



Lincoln Center - 2450 Lincoln Street Highland, IN 46322
219-838-0114 (Phone)
219-972-7584 (Fax)
highlandparks.org

2/8/10

Dear Business Owner:

Please join us for Highland Parks and Recreation's Annual Spring Craft Show with Vendor Fair on Saturday, April 24, 2010 from 9 am – 4 pm and Sunday, April 25 from 11 am – 3 pm. This event is conveniently located at the Lincoln Center in Highland, Indiana.

Food and Entertainment:

This show will include **LIVE MUSIC** on Saturday, featuring "J. C. & Friends" from 1-3 pm. They will play your favorite acoustic cover, sing-alongs. On Sunday, the American College Massage School will be providing **FREE** chair massages from 11 am-3 pm.

The Lincoln Center Senior Club will be having a bake sale on Saturday. Concessions will be for sale by Tiffany's Tea room on Saturday and Sunday.

Updates:

I recently had to update the Craft/Vendor contract for 2010. I made several changes regarding the criteria for participation. We have an early bird special if you register for all three shows by March 24, 2010. Otherwise, the standard rates will apply with the exception of sales tax. The State of Indiana is now charging 7% sales tax on booth space.

2010 Fees:

Individual Shows

\$50 for 10x10 center space/session x 7% sales tax = \$53.50

\$75 for wall space/session x 7% sales tax = \$80.25

Early Bird Registration must pay in full for all three shows by March 24, 2010

10x10 spots are \$135 for year x 7% sales tax = \$144.45

Wall Spaces are \$202.50 for year x 7% sales tax = \$216.68

Sales Tax:

In addition, we are required to ask for an Indiana Department of Revenue Sales Tax Number.

All Crafters/Vendors are responsible for collecting and remitting all sales tax. Please include the Indiana Department of Revenue Sales Tax Number on the Craft/Vendor Show Application. Your certificate must be posted within your booth for the full duration of the show.

Even if you are selling food or working for a company that remits their own sales tax, you must still register for a RRMC. This Certificate gives you permission to sell regardless if you are charging sales tax. If you are exempt from collecting tax, then you file zero for your return, but you still need the RRMC.

Sales Tax Continued:

If you currently do not have a Registered Retail Merchant's Certificate (RRMC), you may register on-line www.in.gov/dor and click on forms/Business Tax Forms/On-Line BT-1. The application will be processed in 24-48 hours.

You may also register in person by visiting the Merrillville District Office located at 8368 Louisiana Ave., Ste. A, Merrillville, IN 46410, phone (219) 769-4267, fax (219) 769-9363. You will receive your certificate on the same day.

For additional district office locations, please visit the www.in.gov/dor website. As of February 1, 2010 the fee is \$25 for a Retail Merchants Certificate. The RRMC is valid for two years, and updates automatically with no additional charge for renewal. If a business does not pay its tax liability, the RRMC will expire. If you have more questions about sales tax, please call the sales tax information line at (317) 233-4015.

Sponsorship/Donations:

In order to help defray the cost of the entertainment, we are asking vendors to purchase ads to be placed in our Spring Craft Show and Vendor Fair program. Also, in order to entice the community to come out and shop we would like Crafters/Vendors to provide us with a door prize. Information on how to participate is on the Craft/Vendor Contract.

Advertising:

Please look for ads in the Times newspaper 3-weeks and 1-week before the show. Also, use the included flyers to advertise for the event. On February 22, 2010 I will be **e-mailing** flyers and postcards for you to distribute. Please stop by the office and pick up these materials if you do not have access to e-mail. If you have any questions in the meantime, please call me at 219-838-0114 or e-mail me at agora@highland.in.gov.

Thank you,

Angie Gora
Recreation Director
Highland Parks and Recreation