



Burnsville Fire Muster & Community Celebration

CONCESSIONS APPLICATION 2018

Participant Guidelines and Requirements

Plans for the 2018 Burnsville Fire Muster are underway and we would like to invite you to participate in this year's concession area at the festival. The festival will be held at Civic Center Park on September 7th & 8th 2018.

For the first time in decades, there was no admission charge last year enabling every member of our community to join us in the food, fun and fellowship. There will again be free entry this year! This also means you as vendors are no longer required to buy buttons to work at Fire Muster! Only time any admission might be charged is if there is a special event or an upgraded music event.

ELIGIBILITY:

All Fire Muster vendors must have a valid Minnesota State Tax identification number. If you do not have one, one may be applied for by calling the Minnesota Sales Tax and Excise Division at (800) 657-3777 or (651) 296-6181. All vendors (food/merchandise) must collect and pay taxes on each taxable sale made at Fire Muster. A Minnesota Form ST-19 must be completed and returned with your application and fees before any sales can be made. The Festival reserves the right to jury entries and ask a vendor to leave the Festival should their behavior be deemed inappropriate by the Festival Committee. The Fire Muster Staff reserves the right to refuse or stop sales or the giveaway of products before or during the Festival, which it deems inappropriate to the Festival.

*****No Explosives of any kind may be sold at the Festival including Caps and Snaps!*****

FOOD LICENSE:

All participants who are providing or selling food at the event are required to have a Special Event Food Stand License or a State Mobile Food Unit License. You must have the ORIGINAL health permit on site – NO COPIES. You can find information on the Special Event food license at the following website: www.health.state.mn.us/divs/eh/food/license/index.html A Health Inspector will be at the event to inspect all food vendors. Be prepared for this inspection from the State Health Inspector. Any vendor failing to comply with State health codes is subject to removal from site with no refund.

A copy of your Special Event Food Stand License MUST accompany this application. NO one providing or selling food will be allowed to participate without a Special Event Food License.

All applicable Vendors must submit proof of liability insurance listing Burnsville Fire Muster as an "additional insured", with ten (10) days written notice of any policy cancellation or material change in policy terms. No vendor will be permitted to set up if Burnsville Fire Muster has not received proof of liability insurance as herein described by application deadline, potentially without refund or compensation of any pre-payment(s) made. All Vendors (unless specifically indicated) are required to carry commercial general liability insurance coverage on their activities/operations with a minimum of one million dollars (\$ 1,000,000) combined single limits per occurrence and two million (\$ 2,000,000) annual aggregate, insuring against claims for bodily injury and property damage.

Letters of confirmation will be emailed prior to the Event. Please contact Linda Jones at 952-236-7032 (evening phone number) or maybabe54@aol.com with any questions.

FOOD VENDOR & MERCHANDISE SPACE:

The Festival will allot space for each vendor in the designated area that has been deemed appropriate. Care will be taken to limit a particular food items to two vendors. Prior year's participants will receive preference, and all others will be reserved on a first come first serve basis. Payment of the application fee must accompany each application in order to reserve space. Applicants must supply their own equipment, including tent/tables/trailers/chairs/safety rope/cleanup, etc for their rented area. Use of your own personal generators is suggested and welcomed. This will give your location more flexibility. **The first 20 AMPs of service will be at a cost of \$20 with each additional 10 AMPs of service at \$10 each.** It is your responsibility to provide a 200 foot outdoor rated extension cord and power strip. **Also, remember that in September it gets dark earlier again and YOU are responsible to provide lights for your booth.**

VENDOR HOURS:

Events at the park on Friday, September 7th begin at 5:00 PM – 10:00 PM. **Food vendors need to be set up no later than 2:00 PM so our Health Inspector can clear you before 5:00 PM.** Be prepared for the inspection from the State Health Inspector. Any vendor failing to comply with State health codes is subject to removal from site with no refund. All vendors must arrive to set up no later than 3:45 PM or you may not be permitted to enter the grounds and you will not receive a refund of fees if this happens.

Events in the park on Saturday, September 8th begin after the end of our Fire Truck Parade and Community Parade and end at 10:00 PM (with the exception of live music & carnival). Events in the park begin at 8:00 AM and there will be no vendor car access after 7:45 AM (subject to change). There is a run at 8:00 AM and our Fire Truck Parade and Community Parade are back to back on Saturday with both parades coming right through Civic Center Park.

Each vendor will receive a vendor packet with very detailed information in the latter part of August. Any time changes to access to the grounds will be detailed in the packet. This packet is sent by email so make sure your email can be read on your application.

This is a 2 day festival for vendors and no early departures will be allowed. No vendor may stop service before 10:00PM each night. All booths must be staffed at all times.

NOTE TO ALL VENDORS THERE IS ABSOLUTY NO DRIVING ON FESTIVAL GROUNDS DURING FESTIVAL HOURS OR BEFORE 11:30 PM ON SATURDAY NIGHT. OUR POLICE DEPARTMENT WILL GIVE THE GO AHEAD WHEN IT'S SAFE TO ENTER THE GROUNDS. THE ENTRY TO THE FESTIVAL GROUNDS WILL HAVE AN ATTENDENT TO LET YOU KNOW WHEN YOU CAN ENTER THE GROUNDS. YOU MUST RESPECT THIS ATTENDENT OR YOU WILL NOT BE ALLOWED BACK AS A VENDOR. ONE CAR AT A TIME WILL BE ALLOWED IN AND MUST MAINTAIN A SLOW SPEED. PLEASE BE PATIENT DURING THIS PROCESS.

INDEMNITY:

To the extent permitted by Law, all vendors agree to protect, indemnify, defend and hold harmless, the Burnsville Fire Muster, its Board of Directors and members/volunteers and the City of Burnsville and its elected officials, employees, agents and volunteers against all claims, losses, damages to persons or property and cost (including Attorney's fees) arising out of or connected

with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of park premises or a part thereof, except those claims arising out of the sole negligence or willful misconduct of the Festival Volunteers.

WARRANTIES:

While the Committee of the Fire Muster will make every effort to produce a successful Festival, they cannot warrant the level of attendance, weather conditions, sales or any circumstances beyond their control.

Please direct any questions you may have to Linda Jones (952) 236-7032 (evening number) or by email use maybabe54@aol.com

Please see below for the application. Sign and return by August 3rd 2018 to avoid the \$50.00 late fee. Please make a copy for your records. This application is an invitation to participate and does not guarantee participation at the event,

You will be submitting two checks this year. The first for the payment of your vending fees and the second check is a **Clean-up and Security Deposit Fee (available for pick up at the end of the festival if space is clean).**

You have the option this year of renting tables this year. They will be available for \$25 per 8 foot table. These MUST be reserved at the time of application and will not be available for rent upon arrival at the festival as we must reserve them with the company in advance.

******* FOOD TRUCKS ONLY – CONTACT LINDA JONES DIRECTLY BY PHONE OR EMAIL FOR EXPLANATION OF VENDING FEES. EVENING PHONE IS 952-236-7032 OR EMAIL maybabe54@aol.com *******



Concession Application
September 7th & 8th, 2018

Burnsville Fire Muster & Community Celebration
Please print or type

BUSINESS/ORGANIZATION NAME _____

Contact Person _____ Phone _____

Email _____ Fax _____

Address _____

City _____ State _____ Zip _____

DESCRIPTION OF PRODUCTS: Please include everything (all food, beverages, merchandise, etc) which you plan on offering at your concession stand.

LIST ALL EQUIPMENT TO BE USED IN YOUR FOOD SERVICE OPERATION: (e.g. charcoal grill, oven, freezer, mixers, etc):

I WILL BE PROVIDING MY OWN POWER (YES OR NO) _____

The first 20 AMPs of service will be at a cost of \$20 with each additional 10 AMPs of service at \$10 each. You must provide your own 200 foot outdoor rated extension cord and power strip).

SPACE SIZE REQUIREMENTS AND FEES: Fees are Non-Refundable

FOOD CONCESSION FEES for Friday and Saturday, September 7th & 8th, 2018

_____ 10X10 \$375 (Non-Profit \$200) _____ 10X20 \$400 (Non-Profit \$225)

******FOOD TRUCKS ONLY – CONTACT LINDA JONES DIRECTLY FOR FEE INFORMATION******

MERCHANDISE/SERVICE CONCESSION FEES for Friday and Saturday, September 8th & 9th, 2017

_____ 10X10 \$125 (Non-Profit \$75) _____ 10X20 \$150 (Non-Profit \$100)

We acknowledge that it is our sole responsibility to provide all of our own tents, trailers, tables, chairs and all booth space accessories such as lights, power cords, power strips, safety rope, and vendor display items and will clean up our space upon departure. Acknowledged _____

Keep in mind the concessions are set up in the paved parking area of the park You will not be able to stake any part of your tent and must supply your own weights to hold your tent down in winds. Acknowledged _____

MAKE OUT TWO CHECKS PAYABLE TO BURNSVILLE FIRE MUSTER
CHECK #1 FOR YOUR VENDOR FEES
CHECK #2 FOR YOUR CLEAN-UP AND SECURITY DEPOSIT FEE (returnable at the end of festival if your space is clean)

Mail completed application and payment to the address below no later than August 3, 2018 along with the following:
(Incomplete applications will be returned to you)

Concessionaire Application (**required for ALL**) **Acknowledged** _____

Copy of your Special Event Food Stand License **Acknowledged** _____

Copy of your Tax ID Permit – ST-19 (**ALL vendors must supply this form – there is a spot to choose if you are not making sales**) **Acknowledged** _____

Copy of your Non-Profit Certificate (**if applicable**) **Acknowledged** _____

Copy of your Liability Insurance **Acknowledge** _____

Check payable to Burnsville Fire Muster

Space Rental \$ _____

Electrical Costs \$ _____

Table Rental at \$25 per 8 foot table \$ _____

\$50.00 Late Fee for applications received after August 3, 2018 \$ _____ **Acknowledged** _____

Total Amount for Check #1: \$ _____

Check #2 – All Vendors - Clean-up and Security Deposit \$100.00 **Acknowledged** _____

I, hereby, indemnify the “Burnsville Fire Muster Committee and the City of Burnsville; and I accept the PARTICIPANT GUIDELINES AND REQUIREMENTS attached to this application regarding participation in the event.

SIGNED _____ DATE _____

***Applications received after August 3, 2018 will be charged a \$50.00 late fee.**

*Incomplete applications will be returned to you

*This is a 2 day festival, if you cannot commit to both days & all hours please do not apply

Mail to: Burnsville Fire Muster
PO BOX 973
Burnsville, MN 55337
Attention: Linda Jones

*****WANT TO BE A ONE DAY VENDOR? USE THE FAMILY DAY (SATURDAY ONLY) APPLICATION*****