



## LOCATION

Stillwater Harvest Fest will be held in North Lowell Park.

## DATES

- 🍁 Saturday, October 10, 2015 from 10:00AM-6:00PM
  - 🍁 Sunday, October 11, 2015 from 10:00AM-6:00PM
- There are no rain dates or refunds in the event of a cancellation.*

## TIMES

- 🍁 **Market Check-In:** Saturday, October 10<sup>th</sup> from 7AM-9AM
- 🍁 **Market Set-up:** Saturday, October 10<sup>th</sup> from 7AM-9AM (*Please do not arrive before 7AM. Cars will need to be moved before 9AM*)
- 🍁 **Market Open to Public:** Saturday, October 10<sup>th</sup> 10AM-6PM
- 🍁 **Market Open to Public:** Sunday, October 11<sup>th</sup> 10AM-6PM
- 🍁 **Market Tear Down:** 6PM on Saturday – if you do not keep it set up overnight.
- 🍁 **Market Tear Down:** 6PM on Sunday
- 🍁 (*You may choose to keep your booth up overnight. We will be hiring overnight security, however, we do not recommend leaving any money, etc... in your booth. Stillwater Harvest Fest is not responsible for lost, stolen or damaged equipment/goods.*)

## MARKET VENDOR SPACE FEES

### 2015 Space Rates

Saturday & Sunday                      \$100

**Discount:** *If application is received by September 1<sup>st</sup> pay only \$80*

### Vendors

Website Link                                \$10

Electricity                                    \$10 – *we have limited availability. On a first come, first served basis, please inquire for more information.*

**Please Note:** ***There are a limited number of booth spaces. Spaces will be filled on a first come, first served basis.*** Exhibitor tables, tents and chairs are not provided. Market fees are not refundable after acceptance. You will be notified via email of acceptance into Stillwater Harvest Fest.

## APPLICATION DEADLINES

September 18, 2015

*Application and payment are due by September 18, 2015.*

## NOTES & REMINDERS – ALL VENDORS

- 🍷 Check-in is from 7:00am-9:00am on both Saturday and Sunday.
- 🍷 Participants are required to complete set-up by 10AM on Saturday and remain open until 6:00PM. On Sunday participants are required to complete set-up by 10:00AM and remain open until 6:00PM. No vehicles are allowed in the parking lot after 9:00AM on Saturday or before 6:00PM. No vehicles are allowed in the parking lot after 9:00AM or before 6:00PM on Sunday.
- 🍷 Vendors must staff their booths during all event hours.
- 🍷 Vendors who are unable to attend must call or email the Stillwater Harvest Fest committee. Telephone numbers will be provided at a later date. 24-hour notification is requested so that we may make necessary changes and/or fill the space with a vendor from our waiting list. 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. Stillwater Harvest Fest only supplies physical 10'x10' space.
- 🍷 **Stillwater Harvest Fest has the right to refuse booths with tents that do not have weights. Stakes are strictly forbidden, unless approved by the city prior to the event. If you need stakes, contact Stillwater Harvest Fest and we will contact city officials.**
- 🍷 Each vendor is responsible for providing, assembling and disassembling his or her own booth.
- 🍷 The Stillwater Harvest Fest committee reserves the right to reject applications. Past acceptance does not guarantee future acceptance.
- 🍷 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.
- 🍷 Vendors must have liability insurance and provide proof with this application.
- 🍷 All vendors must have and provide a Minnesota sales tax identification number.
- 🍷 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.
- 🍷 I understand that other Market Vendors may offer products, services, or information similar to those available in my Market Booth.

## STILLWATER HARVEST FEST RECYCLES!

Stillwater Harvest Fest will provide appropriate collection containers and disposal provisions for vendors and guests. All vendors should concentrate on using degradable, reusable, or recyclable products.

## **MENU – For All Vendors**

Please list all items to be sold or a sample menu. Only those items pre-approved by the Stillwater Harvest Fest committee may be sold. **Beverages & popcorn may not be sold.** The Stillwater Harvest Fest booths will be selling these items exclusively in their booths to raise money for Stillwater Harvest Fest and for local charities.

## **HEALTH PERMIT**

Food vendors are responsible for receiving and complying with all required permits. Please contact the City of Stillwater for additional permit requirement information.

## **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.

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  
216 4<sup>th</sup> St. N.  
Stillwater, MN 55082  
651.351.4970

The Stillwater Harvest Fest committee is not responsible for lost time or income if booths are not allowed to open until codes are met.

## **ELECTRICITY**

Due to a limited amount of electricity available to us, we will take reservations of electric on a first come, first served basis.

2015 Stillwater Harvest Fest – Non-Food Vendors

*Stillwater Harvest Fest*

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**MARKET VENDOR APPLICATION**

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

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

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

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

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

Mobile or Alternative Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

MN Tax ID Number: \_\_\_\_\_

Insurance Provider & Policy #: \_\_\_\_\_

Do you require electricity?  No  Yes

Items to be Sold or Promoted: \_\_\_\_\_

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**BOOTH PAYMENT – CHECK OR CASH PAYMENTS ACCEPTED**

Booth rental cost:	\$100	<i>(\$80 if received by September 01, 2015)</i>	\$ _____
Website Link:	\$10		\$ _____
Electricity:	\$10		\$ _____
<b>Total Submitted:</b>			<b>\$ _____</b>

**APPLICANT CHECKLIST**

All items required before application can be accepted.

\_\_\_\_\_ Completed Application    \_\_\_\_\_ Payment

\_\_\_\_\_ Insurance Certificate    \_\_\_\_\_ Food License *(if required – must be displayed in booth.)*

**All Payment & Application to:**

Stillwater Harvest Fest  
 c/o Water Street Inn  
 101 Water Street S.  
 Stillwater, MN 55082

If paying by check, they must accompany this form and be made payable to: Summer Tuesday, Inc.

**PARTICIPATION AGREEMENT**

Submission of this application assumes acceptance of all conditions listed herein. Neither Stillwater Harvest Fest, 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 Market Vendors may offer products, services, or information similar to those available in my Market Booth.

Application requirements may be changed or updated without prior notice, Summer Tuesday, Inc. will notify of any changes. I accept the rules and requirements of the 2015 Summer Tuesdays event and agree to abide by them.

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

*Please send me additional information on sponsorship opportunities available for Stillwater Harvest Fest 2015*