



## **Burnsville Fire Muster & Community Celebration**

### **CONCESSIONS APPLICATION 2019**

#### Participant Guidelines and Requirements

Plans for the 2019 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 6<sup>th</sup> & 7<sup>th</sup> 2019.

For the first time in decades, there was no admission charge last the last two years 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](http://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](mailto: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 6<sup>th</sup> 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 8<sup>th</sup> 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 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](mailto:maybabe54@aol.com)

Please see below for the application. Sign and return by August 2<sup>nd</sup> 2019 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 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.**

SEE NEXT PAGE FOR APPLICATION



Concession Application  
September 6<sup>th</sup> & 7<sup>th</sup>, 2019

**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.

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

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**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 6<sup>th</sup> & 7<sup>th</sup>, 2019

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

**MERCHANDISE/SERVICE CONCESSION FEES** for Friday and Saturday, September 6<sup>th</sup> & 7<sup>th</sup>, 2019

\_\_\_\_\_ 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 YOUR CHECK PAYABLE TO BURNSVILLE FIRE MUSTER

Mail completed application and payment to the address below no later than August 2, 2019 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 2, 2019 \$ \_\_\_\_\_ Acknowledged \_\_\_\_\_**

Total Amount for Check \$ \_\_\_\_\_

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 2, 2019 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\*\*\***