

# **FOOD VENDOR**

## Afton Art in the Park 2018

Every Food Vendor application will be given consideration to determine if they are the right fit for this event and to ensure variety and avoid duplication. Available space is also a consideration. Food Vendors will be notified as soon as possible if their application is accepted or denied. All products must be approved by the AABA.

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| <b>Application Deadline:</b>             | <b>Sept. 1st, 2018</b><br>\$20 late fee assessed for applications after Sept 1st.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Background:</b>                       | The 39th Annual Afton Art in the Park will be celebrated in the historic village of Afton, MN, which is located along the scenic St. Croix River. This event will feature over 90 vendors of fine art and traditional craft. There will be live music, great food and a small business fair. Sponsored by Afton Area Business Association.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Date &amp; Hours:</b>                 | <ul style="list-style-type: none"><li>• <b>SET UP: FRI, Sept. 21 (3pm to 6pm)</b></li><li>• <b>EVENT HOURS: SAT, Sept. 22 (10am to 5pm)</b></li><li>• <b>EVENT HOURS: SUN, Sept. 23 (11am to 4pm)</b></li><li>• <b>NO TEAR DOWN UNTIL SUN. 4:00pm</b></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Entry Fee:</b>                        | <b>\$265 Food Vendor (10'x10')</b><br><b>\$365 Food Vendor w/ double space (10'x20')</b><br><br><b>ALL VENDOR FEE's are NON REFUNDABLE unless application is denied.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Payment Options AND Registration:</b> | <b>REGISTER &amp; PAY VENDOR FEE via <u>PAY PAL</u></b><br>1) Select " <b>Register Now</b> " Button on Vendor Invite page<br>2) Fill Out Application/Registration Form<br>3) Select " <b>PayPal</b> " as Payment method<br>You will be taken to Pay Pal site to complete Vendor payment. You should receive an email confirmation that payment has been made. Your Vendor Application will be automatically submitted after payment is complete.<br><b>Payments after Sept. 1st MUST be paid via PAYPAL</b><br><br><b>OR</b><br><br><b>REGISTER &amp; PAY VENDOR FEE via <u>CHECK</u></b><br>1) Select " <b>Register Now</b> " Button on Vendor Invite page<br>2) Fill Out Application/Registration Form<br>3) Select " <b>Check</b> " as Payment method<br>4) Select " <b>Register</b> " at end and send check to AABA<br><b>*Check option not available after Sept. 1st. (must use PayPal)</b><br><br><b><u>Afton Area Business Association ADDRESS:</u></b><br><b>AABA / Afton Art in the Park</b><br><b>P.O. Box 102 Afton, MN. 55001</b> |

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| <b>Advertising:</b>                   | Event heavily promoted in local newspapers, direct mailings, email list serves, flyers, media press releases, social media.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Notification Of Participation:</b> | <p><b>AABA CANNOT GUARANTEE VENDOR PARTICIPATION OR ASSIGN VENDOR BOOTH UNTIL PAYMENT IS RECEIVED.</b></p> <p><b>Applicants selected to participate in Afton Art in the Park will receive an email <u>Acceptance Confirmation</u>.</b> If you do not have an email address, you will be called by phone.</p> <p>Applicants who are NOT selected will receive an email or phone call as soon as possible and the vendor fee will be refunded.</p>                                                                                          |
| <b>BOOTHS:</b>                        | Food vendors needing more than a 10x10 space will pay an additional \$100. Requests for placement will be considered, not guaranteed.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>TRASH:</b>                         | Food vendors must bring 2 large trash containers for their booth and provide their own garbage bags. There is a large dumpster available to empty trash containers into. (SW corner of park) Vendors must keep their area clean at all times!                                                                                                                                                                                                                                                                                             |
| <b>WATER:</b>                         | Limited availability. We are not able to offer direct access to every vendor.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ELECTRICAL</b>                     | <p>Each Food concession must comply with the electrical standards as identified by the State of MN and Wash. County. State law requires annual electrical inspection prior to your first event of the season.</p> <p><b>Food vendors will be pre assigned an electrical outlet, based on the electrical needs of the vendor.</b> Vendors must have a back- up generator in case of power failure. AABA will not be responsible for loss of power.</p> <p><b>Food vendors must list power/electrical requests on application form.</b></p> |
| <b>Insurance:</b>                     | All Food vendors must hold a Certificate of Liability Insurance. Please send a copy via mail or email.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Photos:</b>                        | Please provide your website or send images via email that contain clear photos of your tent or mobile truck that you will be using at this event.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Damages:</b>                       | Neither the Afton Area Business Association (AABA) nor any representative of the AABA shall be held responsible for any loss of or damage to equipment during the event. This includes damage incurred due to inclement weather.                                                                                                                                                                                                                                                                                                          |

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| <b>Security:</b> | Overnight security provided:<br>FRI, Sept. 21 (11pm - 7am) & SAT Sept. 22 (11pm - 7am)<br>AABA and Security Contractors are not responsible for lost or stolen goods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Parking:</b>  | <b>NO Vendor Parking permitted</b> on St. Croix Trail or side streets of Park on SAT or SUN. We need to leave accessible parking for guests. Vehicles left on the grounds after 10am on show days will be towed. Vendor Parking will be assigned prior to event. Golf cart shuttle service will be available before and after event hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ST-19:</b>    | All Food vendors must have a signed Operator Certificate of Compliance ST19:<br><a href="http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf">http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>LICENSE:</b>  | MUST POST CURRENT FOOD LICENSE IN BOOTH and submit copy prior to event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Websites:</b> | <b>Minnesota Dept. of Health</b><br><a href="http://www.health.state.mn.us/divs/eh/food/license/index.html">http://www.health.state.mn.us/divs/eh/food/license/index.html</a><br><br><b>Special License for Mobile Food Unit /Seasonal Temporary Food Stand/Special Event Food Stand:</b><br><a href="http://www.health.state.mn.us/divs/eh/food/license/special.html">http://www.health.state.mn.us/divs/eh/food/license/special.html</a><br><br><b>WA County Dept. Of Public Health &amp; Environment:</b><br><a href="http://www.co.washington.mn.us/index.aspx?NID=1192">http://www.co.washington.mn.us/index.aspx?NID=1192</a><br><br><b>Special Events Application:</b><br><a href="http://www.co.washington.mn.us/DocumentCenter/View/644">http://www.co.washington.mn.us/DocumentCenter/View/644</a> |