

**NATIONAL CONGRESS OF AMERICAN INDIANS**  
**2015 Mid-Year Conference & Marketplace**  
**June 28-July 1, 2015**  
**St. Paul, Minnesota**

**DEADLINE**  
**MAY 29, 2015**

**EXHIBITOR CONTRACT**

PLEASE TYPE OR PRINT CLEARLY.

EXHIBITOR CONTRACT MAY BE DUPLICATED

Contact Person:			Telephone:
Badge Names (1): (2)			Fax:
Name of Organization/Tribe: (For signage purposes)			Website:
Mailing Address:			
City:	State:	Zip Code:	Convention Registration Fees are not included in Exhibitor Contract Fees
Email:			

BOOTH			PAYMENT
<input type="checkbox"/> \$375 Tribe	<input type="checkbox"/> \$375 Indian Arts & Crafts	<input type="checkbox"/> \$900 Corporaton	_____ Space(s) X _____
<input type="checkbox"/> \$450 Non-Profit Organization or Educational Institution	<input type="checkbox"/> \$500 Tribal Entrepreneur or Tribal Enterprise	<input type="checkbox"/> \$900 State/Federal Agency	<b>TOTAL</b>
			\$ _____

**COVENANT**

This application for exhibit space was made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between The National Congress of American Indians, hereinafter referred to as "NCAI," and \_\_\_\_\_, hereinafter referred to as "Exhibitor." Application for space and its acceptance constitutes a contract to use the space assigned. NCAI retains the right to assign and/or change exhibit locations for the best interests of the Organization. The Exhibitor indemnifies and agrees to hold harmless NCAI and the St. Paul River Center their officers, directors, employees, and agents, from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor, his agents, representatives, employees by reason of the Exhibitor's occupancy or use of the exhibition facilities. In accordance with these rules and regulations governing exhibits for the 2015 Mid-Year Conference & Marketplace, June 28-July 1, 2015, the undersigned makes application for exhibit space and encloses the full fee for each space requested.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE NOTE	TRADESHOW SCHEDULE
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When signed Exhibitor Contract and PAYMENT is received, you will receive your exhibitor packet from NCAI's designated Trade Show Decorator. This packet will include information on shipping, ordering of electricity, phone lines, etc. Convention expenses are used to defray NCAI operating costs. Therefore it is NCAI's policy NOT TO REFUND Exhibitor Contract fees for any reason including cancellation. Faxed copies of checks do not constitute payment.

**NEW:** If you are selling any items at the marketplace, the state of Minnesota is requesting vendors to read and fill out the following form below. You must have a Minnesota tax number to sell in the state of Minnesota. Please submit a copy to NCAI for our records.

**Move-In:** Sunday, June 28th from 1:00PM-5:00PM  
**NEW Exhibit Hours:** Monday, June 29th - Tuesday, June 30th from 10:00AM-6:30PM.  
**Move Out:** Tuesday, June 30th after 6:30PM - 9:00PM  
**Indian Arts & Crafts Only** on Wednesday, July 1st 8:00am to Noon. Will your participate?  Yes  No

METHOD OF PAYMENT	FURTHER INFORMATION
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<input type="checkbox"/> Enclosed is a check or money order payable to The National Congress of American Indians	<input type="checkbox"/> To pay by credit card please contact NCAI at (202)466-7767 or register online at www.ncai.org (Please do not leave credit card information on voicemail).	Contact <b>NCAI</b> at (505) 867-0203 or by email to bhumetewa@ncai.org or visit the website at www.ncai.org
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**MAILING INFORMATION**

MAIL PAYMENT TO: NATIONAL CONGRESS OF AMERICAN INDIANS 1516 P St. NW Washington, DC 20005	Agenda Print Deadline: May 29, 2015. Contracts may be accepted after the deadline date if booth space is available.
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**FOR NCAI STAFF USE ONLY (Please do not write below this line)**

TOTAL PAYMENT RECEIVED: \$	RECEIVED BY: _____
CREDIT CARD AUTHORIZATION NUMBER:	DATE: _____
CHECK NUMBER:	<input type="checkbox"/> CV <input type="checkbox"/> W

# 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: _____ 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.

<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.

## **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](http://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](http://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.