



Food Vendor Application | August 19 - 20, 2017

FAIR HOURS

August 19 10 am – 7 pm
August 20 10 am – 5 pm

VENDOR SELECTION

It is our goal to provide a profitable experience for each vendor while offering an interesting and varied array of food options to our customers. **Past participation in the festival does not guarantee a future space or same location.** We select our vendors based on the quality of their products, the food offerings of applications and feedback we receive from our guests and staff.

MAILING ADDRESS

Art in Bayfront Park
900 Wayzata Blvd. East, Suite 130
Wayzata, MN 55391

*All checks should be made payable to
Art in Bayfront Park*

Please contact LM Belsha, Food Vendor Coordinator, if you have any questions:

Phone: 952-473-6422 | **Fax:** 952-473-1011
Email: lynne@somersetamp.com

HOW TO APPLY

Please submit by March 16, 2017:

- ✓ Signed completed application
- ✓ Check payable to Art in Bayfront Park for the total amount due
- ✓ One 4 x 6 photo of your booth set-up labeled with your name and address on the back
- ✓ Copy of Minnesota State Sales Tax ID papers
- ✓ Copy of Minnesota State Health Department Permits

*If you are selected as a vendor, you will be notified by email or mail no later than **April 1, 2017.***

If you accept our invitation to participate, the following will be due in our offices by **April 10, 2017:**

- ✓ Seasonal or Special Event License information.
- ✓ A copy of your insurance listing Art in Bayfront Park, Stone Arch Bridge Festival, LLC and the City of Duluth as additional insureds.

FOOD PERMIT

All food vendors must meet all state and city health and safety requirements.

Vendors must obtain either a Seasonal or Special Event License from the Minnesota Department of Health. Information on Seasonal and Special Event Licenses can be directed to Sara Bents at (218) 302-6184. If you plan to apply for a Special Event License the cost will be \$85.

BEVERAGES SALES

Lemonade, fruit juice, smoothies, and/or coffee are permitted and considered "Specialty Beverages." If you would like to sell specialty beverages, please indicate that on your application.

All other beverage sales including but not limited to soda, water and alcohol are strictly prohibited unless contracted with Art in Bayfront Park.

ELECTRICAL

Bayfront Park has electrical onsite. If additional electrical is needed for your set-up beyond what we can provide, you will need to bring a small generator or speak with the electrician onsite to be hardwired. Each vendor will be responsible for any additional fees for hardwired services.

ICE

For your convenience, an ice vendor will be onsite during select times during the fair. You may purchase ice directly from the ice vendor.



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WATER

Potable water will be available on the festival site. Food vendors are responsible for providing their own means of transporting water. Each vendor is responsible for their own hand washing station as required by law.

SIGNAGE

Signage must be professional. **No handwritten signs allowed.** The festival reserves the right to remove inappropriate signage.

INSURANCE

All food vendors must have insurance coverage in the amount of \$1,000,000.00. Art in Bayfront Park and Stone Arch Bridge Festival, LLC. must be named as co-insured on the policy. Proof of insurance will be required by July 15, 2017. Address for the certificate is: Art in Bayfront Park, 900 Wayzata Blvd. East, Ste. 130, Wayzata, MN 55391.

CLEAN-UP

The area surrounding your booth must be kept clean. All trash, including boxes, need to be removed daily. Trash, oil, grease and gray water must be placed in the appropriate containers and/or dumpsters with boxes broken down flat for recycling purposes.

STAFF FOOD TICKETS – PLEASE READ CAREFULLY

We provide our festival staff, volunteers and performers with a limited number of food tickets to use during the weekend. We require ALL food vendors to accept these tokens as payment for food/beverages. Please accept them as cash (value is \$1 per ticket). At the end of the festival on Sunday night, we will come to your booth to collect tickets. We will count tickets at that time and provide you a receipt for the total due minus any expenses you have on your account (i.e. vendor fees, etc.). A reimbursement check will be mailed to you within a week of the fair.

CANCELLATION

If you need to cancel your commitment to us before April 17, 2017 we will retain a \$100 cancellation charge and return the remainder of your fee. After that date there is no refund of any portion of your fee.

ELECTRICAL REQUIREMENTS and FEES

Please describe your electrical needs thoroughly. **You will only be provided with the power you list on this application.** This includes trucks, freezers and coolers. If you do not request the power for the onsite trucks in advance, we may not be able to provide you with it. If we can accommodate you, there will be an additional fee.

Please list equipment and electrical requirements:

QTY	AMPS	VOLTS	PRICE	TOTAL
<input type="text"/>	20amp	120v	INCL	<input type="text"/>
<input type="text"/>	50amp	220v (limited quantity)	\$100	<input type="text"/>
<input type="text"/>	Hardwire Charge		\$50	<input type="text"/>
TOTAL ELECTRICAL DUE				<input type="text"/>

Please list all equipment with its individual electrical needs in the space below for our electrician to review

EQUIPMENT TYPE	QTY	VOLTS	AMPS/WATTS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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COMPANY NAME

PRIMARY CONTACT

EMAIL

PHONE/CELL

MAILING ADDRESS

WEBSITE

INCOME REPORTING & SALES TAX

Individual food vendors must report income and remit payment of the respective sales tax to the Minnesota Department of Revenue for income earned.

CALCULATE YOUR VENDOR FEES:

- ❖ Application Fee - \$ 25.00
- ❖ Non-corner space vendor fee - \$ 500.00
- ❖ Corner space vendor fee - \$ 600.00
- ❖ Directory fee for 1 ad block - \$ 50.00
- ❖ Directory fee for 2 ad block - \$ 90.00
- ❖ Optional water hook-up fee if applicable/available - \$50.00
- ❖ Additional Electric Fee \$

SET-UP DETAILS

Please list/include ALL aspects of your booth/trailer

What type of booth do you have? (please circle)

Tent or Stick joint

RV Conversion

Manufactured Trailer

Custom Built Trailer

Other:

Add together the above fees and indicate total below:

\$ TOTAL DUE

AGREEMENT TERMS

You will conduct yourself in a professional manner with respect to you neighbors, volunteers, and Art in Bayfront Park officials. If the officials find fault with your conduct or product you will correct it or voluntarily leave without a refund. You agree to hold harmless Art in Bayfront Park and the Stone Arch Bridge Festival LLC, their employees, staff, volunteers and persons associated with the event from any liability for personal injury or loss to vehicle or equipment damage that you or your staff may incur prior to, during or after this event. You and your staff agree and will comply with all fair rules and requirements as stated within.

PRICING

Please list the items you want to sell and their prices: (attach a separate page if necessary):

MENU ITEM	PRICE

Signature below indicates that you agree with all terms within this application, and that you, your staff and employees will comply with all State and City Health requirements and codes.

Signature: _____ Date: _____