowertown Pop**. This game of chance consists of each eligible maker choosing one of a group of identical boxes. (One box per eligible maker). Eligible makers are those that have purchased space for \$250 (early bird) or \$300.) The order in which you will take your turn to choose a box is determined by the date your application is paid. Each application is awarded a number once it has been paid-in-full (1st paid app. is #1, 2nd paid app. is #2, etc.). Eligible makers will convene at the ticketing desk at 4:30 PM on April 15th. Makers will be called up based on the order your application was paid, and will choose one of the identical boxes. Hold on to the box until they have all been chosen. Once all of the boxes have been chosen you will be instructed to open it. The box with a “train” inside will be the crowd-funding winner. That Maker will receive a check for 50% of the **Lowertown Pop** ticket sales – the other 50% goes to **River's Edge Academy**, our charity partner. Please encourage all of your friends, family, co-workers, and clients to attend **Lowertown Pop**. The more shoppers that attend, the more sales for EVERYONE, and more money for the crowd-funding/charity pot!

I agree to all the above information and would like to be part of Lowertown Pop.

Signature

Date

VOLUNTEER WAIVER AND RELEASE OF LIABILITY

I, _____, hereby acknowledge and agree that I have voluntarily chosen to participate in **Lowertown Pop** being held at Union Depot, 214 - 4th St E, Saint Paul, Minnesota 55101, on April 15th, 2017. I understand and agree that I must act in a careful, respectful, controlled and appropriate manner, and follow any instructions given by Becky Sturm. If I have any questions about what is expected of me I will make them known to Becky Sturm.

I further understand and agree that Becky Sturm has the right to ask me to immediately discontinue participation in the volunteer activities if I am acting in a manner that is deemed inappropriate by Becky Sturm or for any other reason.

I hereby agree that I, and anyone who has or obtains legal rights or claims through me, will not make a claim against, sue or prosecute any of the following: StormSister Spatique, LLC / Jones Lang LaSalle, IP, Inc. / Union Depot // Ramsey County / Ramsey County Regional Railroad Authority / Union Depot / Rivers Edge Academy or their owners, residents, respective employees, for any injury, death, property loss or damage of any kind arising in connection with my volunteering to participate in this event.

In addition, I hereby release and forever discharge StormSister Spatique, LLC / Jones Lang LaSalle, IP, Inc. / Ramsey County / Ramsey County Regional Railroad Authority / Union Depot / Rivers Edge Academy, their agents, assigns and employees from all actions, claims or demands I, or anyone who has or obtains legal rights or claims through me, may have for any injury, death, property loss or damage of any kind arising in connection with my volunteering to participate in this event.

I hereby assume all risks related to my voluntary participation as a maker at **Lowertown Pop**. I have carefully read this agreement and fully understand its contents.

I am aware that this is a release of liability and I sign it voluntarily and of my own free will.

Maker/Volunteer Participant's Signature

Date

Please email these completed forms (APPLICATION FEE, MAKER AGREEMENT, WAIVER AND ST19) TO:
becky@stormsister.biz

Mail product samples for press inclusion to (samples will be returned April 9th, 2016):

Becky Sturm
755 Winslow Ave
Saint Paul, Minnesota 55107



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

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

Complete this section if you are not required to have a Minnesota tax ID number.

- I am selling only nontaxable items.
- I am not making any sales at the event.
- 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.
- 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

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.

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.