

Millstream

ARTS FESTIVAL

Sunday, September 25, 2011 • 11 a.m.-5 p.m.

April 1, 2011

Dear Food Booth Vendor:

You are cordially invited to submit an application to sell food concessions at the 2011 Millstream Arts Festival to be held on Minnesota Street in downtown St. Joseph on Sunday, September 25th. Last year we worked to collect recyclables with good success. Our goal this year is to build on this; we plan to increase the number of recycling bins, improve signage, and engage volunteers to help ensure the Festival attendees understand we are committed to recycling as much as possible. We are also asking our food vendors to join in support of this effort to reduce the amount of non-recyclable materials used in the first place. Please choose paper products over Styrofoam (boats, plates, cups bowls) and beverages in cans rather than plastic bottles.

Festival hours are from 11 am to 5 pm. Vendors and artists are required to stay open until 5 pm, *and you should have your setup completed by 10:00 AM. If you run out of product during the festival, your booth MUST remain in place until the 5:00 p.m. take down.*

The fee for booth space will be \$100.00 for all food vendors, and all vendors must supply their own tents and equipment. We try to provide a variety of foods with an ethnic flair and flavor. Variety is very important, so cancellations must be received in writing by July 1, 2011. **No refunds will be given for cancellations received after July 1, 2011.** Please submit your menus early so that you can be assured a booth.

Enclosed is additional information pertaining to food booths. Please return the application/agreement identifying your menu items together with your payment by July 1, 2011. Menus and Vendors will be selected by August 1, 2011. Upon acceptance, you will be asked to provide the necessary information related to sales tax, health permit, and insurance. These items are due by **August 15, 2011**. Any questions can be directed to Thomasette Scheeler, OSB at 320-363-7073 or tscheeler@csbsju.edu.

Thank you for your interest, and we look forward to receiving your application. We hope you'll be joining us in September at the 2011 Millstream Arts Festival.

Sincerely,

Millstream Arts Festival Food Committee
PO Box 448, St. Joseph, MN 56374
www.millstreamartsfestival.org

Millstream

ARTS FESTIVAL

Sunday, September 25, 2011 • 11 a.m.-5 p.m.

FOOD BOOTH APPLICATION/AGREEMENT

Name _____ Date _____

Organization or Company Name _____

Address _____

Home phone number _____

Work phone number _____

Email address _____

Menu items _____

Important! All vendors must:

- Have a valid sales tax registration or proof of exemption (ST-19 Form)
- Have a valid food license and/or a Minnesota State Permit
- Provide a certificate of liability insurance (See food information sheet for more details.)
- \$10.00 of food booth fee is applied to our local Art Scholarship Fund

Booth Size: 10' x 10' (approximately)

Booth Fee: **\$100.00** (make checks out to Millstream Arts Festival)

Due Dates: July 1 – Application and Fee (**After July 1st late booth fee will be \$175.00**)

August 1 – Millstream Food Committee notifies accepted vendors

August 15 – Accepted vendors send: ST-19 tax form

Copy of health permit

Copy of certificate of liability insurance

Application fee is non-refundable after August 1st

Please list any special needs. We will try to accommodate, but we cannot make guarantees.

Please sign and date the following:

I, _____
Name Organization Name Date

agree to participate in the Millstream Arts Festival on Sunday, September 25, 2011, from 11 a.m. to 5 p.m., in downtown St. Joseph, MN. I agree to the terms listed above, and by signing this form, I agree to sell what I am registered to sell and to remain at my assigned booth until the close of the festival (**even if merchandise is sold out**).

Send forms and fees to Millstream Arts Festival, PO Box 448, St. Joseph, MN 56374.

Millstream

ARTS FESTIVAL

Sunday, September 25, 2011 • 11 a.m.-5 p.m.

FOOD BOOTH INFORMATION

Each (food vendors) will provide:

1. Completed ST-19 form showing proof of valid sales tax registration (Minnesota Tax ID number) or proof of sales tax exemption.
2. Copy of your food license or Minnesota State permit. A permit must be displayed at your booth during the festival.
3. Certificate of Liability Insurance listing the Millstream Arts Festival as the certificate holder.
4. All materials for booth (tents, tables, signs, etc.).
5. All foods prepared in advance must be prepared in accordance with State law.
6. All equipment – appliances for on-site cooking, facilities for refrigeration, etc.
7. Responsible for following food codes – appropriate temperatures for food (cold foods below 40 degrees and hot foods above 140 degrees).
8. **Electricity – vendors must supply their own generators – quiet generators only please!**
9. **ALL food trailers must have a current inspection certificate.**
10. Change for the day's selling.
11. Paper products for preparation and serving, utensils to serve food, plastic bags for clean-up, etc.
12. Cleanup of food area throughout and after the event.

Millstream Arts Festival will provide:

1. Menu approval by August 1, 2011, which ensures that each food booth will be unique.
2. The booth space will be approximately 10' x 10' wide. If a larger space is needed (e.g., for a trailer, food mobile, etc.), please indicate size on food agreement form. Spaces will be assigned.
3. Advertising – (Message boards, newspaper ads, radio ads, etc.)
4. Trash containers for festival guests.
5. **FOOD VENDORS ARE REQUIRED TO REMAIN AT ASSIGNED BOOTHS UNTIL THE END OF THE FESTIVAL**

July 1, 2011 – Copy of your food application/agreement form and your booth fee

August 1, 2011 – ST-19 tax form, copy of your health permit, and copy of your certificate of liability insurance
NO REFUNDS WILL BE GIVEN FOR CONCESSIONS RECEIVED AFTER August 15, 2011. After July 1st late booth fee is \$175.00.

Send application, payment and forms to Millstream Arts Festival, PO Box 448, St. Joseph, MN 56374