



# NEWPORT PIONEER DAY VENDORS/EXHIBITORS SATURDAY, AUGUST 8<sup>th</sup>, 2026

On behalf of the City of Newport, we would like to invite you to participate in our **2026 NEWPORT PIONEER DAY CELEBRATION**. For 2026, Pioneer Day will be held on **Saturday, August 8th, 2026**, from **10:30am – 4:00pm** at **Pioneer Park, 611 4<sup>th</sup> Avenue, Newport, MN 55055**.

The cost for being a vendor or exhibitor is \$30 per space. The cost for being a food vendor is \$50 per space. Please note that all food vendors must be licensed through Washington County.

Make checks payable to City of Newport  
Return form and payment to City of Newport, 2060 1<sup>st</sup> Avenue, Newport, MN 55055  
The City will waive fees if you are a non-profit (attach proof of your non-profit status).

Spaces are available on a first-come basis. If you were a 2025 Pioneer Day Vendor and want to reserve the same spot for 2026, please indicate your spot number below. Vendors are responsible for bringing their own tent, tables, etc. Tent location confirmations will be sent out in early August. If you have any questions, please feel free to contact me, Christina Audette, at 651-459-5677 or [caudette@newportmn.gov](mailto:caudette@newportmn.gov).

**INSURANCE:** Each vendor must carry \$1,000,000 of Liability Insurance. We require a “Certificate of Insurance” listing City of Newport as the Certificate Holder. While the City of Newport encourages all vendors to carry general liability when participating in events, vendors who cannot obtain insurance or choose not to be insured may still participate in pioneer Day provided they sign the attached Vendor Participation Agreement. Please submit either your “Certificate of Insurance” or signed Vendor Participation Agreement and submit with vendor form

**ST-19 FORM:** All vendors, whether non-profit or for-profit, must fill out the attached Minnesota Department of Revenue Form ST-19 (Operator Certificate of Compliance) and submit with this vendor form.

Thank you,  
Pioneer Day Committee

ORGANIZATION INFORMATION:		
<b>Name of Organization:</b>		
<b>Contact Name:</b>	<b>Phone:</b>	
<b>Email:</b>		
<b>Address:</b>	<b>Suite/Unit:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>

**VENDOR INFORMATION:**

**Food Vendor - \$50 per space**

**All food vendors must be licensed through Washington County.**

If yes, type of food:

**Crafter, Exhibitor, Other Vendor Types - \$30 per space**

If yes, type of display:

**Is an Electricity Outlet Needed?**

Yes:                      No:

If yes, please list the amount/type of power that is needed:

**SPOT & TENT INFORMATION:**

Requested Location:

Option 1 - Spot #:

Option 2 - Spot #:

Option 3 - Spot #:

Size of Tent or Space Needed:

For Office Use Only: Date Form Received: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Date Certificate of Insurance Received: \_\_\_\_\_ **OR** Date Vendor Agreement Received: \_\_\_\_\_

Date ST-19 Received: \_\_\_\_\_



# PIONEER DAY VENDOR PARTICIPATION AGREEMENT

## For Vendors Without Insurance Coverage

ORGANIZATION INFORMATION:		
Name of Organization:		
Contact Name:	Phone:	
Email:		
Address:	Suite/Unit:	
City:	State:	Zip:

**EVENT INFORMATION**

**Event:** Pioneer Day  
**Date:** Saturday, August 8<sup>th</sup>, 2026  
**Location:** Pioneer Park, 611 4th Avenue, Newport, MN 55055

**NOTICE TO VENDORS WITHOUT INSURANCE**

The City of Newport encourages all vendors to carry general liability insurance when participating in events. However, vendors who cannot obtain insurance or choose not to be insured may still participate in Pioneer Day provided they sign this Agreement.

**TERMS FOR UNINSURED VENDORS**

1. **Voluntary Participation & Risk Acknowledgment:** By signing below, the Vendor agrees to participate without insurance and voluntarily assumes all risks of injury, property loss, or business interruption during the event.
2. **Waiver of Liability:** The Vendor waives all claims against the City of Newport, its staff, and volunteers for any injury, damage, or loss arising from participation.
3. **Indemnification:** The Vendor agrees to indemnify and hold harmless the City of Newport from any claims, damages, or expenses (including legal fees) arising from their participation.
4. **Responsibility:** The Vendor is solely responsible for their products, equipment, and conduct. All operations must follow local rules and safety standards.
5. **Entire Agreement:** This agreement is binding and may only be changed in writing, signed by both the Vendor and the City.

Applicant's Signature	
The applicant has read and agrees to the terms above as an uninsured participant in Pioneer Day.	
Vendor Signature:	Date:
City of Newport Signature:	Date:

# 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.



Park Pl

Park Pl

Park Pl

2nd Ave

2nd Ave

6th St

6th St

6th St

- 20
- 19
- 18
- 17
- 16
- 15
- 14
- 13
- 12
- 11
- 10
- 9
- 8

- 3
- 2
- 5
- 1

- 6
- 32

- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30



Large Pavillion

7 Cotton Candy

Bounce House

Kids' Games

Petting Zoo  
30ft x 30ft

Parking for  
Petting Zoo—70ft

Pioneer