

Office use only:

Date ____ / ____ / ____ Paid \$ _____

Booth Loc: _____ Check # _____



2016 Vendor Application

2016 Festival Date: **Saturday, September 10, 2016**
2:00p.m. - 8:00p.m.

Business/Organization Name: _____

Contact Name: _____

Phone: (Day) _____ (Evening) _____ (Cell) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Web: _____

FOOD VENDOR Any vendors preparing & selling food products and/or beverages, please list or attach

\$75.00 your menu. _____

Length of Trailer/Truck: _____ Generator: YES NO

SERV/MERCHANDISE (\$45.00) · POLITICAL (\$60.00) List all products/services: _____

\$45.00/\$60.00 _____

ARTISANS & CRAFTERS All products and services that are handmade and crafted by the individual. Artisan must be on premises, demonstrations are encouraged.

\$35.00

Please describe in detail your art/craft): _____

NON-PROFIT or FARMERS MARKET List all products or demonstrations: _____

\$25.00 _____

Please include the following with your application:

- Copy of ST 19 Form (Sales Tax Vendor ID Number)
- 2-3 photos (these will not be returned) of your product and/or booth display
- Payment in Full - Check or Money Order to be made payable to White Bear Township
- Your Signature on the back of this application & mail to:

White Bear Twp Day 2016, 1281 Hammond Rd, White Bear Twp., MN 55110

Booth Fee		Number of Booths		Total Amount Due
\$	X	#	=	\$

2016 Vendor Guidelines & Information

2016 Festival Date: Saturday, September 10, 2016 • 2:00p.m. - 8:00p.m.

- All applicants will be juried and selected by Committee.
- The application and waiver must be signed in order to be considered for acceptance to the White Bear Township Day 2016.
- Notification of acceptance will be via mail and email. Payments will be returned if vendor is not accepted.
- Vendors must be ready to start no later than 2:00 p.m. and remain open for business until 8:00 p.m.
- Participants must abide by the rules for set-up times as specified in the acceptance letter.
- The space available is 12' x 12'. White Bear Township Day 2016 does not furnish any tents, tables, chairs, etc...
- Vendors or attendees may not walk around distributing flyers, promotional items on park grounds before, during or after the event.

FOOD VENDORS • FEE \$75 • Any vendors preparing and selling food products and/or beverages

All food vendors must have NSF Approved equipment and product produced and prepared under Ramsey County Health Department Rules and Regulations. Prior to September 1st all accepted food vendors must:

1. Acquire a temporary food establishment license from the Ramsey County Department of Health. More information and an application can be found at www.co.ramsey.mn.us.
2. Provide a Certificate of Liability Insurance and list the following as ADDITIONAL INSURED:
White Bear Township and Deb Stender Director of White Bear Township Day 2016
1281 Hammond Road, White Bear Township, MN 55110

SERVICE & MERCHANDISE VENDORS • FEE \$45 • Any vendors providing services or selling products that are not handmade. All vendors will be juried; only 1 (one) same type vendor of any company will be allowed (i.e. Mary Kay; Pampered Chef etc...) To ensure the best possible event; we encourage activities that engage the attendees and will not approve booths that are only set up for lead generation.

POLITICAL PARTIES • FEE \$60 • Due to space limitations only one booth will be allocated to each political party. Please check the box on the application for Service & Merchandise Vendor.

ARTISANS & CRAFTERS • FEE \$35 • All items that are handmade or crafted by the individual selling these products. Artisan/Crafter must be present at the event. Demonstrations if possible are encouraged. Please provide 2-3 photos of your art/craft for our jurying process.

NON-PROFIT • FEE \$25 • All non-profit organizations are welcome to join White Bear Township Days 2016. Please provide proof of your non-profit 501c3 status and a description of your booth. We encourage activities that engage the attendees.

FARMERS MARKET • FEE \$25 • Products sold must be grown or produced by the vendor. Participants must provide the same documentation as a Food Vendor (requirements stated above).

WAIVER

I understand that White Bear Township does not allow any products in its festival that could be deemed pornographic or otherwise offensive, racist, sexist, ageist, etc. or products that in any way could be used as a weapon, offensively or defensively. I understand that displaying any of the above mentioned products for free or for sale will result in dismissal from White Bear Township Day 2016 without refund. I understand that the determination of what is appropriate for the festival is strictly up to the Director, without exception.

I, the undersigned vendor, agree that White Bear Township and Deb Stender, Director of White Bear Township Day 2016 are not responsible for damage, loss or theft of goods related to my business or organization. I hold the above-mentioned entities, their volunteers and their assigns, harmless from any liability relating to my participation in the White Bear Township Day 2016 event. Further, I am aware that I am responsible for all appropriate Federal, State and local taxes. If vending food, I agree to have the proper licensure and insurance coverage. I agree to adhere to the set-up times as determined in my acceptance letter and remain in the space assigned to me during the hours of operation from 2:00 p.m. to 8:00 p.m. Vehicles will not be allowed in the event area after 1:30 p.m.

I will abide by all guidelines stated in my application, acceptance letter and the code of conduct. Failure to comply with any of these guidelines may result in my dismissal from White Bear Township Day 2016 without refund.

Business Name: _____ **Contact Name:** _____

Signature: _____ **Date:** _____