



Saint Paul Festival & Heritage Foundation

2020 Winter Carnival Global Market

Vendor Application



Dear Prospective Saint Paul Winter Carnival Vendor:

Welcome to the Vendor Application for the 2020 Saint Paul Winter Carnival, proudly produced by the Saint Paul Festival & Heritage Foundation. The Saint Paul Winter Carnival was started in 1886 and is the oldest winter festival in the United States. The Saint Paul Winter Carnival attracts over 250,000 visitors every year through family-friendly events, entertainment, food, and more. Looking to be part of this long-standing tradition? Complete and return the enclosed application with full payment by Friday, January 17th, 2020.

The Vending Application Process

To become a vendor, complete and return the enclosed application with full payment by Friday, January 17th, 2020. Below is a brief outline of some of the specific rules listed in your Vending Contract with the Saint Paul Winter Carnival produced by the Saint Paul Festival and Heritage Foundation (herein called SPFHF). Abiding by these rules will assist you not only in making the event as profitable as possible, but will ensure your participation in future celebrations:

Set-up Time: Sunday, February 2, 2020 from 8 AM to 10 AM

Show Hours: Sunday, February 2, 2020 from 10 AM to 4 PM

Tear Down/Check out: Sunday, February 2 from 4 PM to 6:00 PM

All vendors are responsible to provide the following:

Tents, Tables, Chairs, unless rented from SPFHF. Enclosed Application, Fees, Appropriate Permits, Licenses, Minnesota Department of Revenue Operator Certificate of Compliance, and Proof of Liability insurance naming Saint Paul Festival and Heritage Foundation as an Additional Insured. Remember to list all items you wish us to consider for your vending. No additions at time of event.

A sustainable and environmentally friendly festival:

Saint Paul Winter Carnival is engaged in new initiatives to create a sustainable and environmentally friendly festival and we want you to help! We are encouraging all our vendors to take any steps they can to create an environmentally friendly booth space. Some of the easiest ways to do this are; using recyclable/reusable materials in your booth space, reducing your food waste, utilizing event recycling, using locally owned and grown products, and more! We are more than willing to help point you in the direction of resources that are available to make your Winter Carnival Vendor Booth the greenest on site!

If you have questions about the application, please contact 651-223-7400 or vendor@spfhf.org

Saint Paul Festival & Heritage Foundation

2020 Winter Carnival Global Market

Vendor Application



The Coolest Celebration on Earth



Vendor Name			
Applicant Name			
On-Site Contact Name		Cell Phone #	
Mailing Address		Street Address	
	City	State	Zip Code
Contact Information		Daytime Phone #	
		E-mail Address	
		Cell Phone #	
		Fax Number	
Tax and I.D. Numbers			
MN Sales Tax I.D. #		Federal I.D. # or Tax Exempt #	
Write Proposed Product & Sales Price or Service below (if Service, describe type of			
Attach a separate sheet for additional information as required.			
Describe your set-up. Do you have a cart, tables, fixtures, or something else?			
MUST INCLUDE A PICTURE OF SET-UP			

The Saint Paul Festival and Heritage Foundation has the right to deny entry of any of the products listed above. Vendor will be notified of any Product changes by SPFHF. SPFHF has the right to enforce the above statements. Any new products must be approved in writing by SPFHF prior to the Event date – January 24th, 2020.

Saint Paul Festival & Heritage Foundation

2020 Winter Carnival Global Market

Vendor Application



The Coolest Celebration on Earth

Make Out Two (2) Checks Payable to:

Saint Paul Festival and Heritage Foundation, 75 W. 5th St. #429, Saint Paul, MN 55102

Check #1: BOOTH SPACE FEES PER 8' X 4' Space

Booth Fees:	Fee Per Space	# of Spaces	Total
Both Space Fee	\$75.00		\$
Registration after December 31, 2019	\$100.00		\$
TOTAL FEES FOR SPACES			\$

Check #1 Continued: Equipment Rental Fees

Equipment Description	Package Price	Quantity	Total Price
One (1) Table	\$10.00		\$
Electricity	\$25.00		\$
Total Equipment Rental Fees			\$
Check #1 Grand Total			\$

I agree to indemnify and hold harmless SPFHF Board, Fanfare Attractions, their affiliates, all volunteer members, St Paul Parks and Recreation Board, City of St. Paul, contracted staff, Festival Sponsors, and all their Officers, agents, and their employees for damage, injury or loss to any person or property related to my participation in the Saint Paul Winter Carnival, produced by SPFHF.

I have read, understood and agreed to the conditions stated in this application and the Rules and Regulations for All Vendors. I have provided truthful and complete information.

Vendor Signature: _____

Date: _____

Application Checklist

Before you submit your application, make sure it's complete using our checklist below.

- Completed Application
- Picture of Set-up
- Check #1 for Vendor Fees and Equipment Rental
- Certificate of Insurance
- Minnesota Department of Revenue Operator Certificate of Compliance ST-19



Saint Paul Festival & Heritage Foundation

2020 Winter Carnival Global Market

Vendor Application



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 opening on Saturday or 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 17th, 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. 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.
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 17th, 2020. 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 a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, marital status, disability or as otherwise specified by governing law.



Saint Paul Festival & Heritage Foundation

2020 Winter Carnival Global Market

Vendor Application



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 2020 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 vendor@spfhf.org