

August 18, 2023

Dear Corporate Friend of the Rochester Flute Association,

We would like to invite you to become a Corporate Member of the RFA and/or to renew your current membership which starts again on September 1st. Corporate Membership provides you with all the benefits detailed on the online registration form. This form is also used to register as a vendor for our upcoming **Rochester Flute Association Fair**, which we are so excited to host after a long Covid break! We typically draw flutists from Rochester, Buffalo, Syracuse, and areas in between. The information below pertains to our 2023 Flute Fair. More information will be forthcoming about our fair taking place in the Fall of 2024!

Friday, October 20th: Wilmot Recital Hall at Nazareth University, 4245 East Ave, Rochester, NY 14618:

Our Fair begins with a recital by guest artist Dr. Timothy Hagen at 7:30 pm. Vendors are invited to attend.

Saturday, October 21st, Flute Fair Day: Martha Brown Middle School, 665 Ayrault Rd, Fairport, NY. 14450:

Vendor exhibits will take place Saturday, October 21st, from 9 am to 5 pm.

Along with **vendor exhibits**, we will feature performance competitions, winners' recital, and a masterclass and workshop led by Dr. Hagen. Additionally, the winner of our first Flute Choir Composition Competition will be announced during the Fair.

Although the Rochester Flute Fair features many activities, the heartbeat of the event has always been the vendor tables which allow our attendees to sample and purchase instruments, flute accessories, sheet music, and to talk to the experts. The Fair affords a wonderful opportunity for you to promote your products, not only to our membership, but also to many flutists and music teachers from the upstate New York area who attend the Fair as non-members. Additionally, your participation helps assure the success of the Fair.

Please complete [this online registration form](#) and submit payment by check or Venmo @RochesterFluteAssociation.

Applications for vendors must be received or postmarked by October 1st, 2023, but an earlier response is greatly appreciated so we may start to plan the exhibit space.

If your display requires electricity please be sure to indicate this on the registration form. There are a limited number of electrical outlets in the exhibit hall so please do not request this unless absolutely necessary. Vendors who complete sales at the Fair are required by law to collect and remit New York sales tax. Information about registering and reporting sales tax is at the bottom of this letter.

Thank you for your past generous support of the Rochester Flute Association. Your involvement makes possible the many enjoyable and educational events that the RFA hosts through the year. We look forward to seeing you soon!

Yours Sincerely,

Karen DuPre, RFA Corporate Membership Director

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Vendors must apply for a temporary Certificate of Authority at least 20 days before they begin operating in NYS. This must be done through New York Business Express; they must create an account and register with the state.

Here is the link to the guide: https://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/how_to_register_for_nys_sales_tax.htm

Here is the link to New York Business Express: https://www.businessexpress.ny.gov/app/answers/cms/a_id/2058/

Here is the portion of the guide from NYS discussing the temporary Certificate of Authority:

Temporary Certificate of Authority

If you expect to make taxable sales in New York State for no more than two consecutive sales tax quarters in any 12-month period, you may apply for a temporary Certificate of Authority. In determining whether you meet this requirement, keep in mind that the sales tax quarters are: March 1 through May 31, June 1 through August 31, September 1 through November 30, and December 1 through February 28 (February 29 in a leap year).

To request a temporary Certificate of Authority, you must indicate when you expect your business operation to begin and end. The temporary certificate will only authorize you to collect tax and conduct your business between those dates.

However, even if you are eligible to obtain a temporary Certificate of Authority, it may be to your benefit to apply for a regular Certificate of Authority. A regular certificate provides flexibility to continue your business without reapplying for a Certificate of Authority each time you begin business again. You may not apply for more than one temporary Certificate of Authority for any 12-month period.

For additional information on the types of Certificates of Authority, see [Publication 750](#), A Guide to Sales Tax in New York State.