

2017 Food Vendor Application, Rules & Requirements

(Please read thoroughly and print clearly)

Event Dates & Hours:

- Rain or Shine
 - Please be prepared for inclement weather conditions - Blaine PD will determine any closures
- Friday, June 23, 2017 – 5:00 p.m. until Midnight
- Saturday, June 24, 2017 – 10:00 a.m. until Midnight
- Sunday, June 25, 2017 – 10:00 a.m. until 5:00 p.m.
- Aquatore Park, corner of Hwys. 65 & 10, Blaine, MN
- Vendors are **required** to be present and open during these hours
 - *Failure to abide by this requirement may result in ineligibility for 2018 festival*

Space:

- A 16' (width) x 25' (deep) space will be provided
- **You MUST provide your own trailer or tent set-up, electrical cords and water hoses**
 - You could be over 50' to 75' from power & water
- The Blaine Festival will **NOT** provide these items for you
- Food Vendor Concession Space is assigned by the Blaine Festival Volunteer Committee Food Concessions Coordinator
- Only the Blaine Festival Volunteer Committee has the authority to move and/or reassign Food Vendor Concession Space to enhance or facilitate the Blaine Festival

Rules & Requirements:

- Food Concession Vendors **MUST** sell only their approved product(s)
- Food Concession Vendors **MUST** clean the immediate area around their stand or tent
- Food Concession Vendors are **REQUIRED** to obey all state statutes, county regulations, and city ordinances regarding licenses, health and safety codes, vehicle requirements and fair trade practices
- Food vendors **MUST** meet all Anoka County Health requirements
- The Blaine Festival Volunteer Committee reserves the right to select and/or limit vendors
- The Blaine Festival Volunteer Committee reserves the right to prohibit items and/or activities that are deemed inappropriate
- This is a 3-day festival for vendors and no early departures will be allowed
- All vendors agree to abide by fair business practices
- The Blaine Festival Volunteer Committee will provide police security each night of the festival
- Vendors with any questions regarding any aspect of the Food Concessions should contact Blaine Festival Food Concession Coordinator

Permits, Licenses, Taxes, Insurance & Indemnity

- Any required sales tax collections and remittances are the sole responsibility of the vendors
- To the extent permitted by Law, all Vendors agree to protect, indemnify, defend and hold harmless, the Blaine Festival, its Volunteer Committee, Board of Directors, members & volunteers and the City of Blaine and its elected officials, employees, agents and volunteers against all claims, losses, damages to persons or property and cost (including Attorney's fees) arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy, lost-stolen-damaged property or use of park premises or a part thereof
- All vendors are responsible for their own general liability and product liability insurance
- All vendors are required to furnish a Certificate of Insurance (including additional insured to include City of Blaine and Blaine Festival Volunteer Committee), Current Food License, and MN ST-19 with application and payment

- While the Blaine Festival Volunteer Committee makes every effort to produce a successful festival, the committee cannot warrant the level of attendance, weather, sales or any circumstances beyond its control

Fees & Deadlines:

- The deadline for Food Concession Vendor Applications is **April 1, 2017**
- All Food Vendors will be charged a **\$200.00** fee
- If a Food Vendor withdraws from the event or is a “no show”, the total application fee will **NOT** be refunded.
 - Fees are non-refundable
- Electricity is available for **\$50.00 (Total cost WITH electricity: \$250.00)**
- Payment will **NOT** be accepted at Check-In at the Blaine Festival
- You **MUST** bring your own generator and electrical cords
 - Electrical cords must be approved by the Blaine Festival Committee.
- **Electrical cords must meet state code for outdoor use and rated 12 gauge and SO rated**
 - **Electrical cords MUST meet state code and be rated 12 gauge and SO rated – ALL electrical cords WILL be inspected for compliance by Festival Electrician and a MN State Electrical Inspector**
- Food Vendors **MUST** pass state and local Fire Codes (there will be an inspection prior to opening of the event).
- If you are chosen as a Food Vendor, you must provide the Blaine Festival Volunteer Committee with the following items by **April 1, 2017**:
 - **Certificate of insurance** naming the Blaine Festival Volunteer Committee and the City of Blaine as additional insured
 - **Minnesota Dept. of Revenue form ST-19**. The form can be found on the following link: <http://taxes.state.mn.us/sales/Documents/st19.pdf> or on the Blaine Festival website OR at the end of this document
 - Copy of your **current State Food License** or **Anoka County Food License**
 - All Forms **MUST** be filled out completely
 - A color picture of your Stand and/or Trailer
 - All required forms **MUST** be included with the food vendor fee
- All forms and fees **must** be sent to **Blaine Festival, Attn: Food Vendor, PO Box 490563, Blaine, MN 55449-0563.**
- Applications will **NOT** be accepted if dropped off or mailed to Blaine City Hall.
- **NO** applications will be accepted after **April 30, 2017** or if ALL Spaces are FULL whichever comes first.
- Lack of compliance with **ANY** of the requirements of this form may result in rejection of the application and entry into the event
- Incomplete applications will **NOT** be accepted

Set-Up & Take-Down:

- Set-up time – 8:00 a.m. to 4:00 p.m. on Friday, June 23, 2017 – ready for business at 5:00 p.m.
 - Unless other arrangements have been previously made with the Blaine Festival Volunteer Committee
- Take-down time – 5:00 p.m. on Sunday, June 25, 2017
- **NO Vehicles** will be allowed on the grounds during festival hours
- Loading & unloading will **ONLY** be allowed before or after festival hours
- Parking your vehicle behind or near your space is **NOT** allowed

Notice of Acceptance:

- Confirmation notices will be sent via email on or around June 1, 2017
- Incomplete applications will **NOT** be accepted and are those applications that do **NOT** include the following:
 - Completed Application including insurance, MN ST-19 current license (see above)
 - Payment in Full

Failure to Follow Rules & Regulations

- The Blaine Festival Volunteer Committee reserves the right to remove you from the festival for failure to follow these rules and regulations

Blaine Festival

PO Box 490563 – Blaine, MN 55449-0563
www.blainefestival.org - info@blainefestival.org

2017 Food Vendor Application Form (Please PRINT Clearly)

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Daytime Ph: _____ Cell Ph _____ Evening Ph: _____

Email: _____

Were you a participant in last year's Blaine Festival: Yes No

Power is available for \$50.00 per stand. You could be 50 to 75 feet from power. **WE DO NOT PROVIDE CORDS.**

Will you need Electricity: Yes No

Total cost without power \$200.00 Total cost WITH power \$250.00

If yes, what are your power requirements: _____ AMPS 120-Volt 220-Volt Plug Type _____

Describe item(s) you wish to sell. Be complete and specific: _____

Please include a picture of your trailer set-up or tent set-up.

Yes, I have read and understand the Rules and Regulations

Authorized Representative's Signature: _____ Date: _____

Call 763-717-1127 or email info@blainefestival.org with any questions.

Total Amount Paid \$ _____

- **If you are a returning Food Vendor please include your check.**
- **If you are a NEW Food Vendor wanting to get into the Blaine Festival, we will notify you of your acceptance and at that time you will be requested to send a check.**
- **Fees are Non-Refundable if you are accepted as a Food Concession Vendor and cannot complete your commitment.**
- **All forms and fees MUST be sent to **Blaine Festival, Attn: Food Concession Vendor, PO Box 490563, Blaine, MN 55449-0563.****
- **Applications will NOT be accepted if dropped off or mailed to Blaine City Hall.**

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.

Print or type	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			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	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:
	<input type="checkbox"/> 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]). <input type="checkbox"/> Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). <input type="checkbox"/> A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14 .

Sign here	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.	
	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

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.

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.taxes.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at www.taxes.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148 Special Event Exhibitors and Operators.

We'll provide information in other formats upon request to persons with disabilities.