



St. Paul Park, Minnesota...It's the place to be!

And it's all about community and keeping the dream alive!

2016 FOOD VENDOR APPLICATION Participant Guidelines and Requirements

Plans for the 2016 St. Paul Park Heritage Days Festival are going strong and we would like to invite you to participate in this years' concessions at the festival! The Festival will be held on Broadway Avenue in downtown St. Paul Park on August 19 - 21, 2016.

ELIGIBILITY

All local food vendors must have a valid Minnesota State Tax Identification Number. If you do not have one, one may be applied for by calling Minnesota Sales Tax and Excise Division at 800.657.3777 or 651.296.6181. All food vendors must collect and pay taxes on each taxable sale made at the Heritage Days Festival. **A Minnesota Form ST-19 must be completed and returned with your application fee before any sales can be made.** The Heritage Days Festival reserves the right to jury entries and to ask a vendor to leave the Festival should their behavior be deemed inappropriate by the Festival Committee. The Heritage Days Festival Staff reserves the right to refuse or stop sales or give away of products before or during the Festival, which it deems inappropriate to the Festival

FOOD LICENSE

All participants who are providing or selling food at the event are required to have a Special Event Food Stand License from the Washington County Department of Public Health, Minnesota Department of Health Mobile Food Unit, Minnesota Department of Agriculture Food License or have a Seasonal Temporary Food Stand. A Health Inspector will be at the event to inspect all vendors. **A copy of your Special Event Food Stand License MUST accompany this application and you must have your license posted at time of service.** No one providing or selling food will be allowed to participate without a Special Event Food License. For your convenience, we have attached a Special Event License Application. If you have any questions about obtaining a license, contact Eric Jensen at 651.430.4044 or by e-mail at eric.jensen@co.washington.mn.us

LOCAL FOOD ESTABLISHMENTS WITH EXISTING FOOD LICENSE

If you currently have a permanent food license issued through any of the departments mentioned above, you are allowed to sell food under your current license three (3) times per year. Although you are licensed, you are REQUIRED TO FOLLOW AND COMPLETE the Minnesota State Special Event License standards and all guidelines. If these standards and guidelines are not followed, you will be shut down by the Health Inspector. Therefore, please read through all of the enclosed information to make your food booth successful!

FOOD VENDOR SPACE

The Heritage Days Festival will allot space for each vendor in the designated area that has been deemed appropriate. Space will be reserved on a first come, first served basis. Payment of the application fee must accompany each application in order to reserve a space. Applicant must supply their own power, electrical cords, tents, tables, chairs, cleanup, safety rope, lighting, etc. Generators or other portable power supply units may need to be inspected by the State Electrical Inspector. It is the vendor's responsibility to contact the Electrical Inspector, William Dietrich at 651.493.1599 to arrange for an inspection, if required. A brochure from the Minnesota State Board of Electricity is attached. Each vendor is responsible for his/her equipment and the security there of while involved in St. Paul Park Heritage Days. We will not be liable for anything which may happen to equipment. Each vendor is responsible for clean-up of their assigned area daily and shall provide a minimum of one trash container.

FOOD VENDOR HOURS

Events on Broadway will run from 8:00 a.m. to 10:00 p.m. on Saturday, August 20th and from 8:00 a.m. to 5:00 p.m. on Sunday, August 21st. Vendors will have the opportunity to be part of the St. Paul Park Heritage Days Festival which is a free event to the public on both Saturday and Sunday. Live music will begin on Saturday afternoon from 6:00 p.m. to 10:00 p.m.(or TBD) Vendors must have their area torn down by 11:00 p.m. on Saturday when the street reopens and 6:00 p.m. on Sunday. **SETUP BEGINS AT 7:00 A.M. AND MUST BE DONE BY 9:00 A.M. ON SATURDAY, AUGUST 15TH DUE TO THE PARADE.**

INSURANCE

Vendors must provide a Certificate of Insurance with Liability Limits of at least \$500,000 with application. The effective dates of your policy must cover the dates of the event. Insurance certificate must list the following entities as "additional insured": City of St. Paul Park, 600 Portland Avenue, St. Paul Park, MN 55071 and St. Paul Park/Newport Lions Club, P.O. Box 262, Newport, MN 55055

INDEMNITY

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the St. Paul Park/Newport Lions Club, the City of St. Paul Park and their respective volunteer staff against all claims, losses, damages to persons or property and costs (including Attorney's Fees), arising out of and/or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy and/or use of city premises and/or a part thereof.

WARRANTIES

While the Committee of the St. Paul Park Heritage Days Festival will make every effort to produce a successful Festival, they cannot warrant the level of attendance, weather conditions, sales and/or any circumstances beyond their control.

Please direct any questions you may have to Arlo Arlandson at 612.810.1256 or via email at earlands@gmail.com