



<input type="checkbox"/> Insurance
<input type="checkbox"/> ST-19 Sales Tax Form
<input type="checkbox"/> Payment



## Bay Point Park Taste of Red Wing Vendor Application August 3-5, 2018

Business Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Menu: \_\_\_\_\_

**Please complete form above and mail the following:**

- ✓ Vendor Fee: \$400 (15' wide by 8' deep) due by July 13 **(Make checks payable to River City Days)**
- ✓ Proof of insurance for current year to include dates of event
- ✓ ST-19 Sales Tax form signed (attached)

**Weather:** This is an outside festival.

**Set Up Times:** Friday, August 3—10AM-3PM; Saturday & Sunday, August 4 & 5—8-10AM

**Event Times:** Friday, August 3—4PM-10PM; Saturday, August 4—11AM-10PM; Sunday, August 5—Noon-6PM. As a Vendor, you can extend your hours longer if you want, but not shorter because we publish these times as festival hours.

**Location:** Bay Point Park

Call the Park Manager, Krista Huron at 651-380-8359 for a meeting time and setup location in park on Friday.

Some electricity is available but not guaranteed.

**Mail application & payment to:**

River City Days  
 c/o Red Wing Area Chamber of Commerce  
 439 Main Street  
 Red Wing, MN 55066  
 651-388-4719  
 Email: tammy@redwingchamber.com  
 Website: rивercitydays.org



### **River City Days Responsibilities**

- Size of space - 15 foot of front counter width and 8 foot depth under the tent. You may use the area immediately behind your area outside the tent if you need a work area. Depending on the number of vendors, sometimes there is some additional space adjacent to your stand that you may spill into.
- One coke double sliding door upright cooler (if you serve coke products). If Pepsi is sold, you will have to arrange with Pepsi for your cooler.
- Electricity—Two 20 amp outlets will be guaranteed. Sometimes there is additional room for more but not guaranteed. You are not allowed to use ice for refrigerating your food or drinks.
- Water—Potable water is on site and located behind tent area. It is a cold water faucet only and not to be used for rinsing hands or dishes.
- Waste Water—Must be dumped in a container in designated area.
- No water or food is to be dumped on the ground.
- Hand Washing Stations—Provided behind the food tent but the health department is requiring each vendor to have sanitizer water at each stand for quick use. The water must end up in a container and dumped in the waste water container. A coffee container with sanitizer water in it with a faucet over a catch pail will work. It does not have to be hot water.
- Pot, pan, and utensil cleaning is not allowed in the park. Plan to use disposables and have extra small tools available. An occasional rinse in your own sanitizer rinse area is alright, as long as nothing is dumped on the ground.
- Overnight Security—Provided on Friday and Saturday night from 10PM-8AM the next morning. No security will be provided Sunday night. The security persons will call the police if any problems occur. Protect your own valuables. The security is to prevent vandalism. You must remove all of your own possessions from the park before 7AM Monday morning so the tents can be removed and the park cleaned.
- Garbage cans are provided. If you fill them behind your stand, be sure to move them to the front of the tent for emptying the next morning.

### **Taste of Red Wing Vendor Responsibilities**

- Menu showing items and prices. The higher the display, the easier for your back row customers to read before ordering.
- When making your menu signs, be sure to include the price and place the signs in an area that can be viewed from over the tops of heads. Food items that sell the best are offered between \$3 -\$6. Beverages are all sold at the same price. Your pop company will provide you with a stand up cooler to sell from as long as you buy pop from them. All stands under the tent must sell a 20 oz serving for \$2.00.
- Signs—Most vendors have had banners made and upright posts erected to display their name prominently over their service tables. You may want to look at pictures of those being used by others.
- Tables and other equipment can be rented from local outlets. Tables should be skirted at the front to achieve a more finished look. No specific color is required.
- Electrical cords connecting your equipment to the main power boards—We have an electrical inspection that we must pass to operate. We are charged \$475 for this inspection and \$100 for each time the inspector returns to re-inspect. You are required to use only outdoor approved grounded extension cords of at least 14 gauge wires, 12 gauge is better if you are connecting refrigeration or heating devices to the main board.
- 50 foot cords are usually adequate to reach the main power boards. The main power boards are all equipped with ground fault receptacles. Do not let your connections lie on the ground or be in a location where rain can touch the connection between your cords and your appliances or it will shut off. If you use power strips like the type used for computers, be sure it is rated for the amount of amps you are going to plug into it or it will keep shutting down. If you have a problem with your circuit continually shutting down on the main power board, talk to Krista Huron. Do not plug your cords into someone else's circuits or you will blow their breakers also.
- Lighting—Provided inside the food tents but if you have an overhead banner or are working outside the back of the tent, you may not have enough light. Bring your own temporary lighting to plug in for extra light. It is light out till about 9:30PM in early August but the tent does not illuminate that well by the edges.
- Flies and bees are part of summer. Protect yourself and employees with spray or lotion. A floor fan also helps move the air and displace the flying insects.
- Your Menu—Must be sent in with your application for preview and approval. This procedure is to allow each vendor to continue to sell their same items from the previous year without direct competition. There is a small amount of duplication but only with approval. Some items that were popular one year won't sell the next for no apparent reason. The right price is always important. Trying to sell the whole meal may not work since your customer may want to try some of everything. Having two to four items is a good idea to offer variety. Not all new vendors experience popularity the first year and can easily become disappointed but persistence wins over in the long run. Randys, Liberty's, & Fiesta Mexicana have all been there for 20 years with basically the same menu and all are successful.

# Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

**Do not send this form to the Department of Revenue.**

<b>Print or type</b>	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State      Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.

<b>Sales tax exemption information</b>	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below:
	_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

<b>Sign here</b>	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone (    )

**PENALTY** — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

# Information for sellers and event operators

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Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

## Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

## Information and assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event: River City Days, Red Wing, MN, August 3-5, 2018

The above coverages must be placed with an insurance company with an A.M. Best rating of A-:VII or better.

Please forward your certificate within 30 days of event to Tammy Wadley, Red Wing Chamber of Commerce

**CERTIFICATE HOLDER****CANCELLATION**

Red Wing Area Chamber of Commerce  
439 Main St  
Red Wing, MN 55066

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE