



| WHEN   |  |            |                |
|--|--|------------|----------------|
| Date/Time  | Set-up                                     |            |                |
| Saturday, August 12, 2023; 9:00am – 5:00pm<br>Saturday, August 12, 2023; 9:00am – Midnight/1am | Saturday, August 12, 2023; 7:30am – 8:30am |            |                |
| VENDOR FEE   |  |            |                |
|  | Platinum Sponsor                           | LCC Member | Non-LCC Member |
| Food Vendor  | FREE                                       | \$225      | \$275          |
| Retail Merchandise Vendor  | FREE                                       | \$100      | \$150          |
| Home-Based   | FREE                                       | \$35       | \$50           |
| Non-Profit Vendor  | FREE                                       | \$50       | \$100          |

### Rules

- Location – All booths will be set up on asphalt on South or North Main Street.
- Event Manager will assign booth spaces to all vendors, NO EXCEPTIONS.
- **Standard booth size: FOOD = 10ft. x 20ft and MERCH = 10ft. x 10ft.** If a larger size is needed you must contact LCC. Additional space will be available for \$10/foot (i.e., 12x24 would incur an additional \$60 fee).
- Food Vendors are subject to all county, state, and health department requirements and guidelines. Questions: Contact David Reimann at 507-344-2727.
- ELECTRICAL: You must provide your own source of electricity.
- INSPECTION: Each FOOD vendor is responsible for ensuring their booth will pass inspection. Requirements include an electrical panel board, GFCI protected receptacle, proper lighting and heavy-duty type S.O. extension cords (12 gauge min.). MN Department of Labor & Industry’s handout covering these requirements are included for your reference. Review the handout and take the means necessary to ensure your food vending setup will meet all electrical requirements. Questions: Contact Scott Price at 507-430-3652 between 7:00am-8:30am, Monday-Friday.
- TRASH RECEPTACLES: Trash receptacles provided for the use by festival attendees may be used by vendors. The festival provides multiple 4-yard dumpsters where you may empty larger trash items.
- Booth must remain open and attended at all times during agreed upon date/hours.
- Unacceptable behavior and not following rules may result in loss of space and all fees.

### Cancellation Policy

- If you need to cancel your participation for any reason, a full refund will be provided if written and signed cancellation request is received by the Lonsdale Chamber office *at least 30 days prior to event.*
- Event is held rain or shine and will not be cancelled due to weather.
- In the event of unforeseen circumstances, a pro-rated refund will be available if all or a portion of the event is cancelled.

### Insurance

- Applicant must read, sign, and return the Release and Indemnity Agreement.
- Insurance certificates of liability are required to list the Chamber and the City as certificate holders with a minimum of \$1M liability. Following is the exact verbiage to provide to your insurance carrier:

EVENT: LONSDALE COMMUNITY DAY

EVENT DATES: AUGUST 12, 2023

LONSDALE CHAMBER OF COMMERCE AND  
102.2 MAIN STREET, PO BOX 37  
LONSDALE MN 55046

CITY OF LONSDALE  
415 CENTRAL ST W, PO BOX 357  
LONSDALE MN 55046

**Taxes:** Applicant must collect sales tax, fill-out and return the ST-19 form.

**Health Department:** Food Vendors must have and provide a copy of Special Event Food License.

# LONSDALE COMMUNITY DAYS

## VENDOR APPLICATION-AUGUST 12, 2023



|  |  |   |
|--|--|---|
| <i>Business Name:</i>  | <i>Day of participation</i>  | <b>VENDOR FEE</b>   |
| <i>Contact Name:</i>   | <b>Saturday, August 12</b>   | Daily Fee = _____   |
| <i>Phone:</i>  | <b>Craft/Merchant Vendors:</b><br><input type="checkbox"/> 9:00am – 5:00pm                                       | Booth Size ____ x ____ = _____  |
| <i>Email:</i>  | <b>Food Vendors:</b><br><input type="checkbox"/> 9:00am – 5:00pm or<br><input type="checkbox"/> 9:00am – 12:45am | \$25 Late Registration Fee* = _____<br><i>Registrations submitted after June 1 must include late fee.</i> |
|  |  | <b>TOTAL ENCLOSED</b><br><br>= \$ _____   |
| <p>If food booth is larger than 10' d. x 20' w. or merchandise booth is larger than 10x10ft., add \$10/ft for overage (see reverse side for example)</p> |  |   |

*Description of merchandise, food/beverages being sold*

| <b>Item</b> | <b>FOOD Portion Size (i.e., 1/4 #, 20 oz.)</b> | <b>Price per Item</b> |
|-------------|--|-----------------------|
|-------------|--|-----------------------|

\* REGISTRATIONS RECEIVED AFTER JUNE 1 WILL NOT BE INCLUDED IN ANY EVENT ADVERTISING & MUST INCLUDE LATE FEE

### LEASE AND INDEMNITY AGREEMENT

\_\_\_\_\_ (Print Name Here), hereinafter "Vendor" agrees to indemnify and hold the Lonsdale Chamber of Commerce its officers, employees and volunteers, hereinafter "Chamber" and the City of Lonsdale, its officers, employees and volunteers, hereinafter "City" harmless for any and all claims or lawsuits for personal injuries, wrongful death or property damage arising from the acts of omissions of Vendor which is related to Vendor's sale of products or services or Vendor's booth or exhibit area at Lonsdale's Community Day Celebration. Vendor shall be solely responsible for providing products liability insurance, completed operations insurance or other liability insurance, which would provide coverage for the acts or omissions of Vendor, or for Vendor's activities at the Lonsdale's Community Day Celebration. In the event that Vendor chooses not to purchase such liability insurance Vendor understands that Vendor shall be corporately and individually responsible for holding Chamber and City harmless and for defending any lawsuits or claims made by insured persons. Vendor's indemnification of Chamber and City shall include all of the costs of defense including reasonable attorney's fee, expert witness' fee, travel, food and lodging expenses related to the defense and other costs actually incurred by Chamber or City in defending such claims and lawsuits. In the event that Vendor has liability insurance, Vendor agrees to add Chamber and City as certificate holder insured for this event only. Vendor further agrees and promises that Vendor will be solely responsible for the payment of all taxes, workman's compensation benefits and other taxes, fees, etc., relating to Vendor's sale of products and services and will hold Chamber and City harmless for any and all such taxes, fees or benefits. Further, Vendor agrees that it will abide by all Federal, State and local laws and ordinances related to its use of the booth or exhibit area during Lonsdale's Community Days Celebration. Vendor further states it will defend and hold Chamber and City harmless for any violation of law relating to Vendor's activities or Vendor's use of the booth or exhibit area. Likewise, Chamber and City agree that they will abide by all Federal, State and local laws and ordinances related to its use of the booth or exhibit area during Lonsdale's Community Day Celebration. Likewise, Chamber and City agree to indemnify and hold Vendor harmless for any and all claims or lawsuits for personal injuries, wrongful death or property damage arising from the acts or omissions of Chamber or City. Further, Chamber and City provides insurance coverage for these losses, which occur in the common areas of Lonsdale's Community Day Celebration. While Chamber and City accepts primary responsibility for common areas where Vendor's customers stand to purchase or view Vendor's products and services.

Signed: \_\_\_\_\_ and dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

|   |                                |               |         |        |
|---|--------------------------------|---------------|---------|--------|
| Complete this form and return with payment, ST-19, certificate of insurance and special event food license by June 1, 2023. | <b>OFFICE<br/>USE<br/>ONLY</b> | Date Received | Check # | Amount |
|---|--------------------------------|---------------|---------|--------|