

2023 Food Vendor Application Instructions and Form

Location

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

Dates

- Thursday, July 13: Set-up
- Friday, July 14: Festival Open
- Saturday, July 15: Festival Open
- Sunday, July 16: Festival Open & Tear down

Important Application Dates

- **May 15:** 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 the due date you will be charged an additional \$200.

Schedule/Times

- **Check-In & Set-up:** Thursday, 3PM - 5PM at the check-in area (to be supplied). (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 on Friday and Saturday.
- **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 (10'x10'):	\$550
Medium space (20'x10'):	\$750
Large space (25'x10'):	\$875

For larger spaces contact The Locals for pricing

Electricity (onsite generators are NOT allowed)

120V/20A (2 circuits):	\$50
220V/ 50A each :	\$100

Note: availability of 50A circuits will be on a first reserved basis as the service is limited.

Discount*:	\$100
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*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. 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 space.
- 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 reserve 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 vendor's 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, the vendor risks garbage and waste removal charges of \$100.
- No waste water or product can be disposed of 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 certificates 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.

Think GREEN!!

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. Final decisions on any and 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 Event License - [Application Link](#)
- Washington County Mobile Food Unit License - [Application Link](#)
- State of Minnesota Department of Health License - [Email Health Inspector](#)
- State of Minnesota Department of Agriculture License - [Website](#)

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 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 120V/20A and 220V/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/sites/default/files/pdf/eli-portable-power-code.pdf>

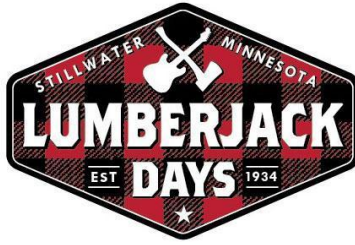
For the 50A service the distribution panel has a NEMA 14-50R receptacle. The Locals do not provide adapters for vendors.

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



2023 The Locals - LJD 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): _____

Fees:

Regular space (10'x10'): \$550 _____

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Total: _____

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Layout/footprint (trailer/trucks only)

Provide layout of trailer/truck. Indicate travel direction **and the side that is used for serving**. This 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 _____
- 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
 c/o Vendor Application
 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.

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 2022 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