



## 2018 Food Vendor Application Instructions and Form

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### Location

North Lowell Park, Stillwater, MN ([map link](#))

### Dates

- Thursday, July 19: Set-up
- Friday, July 20: Festival Open
- Saturday, July 21: Festival Open
- Sunday, July 22: Festival Open & Tear down

### Important Application Dates

- **June 1:** Application, payment, insurance certificate, food license (see below), and the MN ST19. Failure to provide the complete set of documents with the application will result in loss of space and any fees paid.
- **Late Fee:** If application or required documents are received after June 1 you will be charged an additional \$200.

### Schedule/Times

- **Check-In:** Thursday, 3PM-5PM at the check-in area (to be supplied).
- **Set-up:** Thursday, 3PM-5PM (Do not arrive before 3PM or after 5:00 PM or you will not be allowed access to the area due to safety regulations).
- **Food Vendors open to public:**
  - Friday, 10AM - 10PM
  - Saturday, 10AM - 10PM
  - Sunday 10AM - 6PM

*Note: You must occupy your space and be open during these hours. Optionally you can stay open until 11:30 PM.*
- **Food Vendor Tear Down:** Soon after 7:00PM on Sunday (based on the City of Stillwater's removal of barriers). Note: No vehicles can access the secured area until after the barriers are removed. A staging area will be provided and access to the Food Vendor area(s) will be managed by The Locals or their representatives.

**Note:** We will have overnight security (roaming the festival area) however, we do not recommend leaving any money, high value product, etc... in your booth. *The Locals are not responsible for lost, stolen or damaged equipment/goods.*

### **Food Vendor Fee Schedule**

Regular space (12'x12'): \$500

Medium space (20'x12'): \$700

Large space (25'x12'): \$825

*For larger spaces contact The Locals for pricing*

Electricity (onsite generators are NOT allowed)

120V/20A (2 circuits): \$50

120V/50A each: \$100

*Note: availability of 120V/50A circuits will be on first reserved basis as the service is limited.*

Website link: \$20

Discount\*: \$100

\*Applicant business address has the following zip codes: 55082, 55047, 55042, 55003 and/or cities: Stillwater; Lake Elmo; Marine on St. Croix; Bayport; Grant

### **Notes and Reminders**

- The Locals reserves the right to reject applications. Past acceptance does not guarantee future acceptance.
- Participants are required to complete set-up on Thursday.
- Participants MUST remain open during ALL market hours. Vendors are subject to a \$300 charge if vendor does not staff their booth or tears down early.
- While the festival is open there will be no vehicle access into the festival area. It is a physically secured area.
- Vendors are allowed to replenish product from 8:00 AM to 9:30 AM Friday - Sunday. Access is limited to a 2-wheeled dolly or wagon. The Locals will provide a limited area for you to temporarily park a vehicle nearby to replenish product during this time. These vehicles MUST be removed immediately upon product replenishment to allow access by other vendors during this replenishment time.
- At this time Vendor Parking will not be provided. There is a north lot that may be available. All Stillwater parking regulations must be followed. The City of Stillwater parking map can be found [here](#).
- Vendors must fit into the space allocated to them. No part of the booth shall impede pedestrian traffic flow. You may extend signs, tables, etc... 5' in front of your allocated space (typically 12'x12'). This extension is subject to review by The Locals, who will make the final determination. They may ask you to remove any part of your booth or extensions that exceeds the allocated 12'.
- Vendors who are unable to attend must call or email The Locals as soon as possible. Telephone numbers will be provided at a later date. Subject to \$100 additional fee if no notification of cancellation. Noncompliance may result in exclusion from future events. Fees will not be refunded.

- Vendors must supply their own tent and/or awning with weights, table(s), chair(s), banner(s), and other supplies. The Locals only supplies physical space, as per the agreement. Spaces will be marked and will display booth number. A map showing booth location and staging/tear-down area will be provided prior to the event. The Locals reserves the right to make last minute changes without notifying the vendor. Any changes will be communicated as soon as possible and may occur during set-up day, Thursday.
- All tents must provide and use weights. The City of Stillwater does not allow stakes and they are strictly forbidden. Vendors found using stakes will be asked to remove them and use weights. Any fines by the City of Stillwater due to the use of stakes will be passed on to the offending vendor.
- Be certain that the weights are sufficient to sustain strong winds that sometimes occur during outdoor events. Vendors are responsible for properly securing their tents.
- Each vendor is responsible for providing, assembling and disassembling his or her own booth and bringing in and removing product.
- The vendors name, and address must be displayed in the booth at all times.
- All vendors are required to clean their area at the end of the market. This includes sweeping and garbage collection as necessary. Vendors MUST remove all cooking oils or other liquid materials from premises. If all garbage and oils are not removed from vendor space, vendor risks garbage and waste removal charge of \$100.
- No waste water or product can be disposed in storm sewers or on the grass. The Locals will provide containers for gray water and waste oil.
- All vendors must vacate the area and remove their booth and all trash by 1:00 AM Monday morning.
- Food vendors are responsible for receiving and complying with all required permits. Please contact the City of Stillwater for additional permit requirement information.
- Vendors may not sell food items in glass.
- Any vendor displaying “organically grown” signs must have certificate in their possession at the time of sale.
- Any and all inspections required by Washington County for food, meat or produce for sale must be in compliance.
- It is the responsibility of the person signing the application to properly notify the people working in the booth of these requirements, notes, and reminders.

## **The Locals is going GREEN!!**

Lumberjack Days will be Green by 2022. Therefore, **all** packaging and food containers distributed will need to be either recyclable or compostable **by 2022**.

The Locals will provide appropriate collection containers and disposal provisions for vendors and guests. All vendors should concentrate on using compostable, degradable, reusable, or recyclable products.

## **Application Information**

### **Menu**

Please list all items and prices to be sold or include a sample menu. Only those items pre-approved by The Locals may be sold. If there are items that you wish to be exclusive, please list up to three items in priority on the application. Final decisions on any all menu items will be made by The Locals.

### **Insurance**

All vendors are required to maintain liability insurance in the amount of at least \$1,000,000 per incident naming The Locals, PO Box 403, Stillwater, MN 55082 as additional insured. The name of the insured on the certificate of insurance must match the company name listed on the application. NO EXCEPTIONS. The insurance certificate must be submitted with the food vendor application.

### **Health Permit**

All food vendors must be licensed to sell food products and provide a copy of one of the following licenses with their application:

- Washington County Special Community Event License
- State of Minnesota Department of Agriculture License
- State of Minnesota Mobile Food License

### **Minnesota State Taxes**

All vendors selling items must have a Minnesota sales tax identification number. A copy of the ST19 must be submitted with the application.

Vendors are responsible to charge and pay sales tax as required by law. Please check the Secretary of State's website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us) for current tax information for our area.

### **Fire Safety**

In compliance with our Minnesota State Fire Code, we require the following items:

- If your booth is contained within a tent structure, that structure must have proof being flame resistant.
- If you use LP gas, the tank must be securely fastened in place to prevent unauthorized movement.
- All fire extinguishers must be properly certified; including K-Class for cooking vendors and current tags on all others.
- No generators.

Stillwater Fire Department, or appropriate authority, will inspect all vendors prior to operation. For vendors cooking under tents, if tents do not show adequate proof of fire retardant as determined by the Stillwater Fire Department or appropriate authority, the booths will not be allowed to open. For more information on local fire regulations, please contact:

Stillwater Fire Department  
250 Maryknoll Dr N  
Stillwater, MN 55082  
651-351-4970

The Locals are not responsible for lost time or income if booths are not allowed to open until codes are met.

### **Electricity**

All use of electricity MUST be provided by The Locals. Onsite generators are **not** allowed. We can provide 102V/20A and 120V/50A service. Due to a limited amount of electricity available to us, we will take reservations for electricity on a first come, first serve basis. The electrical outlet may be up to **150'** from your booth. Vendors are required to provide the proper rated cords to reach the provided electricity. See the Minnesota State Electrical Code Requirements for specifics: [http://www.dli.mn.gov/ccld/PDF/eli\\_PortableAndTemporaryPower.pdf](http://www.dli.mn.gov/ccld/PDF/eli_PortableAndTemporaryPower.pdf)

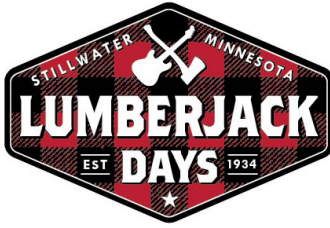
For 120V/50A the power distribution panel has a NEMA 14-50R receptacle. The Locals do not provide adapters for vendors.

### **Communications**

The Locals will send email communications regarding any new or additional info regarding Lumberjack Days.

Including:

- Market Set up/tear down info
- Parking information
- Refrigeration/ice services
- Other pertinent information



**2018 The Locals - Lumberjack Days Food Vendor Application**  
**Form**

Business Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile Phone (if different): \_\_\_\_\_

Emergency Contact Phone (must be different): \_\_\_\_\_

Email address: \_\_\_\_\_

Insurance provider and policy # (include copy): \_\_\_\_\_

MN Tax ID (include copy): \_\_\_\_\_

**Exclusive menu item request:**(in priority)

Item 1 \_\_\_\_\_ Price \_\_\_\_\_

Item 2 \_\_\_\_\_ Price \_\_\_\_\_

Item 3 \_\_\_\_\_ Price \_\_\_\_\_

**Fees:**

Regular space (12'x12'): \$500 \_\_\_\_\_

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Website link: \$20 \_\_\_\_\_

Discount\*: -\$100 \_\_\_\_\_

**Total:** \_\_\_\_\_

\*Applicant business address has the following zip codes: 55082, 55047, 55042, 55003 and/or

cities: Stillwater; Lake Elmo; Marine on St. Croix; Bayport; Grant

**Layout/footprint** (trailer/trucks only)

Provide layout of trailer/truck. Indicate travel direction and the side that is used for serving. May be a drawing, a picture or a web link showing the trailer/truck.



**Application Checklist**

- Completed Application \_\_\_\_\_
- Copy of Insurance certificate \_\_\_\_\_
- Copy of Food License \_\_\_\_\_
- Copy of ST19 \_\_\_\_\_
- Payment \_\_\_\_\_
- Menu included \_\_\_\_\_
- Exclusive items listed (if any) \_\_\_\_\_
- Layout of tent/truck/trailer \_\_\_\_\_

Submit the application form with required attachments/copies via mail or email. Electronically via email is preferred.

Mail:

The Locals  
PO Box 403  
Stillwater, MN 55082

email:

vendors.thelocals@gmail.com

**PARTICIPATION AGREEMENT**

Submission of this application assumes acceptance of all conditions listed herein. Neither The Locals - Lumberjack Days, nor its representatives shall be held responsible for any damage or loss incurred from any cause, including inclement weather. I understand that if I or any representative of my group do not meet and abide by the regulations I will be asked to stop operations and will not be eligible for a refund. No refunds will be made for any reason after I have been accepted for participation.

I understand that other Food Vendors may offer products, services, or information similar to those available in my Market Booth, outside of agreed upon exclusive food items.

I understand that it is my responsibility to properly notify the people working in the booth of these requirements, notes, and reminders.

I understand that cashing of my check by The Locals implies acceptance into the event. Application requirements may be changed or updated without prior notice, The Locals will notify of any changes. I accept the rules and requirements of the 2018 Lumberjack Days event and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Please send me additional information on sponsorship and volunteer opportunities available for The Locals - Lumberjack Days