



Saint Paul Festival & Heritage Foundation

2019 Saint Paul Winter Carnival Food & Beverage Vendor Application



Welcome to the Food & Beverage Vendor Application for the 2019 Saint Paul Winter Carnival produced by the Saint Paul Festival & Heritage Foundation. The Saint Paul Winter Carnival—the oldest winter festival in the United States—attracts over 250,000 visitors every year through family-friendly events, entertainment, food, and more. Looking to be part of The Coolest Celebration on Earth™? Complete the application below, and see if you have what it takes to make this winter magical with us.

Business Name: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

E-mail address: _____ Website: _____

Social Media Handles: _____

Please provide a short description of the proposed food and beverage items and their prices below.

Feel free to attach a separate sheet for additional information if necessary.

Menu Item	Description	Price	Vegan?	Vegetarian?	Gluten-Free?	Kosher?

A completed application does not imply acceptance into the event. Saint Paul Festival and Heritage Foundation (SPFHF) producers of the Saint Paul Winter Carnival have the right to deny entry of any of the products listed above. Vendor will be notified of any changes made by SPFHF. SPFHF has the right to enforce the above statements. Any new products not listed above must be approved in writing by SPFHF prior to the event date(s) listed in this agreement.



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Please list the dimensions of your food truck, tent, or cart and provide a picture of your set-up.

Please list your preferred location, if any. We cannot guarantee placement in your preferred location.

Food & Beverage Hours of Operation

Thursday, January 24: 4 PM-9 PM

Friday, January 25: 11 AM-2 PM (Food Truck Friday), 4 PM-9 PM

Saturday, January 26: 10 AM-10 PM

Sunday, January 27: 10 AM-5 PM

Monday, January 28-Wednesday, January 30: CLOSED

Thursday, January 31: 4 PM-9 PM

Friday, February 1: 11 AM-2 PM (Food Truck Friday), 4 PM-10 PM

Saturday, February 2: 10 AM-10 PM

Sunday, February 3: 10 AM-3 PM

Please indicate which days of the Saint Paul Winter Carnival you would like to participate in by marking the appropriate box(es) below. Please note that Food Truck Friday is *NOT* included in the weekend rate. THE FEE IS FOR A 10 X 10 SPACE FOR ALL FESTIVAL DAYS EXCEPT FOOD TRUCK FRIDAY.

___ \$450.00/day | Thursday, January 24th — Saturday, January 26th (3 days - \$1350)

___ \$200.00/day | Food Truck Friday: Friday, Jan. 25th 11 AM — 2 PM

___ \$300.00/day | Sunday, January 27th

___ \$450.00/day | Thursday, January 30th - Saturday, February 2nd (3 days - \$1350)

___ \$200.00/day | Food Truck Friday: Friday, Jan. 25th 11 AM — 2 PM

___ \$300.00/day | Sunday, February 3rd

___ \$1,500.00 | 4 Day Weekend — Jan. 24 — 26 OR Jan. 30 — Feb 3

___ \$3,000.00 | Full Carnival, including Food Truck Friday



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Food & Beverage Vendors:

Each Vendor that wants to sell, sample, or give away food or beverages must apply for a **Special Event Food Sales Permit** through the Minnesota Department of Health. Visit the following link to see the form: <http://www.health.state.mn.us/divs/eh/food/license/specevent.html>. When filling out your form, please write “Winter Carnival” under the “Event” name, as it will speed up your permit process. All food vendors will be inspected by the Minnesota Department of Health during the event.

All vendors must provide a **copy of their general liability insurance** naming Saint Paul Festival and Heritage Foundation as an additional insured. The amount should be no less than \$1,500,000 per incident. The name of insured on the certificate of insurance must match the company name listed on this application. All vendors are also required to submit a **completed ST-19 Operator Certificate of Compliance Form** regardless of whether sales will be made.

Parking:

There is a limited number of metered street parking near the event. Meters can be reserved for a weekend rate of \$90 per weekend (Sat/Sun) or a week day rate of \$90 per day for **EACH** meter reserved. The 2019 rate is subject to change.

Power:

No power is provided.

Please fill out this application form and return it to the Saint Paul Festival and Heritage Foundation. Applications can be either emailed to vendor@spfhf.org or mailed to the following address: Saint Paul Festival and Heritage Foundation, 75 W. 5th Street, Suite #429, Saint Paul, MN 55102. All applications must be submitted by **Tuesday, December 4th, 2018** at 8 AM. Any applications electronically received or postmarked after December 4th will be assessed an additional \$50.00 charge per booth space that will be included in your final payment.

This application is an **invitation to participate, not confirmation of participation**. I agree to indemnify and hold harmless Saint Paul Festival and Heritage Foundation, Fanfare Attractions, their affiliates, all Volunteer members, City of St. Paul, contracted staff, Festival Sponsors, and all their officers, agents, and employees for damage, injury or loss to any person or property related to my participation in the Winter Carnival.

I have read, understood and agreed to the conditions stated in this multiple page agreement and have provided truthful and complete information.

Signature: _____ Date: _____

Please review remaining pages of this application for a timeline, rules, and regulations.



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Timeline:

November 9, 2018

- Food & Beverage Vendor Application opens.

December 4, 2018

- Food & Beverage Vendor Application closes. Any late applications are charged an additional \$50.

December 17, 2018

- Vendors notified of Saint Paul Winter Carnival acceptance or denial.

December 21, 2018

- Full payment due.

January 7, 2019

- ST-19 Operator Certificate of Compliance Form due.
- Minnesota Department of Health Permit or Special Event Food Sales Permit due.
- Liability insurance due.

January 11, 2019

- Fees paid are non-refundable.

January 18, 2019

- Site maps and specifics emailed out.

January 24-February 3, 2019

- Saint Paul Winter Carnival
 - Vendors check-in at least 1 hour prior to the start of the event.
 - All vehicles must be off the Winter Carnival footprint 30 minutes before the start of the event until 15 minutes after the end of the event. These vehicles must be parked off Winter Carnival grounds in a legal parking space.



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Winter Carnival Rules and Regulations for All Vendors

1. All business or other activity for which Applicant has rented space must be conducted in your designated area only. No excessive noise, such as loud music, singing, or megaphone use is prohibited unless pre-approved by SPFHF. No distribution of literature, sales, or sampling may be done by strolling through Winter Carnival grounds.
2. Winter Carnival will enforce space rented to all Vendors. Vendor may use only agreed upon space approved by SPFHF. All unauthorized use of space will be charged a penalty fee along with the additional space fee prior to the opening of the Festival or they may be expelled from Winter Carnival. Any additional fees for removal will be paid by the Vendor at time of removal. No changes in space rental size will be allowed after Event start time.
3. All Vendors agree that all fees paid to SPFHF are non-transferable and no booth space may be sublet, reassigned or otherwise transferred to a third party without written approval from SPFHF. All fees paid are non-refundable after January 11, 2019.
4. Unless specified otherwise in the agreement, Exhibitor/Vendor must provide all furniture, chairs, tents, and other equipment necessary for their own booth. SPFHF is unable to accept responsibility for any lost or stolen items, or for the return of any rental equipment other than their own. All generators or electrical requirements are the responsibility of the Exhibitor/Vendor. All power requirements must be approved by SPFHF if necessary.
5. All approved Vendors are required to be open on the specified date and time as listed above or as directed by SPFHF. Vendor check-in opens One (1) hour prior to set-up time designated in the above Event listing. All Vendors must check in One (1) hour prior to event in order to secure agreed upon space rental. Any Vendors checking in after waive their right for advanced agreed upon space and may be moved to another available location on site. SPFHF reserves the right to change location of a Vendor's space if unforeseen circumstances arise or said Vendor arrives after designated time as listed above.
6. NO VEHICLES MAY BE IN WINTER CARNIVAL FOOTPRINT FROM 1/2 HOUR BEFORE OPENING UNTIL 15 MINUTES AFTER CLOSING TIME. SPFHF cannot take responsibility for any tickets issued by the City of St. Paul, St. Paul Police, Ramsey County, for vehicles breaking rules. Storage vehicles (trucks, cars, etc.) must be parked off Winter Carnival grounds in a legal parking space.
7. Please remember that Winter Carnival takes place on property controlled by private businesses and the City of St. Paul. All rules of these agencies are strictly enforced throughout Winter Carnival. Any Vendor that is found in violation of these rules, regulations, or ordinances may be expelled from Winter Carnival without refund or compensation. Vendor is also responsible for any expenses incurred by said governmental body or expenses resulted in fines to Winter Carnival.



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8. It is the responsibility of the vendor to deal with any permits and licenses (i.e. Special Event Food Sales Permit, Minnesota Sales Tax, etc.). Vendors must supply a copy of their MDH Health Permit or Special Permit, Liability Insurance policy by **January 4th, 2019**. The Vendor understands that they are solely responsible for calculating and reporting to the Internal Revenue Service and the Minnesota Department of Revenue all taxes arising from the sale of Taxable items at the Festival.

9. The Vendor affirms that they do not discriminate in hiring, employment, participation or services rendered based on the fact or perception of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, marital status, disability, or as otherwise specified by governing law.

10. All Vendors, either sales or food and beverage, will list all items that they intend to sell at Winter Carnival. There will be a limited number of “same kind” Vendors. In the event of an excessive number of “same kind” applications, SPFHF reserves the right to restrict items offered for sale or services to be provided.

11. Acceptance as a Vendor by Winter Carnival does not imply endorsement or affiliation of the organization and/or individual. Vendors may not use Winter Carnival name and/or logos (including the 2017 Winter Carnival Logo) unless written approval has been given by SPFHF.

12. Any radio, web, or other electronic transmissions including video recording and photography for public use or personal gain is forbidden unless written approval has been given by SPFHF.

13. SPFHF reserves the right to accept, change, or not accept an agreement if said agreement does not meet specified requirements based on vendor category selection, incorrect or misleading information or any item that may be considered a violation of Winter Carnival, City, or State rules, regulations, ordinances or law.

14. Letters of Confirmation and site placement maps will be sent electronically five (5) days prior to Winter Carnival. Should you have any questions, please email Victoria Menchaca at vendor@spfhf.org.