



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

# **FAMILY DAY!**

**SATURDAY, September 8, 2018**

**12 Noon – 5:00 PM**

### **You are invited**

We are inviting local business, non-profit organizations, social groups, service providers and merchandise sellers etc to participate in this event. We hope you will have children and families best interests in mind and encourage groups to come up with an interactive experience to offer either within the exhibit or to experience in the future. Please be prepared to have a busy and fun day!

### **NO FOOD VENDORS IN THE KIDZ KORNER**

#### **Burnsville Fire Muster Rules and Regulations for ALL Vendors**

1. All business or other activity for which Application has rented space must be conducted in your designated area only including no excessive noise, such as loud music, singing, or megaphone unless pre-approved by Vendor Board Chair. No distribution of literature, sales or sampling may be done by strolling through the Burnsville Fire Muster grounds.
2. Burnsville Fire Muster will enforce space rented to all vendors. Vendor may use only agreed upon space approve by Vendor Board Chair. All unauthorized use of space will be charged a penalty fee along with the additional space fee prior to opening on Saturday or may be expelled from Burnsville Fire Muster; any additional fees for removal will be paid by the Vendor at time of removal. No changes in space rental size will be allowed after Event start time.
3. All Vendors agree that all fees paid to Burnsville Fire Muster are non-transferable and no booth space may be sublet, reassigned or otherwise transferred to a third party without written approval from Vendor Board Chair. All fees paid are non refundable.
4. Unless specified otherwise in the agreement, Exhibitor/Vendor must provide all furniture, chairs, tents and other equipment necessary for their own booth. Burnsville Fire Muster unable to accept responsibility for any lost or stolen items, or for the return of any rental equipment other than their own. All generators or electrical requirements are the responsibility of the Exhibitor/Vendor. All power requirements must be approved by Vendor Board Chair if necessary.

5. All approved Vendors are required to be open on the specified date and times listed above. Or as directed by the Vendor Board Chair You will be given a vendor check-in time in a Vendor Packet you will receive during the latter part of August. Typically after the Heart of the City Run ends (around 10:00 AM). Timing can change so once you receive you packet find the timing. All Vendors must check in at the specified time prior to the event in order to secure agreed upon space rental. Any Vendors checking in after waive there right to the Kidz Korner and may be moved to another available location on site. Burnsville Fire Muster reserves the right to change location of a Vendor's space if unforeseen circumstances' arises or said Vendor arrives after designated time listed above.
6. NO VEHICLES MAY BE IN BURNSVILLE FIRE MUSTER FOOTPRINT FROM ½ HOUR BEFORE OPENING UNTIL 15 MINUTES AFTER CLOSING TIME. Burnsville Fire Muster cannot take responsibility for any tickets issued by the City of Burnsville, Burnsville Police, Dakota County, for vehicles breaking rules. Storage vehicles (trucks, cars, etc.) must be parked off Burnsville Fire Muster ground in a legal parking space.
7. Please remember that Burnsville Fire Muster take place on property controlled by the City of Burnsville. All rules of this agency are strictly enforced throughout Burnsville Fire Muster. Any vendor found in violation of these rules, regulations, or ordinances may be expelled from Fire Muster without refund or compensation. Vendor is also responsible for any expenses incurred by said governmental body or expenses resulted in fine to Burnsville Fire Muster.
8. The vendor understands that they are solely responsible for calculating and reporting to the Internal Revenue Service and the Minnesota Department of Revenue all taxes arising from the sale of Taxable items at the Festival.
9. All Vendors will list all items that they intend to see at Fire Muster. There will be a limited number of "same kind" vendors. In the event of an excessive number of "same kind" application, Fire Muster reserves the right to restrict items offered for sale or services to be provided.
10. Acceptance as a vendor by Fire Muster does not imply endorsement or affiliation of the organization and/or individual. Vendors may not us Fire Muster name and/or logs unless written approval has been given by Fire Muster.

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

**VENDOR HOURS: Saturday, September 8, 2018 12 Noon – 5:00 PM**

Each vendor will receive a vendor packet with very detailed information in the latter part of August. Within the packet will be time you can access the grounds to set up and tear down. This packet is sent by email so make sure your email can be read on your application.

**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)

**APPLICATION CAN BE FOUND ON PAGES 4 & 5 BELOW**



## Burnsville Fire Muster & Community Celebration 2018 Family Day Vendor Application No Food Vendors

**Please print or type**

**BUSINESS/ORGANIZATION NAME** \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**DESCRIPTION OF PRODUCTS:** Please include everything which you plan on offering at your concession stand. Also list what activity you will be doing with the kids / families.

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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

**MERCHANDISE/SERVICE CONCESSION FEES** for Saturday, September 8<sup>th</sup> 2018

\_\_\_\_\_ 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 \_\_\_\_\_

**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**

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<sup>rd</sup>, 2018 along with the following:  
**(Incomplete applications will be returned to you)**

Concessionaire Application (**required for ALL**) 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 \_\_\_\_\_

Checks 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

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