

## 2008 FALL ROUND UP FOOD VENDOR RULES AND REGULATIONS CONTRACT

• **DEFINITIONS** - As used herein, the following terms will have the following meanings:

"Event" - Fall Round-Up

"Vendor" - Any business/organization that has a booth space at Fall Round-Up

"NSPE" - North St. Paul Events

• **DEADLINES** - Payment is due as follows:

Applications received before August 15: 10X10 space \$150

Applications received after August 15: 10X10 space \$175

**NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 1**

All payments MUST accompany applications to be considered.

**REFUNDS** - Refunds will be granted with written notice of cancellation received at least 30 days prior to the event. No other refunds will be issued for any reason.

**CANCELLATION POLICY** - Event will take place rain or shine. No refunds will be issued because of weather.

**HOURS OF OPERATION** - Vendor hours: Saturday September 20, 9:00 am - 6:00 pm.

Vendors may stay open beyond this time, but must be closed down 8:00 pm.

**SET-UP** - By 9:00 am Saturday September 20. All vehicles must be unloaded and off of Seventh Avenue by the above listed times. **NO EXCEPTIONS.** If you have a trailer it must be parked on Friday evening, September 19 after 6:00 pm. Trailers will **NOT** be placed on Saturday during the day.

**PARKING** - There is no vendor parking on Seventh Avenue Anytime.

**DISPLAYS AND DECORATIONS** - Vendor acknowledges that NSPE does not maintain insurance covering the vendor's property and that it is the sole responsibility of the vendor to obtain business interruption and property damage insurance covering such losses by vendor.

**ELECTRICITY** - All electricity must be requested and paid for with original application. We will supply 120 volt/15 amp service. No other service is available. You will need to supply your own GFI protection. **IF YOU CHOOSE TO USE A GENERATOR INSTEAD OF ELECTRICITY, YOU MUST HAVE A CORD AT LEAST 100 FEET LONG SO THAT THE GENERATOR CAN BE SET UP IN THE ALLEY BEHIND THE BUILDINGS.**

**ADDITIONAL EQUIPMENT** - Vendor must supply their own electrical cords, tools, safety ropes, etc. NSPE will not provide any additional equipment to vendors.

**SPACE REQUIREMENTS** - All vendors' equipment and persons must fit in the space rented. No trailers will be allowed to park on Seventh Avenue during vendor hours except by prior arrangement.

**BOOTH LOCATION** - NSPE will do it's best to accommodate all requests for specific booth location. NSPE makes no promises as to the location of vendor booth space and reserves the right to change location of booth if necessary.

**BOOTH CONTENT AND GIVEAWAYS** - All giveaways and content of what will be presented at the event must be listed on the application and approved by NSPE. NSPE reserves the right to deny distribution of any free promotional items that directly conflict with another vendor selling the same or similar item.

All items presented, and displays used must be suitable for a family audience. NSPE reserves the right to refuse and stop sales or giveaways of products before or during the festival that it deems inappropriate. This includes, but is not limited to the sale of fireworks of any kind, silly string, snaps, stink bombs, pornographic material of any kind or illegal controlled substances, etc.

**CONDUCT** - Vendor agrees to conduct themselves in an orderly manner in full compliance with applicable laws and regulations. No alcoholic beverages can be brought into North St. Paul by outside sources. NSPE reserves the right to jury and to ask a food vendor to leave the event should their behavior be deemed inappropriate. In the event a vendor is asked to leave for any of the above reasons, vendor fees will not be refunded.

**MINNESOTA FORM ST-19** - All event 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 State Sales Tax and Excise Division at (800) 657-3777 or (651) 296-6181. All food vendors must collect and pay sales tax on each taxable sale made at the event. A copy of Minnesota form ST-19 must be included in your application to participate in the event.

**INSURANCE** - All vendors are required to have insurance for the event. A certificate of insurance must accompany all applications to be considered as a participant of the event.

**HEALTH CERTIFICATE** - All vendors that want to serve or give away food at the event must get a health certificate. If you don't have a certificate and need to obtain one, contact Mark Clary, Ramsey County at 651-773-4472. A copy of your health certificate will need to be included in your application to participate in the event.

**INDEMNIFICATION** - While NSPE will make every effort to produce a successful event, we cannot warrant the level of attendance, weather conditions, sales or other circumstances beyond our control. To the extent permitted by law, vendor hereby agrees to protect, indemnify, defend and hold harmless NSPE and their respective volunteers, the City of North St. Paul, and Fall Round-Up sponsors against all claims, losses or damages to persons or property and costs (including reasonable attorney's fees), arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of city property, by vendor, except those claims arising out of the sole negligence or willful misconduct of NSPE.

North St. Paul Fall Round-Up 2008  
Food Vendor Application

EXHIBITOR'S NAME \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER - Day \_\_\_\_\_ Evening \_\_\_\_\_  
FAX NUMBER \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DESCRIPTION OF SERVICE & PRODUCT PROVIDED:  
(Include everything you will be offering or having at your booth)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPACE SIZE AND FEE:** Spaces are \$150 for a 10' x 10' space. (If received by August 15 - see deadlines above)

Booth \_\_\_\_\_ Dimensions of Trailer \_\_\_\_\_

If trailer is larger than 10' x 10', an additional space must be purchased and paid for.

**ELECTRICAL FEES:** \$50/per circuit (only 120 volts, 15 amp service available). Number of circuits needed: \_\_\_\_\_

Circuits are limited. **IF YOU WANT TO USE A GENERATOR, YOUR CORD MUST BE AT LEAST 100 FEET LONG TO REACH BEHIND THE BUILDINGS.**

**ST-19:** All participants are required to collect and pay sales tax on each taxable sale made at Fall Round-Up. A copy of your ST-19 must accompany this application. A copy of the ST-19 form can be downloaded from this site.

**HEALTH CERTIFICATE:** The County requires that all participants providing or selling food at Fall Round-Up must have a health certificate on file. The health inspector will be at the event to inspect all vendors. A copy of your health certificate application must accompany this application. No one providing or selling food will be allowed to participate without a health certificate. To obtain a health certificate, contact Mark Clary, Ramsey County, at 651-773-4472.

**CERTIFICATE OF INSURANCE:**

All must have insurance. You must include a certificate of insurance with this application listing NSPE and the City of North St. Paul as additional insured and the dates of the event. You can get a Certificate of Insurance by calling your insurance agent and asking them for one. If you are a home-based business, check with your homeowner's policy to see if you can get a rider on that policy.

If you have any further questions, please contact Jan Walczak at (651)-485-5920.

**VENDOR AGREES, ACCEPTS AND HAS READ THE RULES AND REGULATION CONTRACT:**

**NAME OF BUSINESS/ORGANIZATION:**

\_\_\_\_\_

Authorized Signer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the following items at your earliest convenience, as applications will be considered on a first come basis. Forms received after our August 1 deadline will be assessed a late fee.

Signed Application (this form)

Copy of Health Certificate Application

Certificate of Insurance

ST-19 Form

City Permit (if a copy is not already on file with the city for 2008)

Check - Payable to North St. Paul Events

Mail to:

Jan Walczak

c/o North St. Paul Events

2736 North Helen Street

North St. Paul, MN 55109