

# Elmcrest Art Fair

## Food Vendor Application



**Sunday, July 14, 2019, 10:00 am – 4:00 pm**

A maximum of five vendors will be allowed. Selection of vendors is made at the sole discretion of the Elmcrest Art Fair Committee. All 2017 vendors are given priority. **Applications and payment are due by Friday, June 7, 2019, 4:30 pm.** All vendors will be notified of their status by Friday, June 14, 2019, 4:30 pm. Stall assignments for admitted vendors will be made at the sole discretion of the Parks & Recreation Department by Tuesday, June 25, 2019, 4:30 pm.

<b>Organization Name:</b> _____	<b>Application Fee \$25</b> Total Remitted \$ _____ <b>Booth Dimensions Requested</b> Width, feet _____ Length, feet _____
<b>Address:</b> _____	
<b>City, State, Zip:</b> _____	
<b>Contact Person Name:</b> _____	
<b>Contact Person Phone:</b> _____	
<b>Contact Person Email:</b> _____	

**Description of Food Items to be Sold:** \_\_\_\_\_

PAYMENTS: Cash (at City Hall), Check (to the City of Ramsey), or Credit Card (below)			
Credit Card Number	Expiration Date	CVV Code (3 digits)	Amount Due

**CHECK ALL THAT APPLY**

- I have read and understand the Elmcrest Art Fair Food Vendor guidelines
- I have read and understand the Sustainability and Product Purchasing guidelines
- I have attached a completed Elmcrest Art Fair Food Vendor Indemnification Agreement
- I have attached a completed Minnesota ST-19 form
- I have attached an Anoka County mobile food unit/temporary food stand/food cart temporary license (Not required if licensed by the Minnesota Department of Agriculture)
- I have attached an appropriate certificate of liability insurance (Minimum \$500,000 policy, per occurrence—City of Ramsey listed as additional insured)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed application and payment to:  
 Heather Mohr, City of Ramsey, 7550 Sunwood Drive NW, Ramsey, MN 55303

More information: [www.cityoframsey.com/parkevents](http://www.cityoframsey.com/parkevents)  
 763-433-9883, [hmohr@cityoframsey.com](mailto:hmohr@cityoframsey.com)

# FOOD VENDOR GUIDELINES

- The official communication medium for Elmcrest Art Fair is email.
- This is a rain or shine event, and the application fee is non-refundable.
- Food vendors **open at 10:00 am and close at 4:00 pm on Sunday, July 14, 2019**. Vendors may open sooner if desired.
- A **maximum of five vendors** will be allowed in 2019. Selection of food vendors is made at the sole discretion of the Elmcrest Art Fair Committee. It is recommended that completed applications be turned in as quickly as possible. All 2018 vendors will be given priority.
- Set up can take place Sunday morning, July 14 (before 10:00 am). Detailed information will be provided via email by **Tuesday, June 25, 4:30pm**.
- Stall assignments will be made at the sole discretion of the Parks & Recreation Department by **Tuesday, June 25, 4:30 pm**.

## Certificate of Liability Insurance

Must be furnished by your Insurance Agent with the mandatory changes below. Must list the City of Ramsey as an additional insured. You are required to have public liability, and property damage insurance to protect license holder and City of Ramsey from all claims for damage to property or bodily injury, including death, which may arise from operations with the following coverage: Food Vendors, minimum \$500,000 policy, PER OCCURRENCE.

## Booth Dimensions/Location

We will do our best to accommodate your desired booth size. Please be sure to indicate your desired size on the Food Vendor Application. At a minimum, or if sufficient information is not provided, you will be allotted a stall as space is available.

## Sustainability Guidelines and Product Purchasing Guidelines

The Elmcrest Art Fair is pursuing efforts to be a sustainable event with less waste generated. As a food vendor, we need your assistance to accomplish this goal. Vendors are *required* to use Biodegradable Product Institute (BPI) certified compostable products, or recyclable products only. The use of Styrofoam products are not allowed since they are neither compostable nor recyclable. Please familiarize yourself with the attached Product Purchasing Guidelines prior to submitting this application.

## Electricity

Electricity will *not* be provided. You must provide your own power. You must provide outdoor cord covers to reduce tripping hazards.

## Event Parking

You will be allowed to park one vehicle at your booth. Additional parking will be available at the park, there is ample parking available. Violators will be towed, no exceptions.

## Noise Reduction

All food vendors will be required to supply plywood to reflect generator noise from the event space.

## Anoka County Inspections:

Food vendors are required to meet all Anoka County Health requirements. They must obey all State Statues, County regulations, and City ordinances regarding licenses, health and safety codes, vehicle requirements, and fair trade practices. Food vendors must abide by state and local Fire Codes.

*As of January 1, 2018, Anoka County will be requiring all mobile food units, seasonal temporary food stands, and food carts to obtain an [Anoka County license](#).*

### Contact:

Anoka County, Community Health & Environmental Services, 763-323-4260

Mobile Food Unit License Application: <http://www.anokacounty.us/1414/Food-Service-Establishments>

**IMPORTANT NOTE:** If licensed by the Minnesota Department of Agriculture, an additional license from Anoka County is *not* required.

**Elmcrest Art Fair Indemnification Agreement**

City of Ramsey  
2018 Elmcrest Art Fair  
7550 Sunwood Drive NW  
Ramsey, MN 55303

This agreement between the CITY OF RAMSEY and \_\_\_\_\_  
(Legal name as registered with the State of Minnesota)

(The "CONTRACTOR") authorizes the CONTRACTOR to locate their services adjacent to the Elmcrest Park Building at 16303 Quicksilver Street NW, Ramsey, MN 55303 on July 14, 2019; and,

To the fullest extent permitted by law, the CONTRACTOR agrees to defend and indemnify the CITY OF RAMSEY, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors, or omissions of the CONTRACTOR, CONTRACTOR'S subcontractor(s), or anyone directly or indirectly employed or hired by CONTRACTOR or anyone for whose acts CONTRACTOR may be liable, or regardless of whether or not caused in whole or in part by the negligent acts, errors, or omissions of the CITY OF RAMSEY and its officers, employees, or volunteers, unless such negligent acts, errors, or omissions constitute gross negligence or intentional misconduct; and,

CONTRACTOR agrees this indemnity obligation shall survive the completion or termination of this Agreement.

**AGREEMENT VALID WHEN SIGNED BY AUTHORIZED PERSONS**

CONTRACTOR

Legal Business/Organization Name: \_\_\_\_\_  
(Should reflect application)

Authorized Person Name: \_\_\_\_\_  
(Should reflect application)

Authorized Person Title: \_\_\_\_\_

Authorized Person Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## PRODUCT PURCHASING GUIDELINES

The City of Ramsey wants the Elmcrest Art Fair to be a sustainable event by striving to generate less waste. We have already incorporated recycling and compostable receptacles into the event. The intent is to divert as much material from landfills as possible. Products that make this goal most challenging include Styrofoam, plastic utensils, plastic plates, paper boats, and plastic straws. Thus, we are requiring all food vendors utilize and distribute compostable or recyclable products only. Compostable products include all certified compostable products with the BPI certification logo pictured to the right.



Please note that products labeled as biodegradable, or those that state, “plastics made from plants or corn starch,” are not necessarily compostable. As a reminder, certified compostable products need to be BPI certified and will have the logo pictured above. Alternatives to certified compostable products that you can use include recyclable products. Plastic cups made from polyethylene terephthalate (PET), designated by a #1, can be recycled, and thus would be acceptable.

Below is a list of local vendors that offer certified compostable products. Note that this list is not an endorsement of any company listed, but rather intended to help you locate and purchase certified compostable products.

<p style="text-align: center;"><b>LitinEco</b> Simon Hefty 612-607-5704 / 651-329-8935 c <a href="mailto:shefty@litin.com">shefty@litin.com</a> <a href="http://www.litineco.com">www.litineco.com</a></p>	<p style="text-align: center;">Heritage Bio-Tuf® and BioBag® bags World Centric® and Eco-Products® cups, containers, plates, straws, utensils, plastic wrap</p>
<p style="text-align: center;"><b>Northern Technologies</b> Mia Thomson 763-225-6612 <a href="mailto:mthomton@ntic.com">mthomton@ntic.com</a> <a href="http://www.ntic.com">www.ntic.com</a></p>	<p style="text-align: center;">Natur-Bag® bags Natur-Tec® cutlery</p>
<p style="text-align: center;"><b>Plastic Bagmart</b> Mark Greenstein 952-933-2366 <a href="mailto:mark.pbmart@qwestoffice.net">mark.pbmart@qwestoffice.net</a> <a href="http://www.bagmart.com">www.bagmart.com</a></p>	<p style="text-align: center;">Natur-Bag® bags Natur-Tec® cutlery</p>
<p style="text-align: center;"><b>Renewables</b> Jason Whelan 763-221-9569 <a href="mailto:jason.whelan@renewablesbrand.com">jason.whelan@renewablesbrand.com</a> <a href="http://www.renewablesbrand.com">www.renewablesbrand.com</a></p>	<p style="text-align: center;">Renewables™ cups Renewables™ lids</p>
<p style="text-align: center;"><b>Sysco MN</b> Karen Edell 763-785-7428 <a href="mailto:edell-reeves.karen@min.sysco.com">edell-reeves.karen@min.sysco.com</a> <a href="http://www.syscomn.com">www.syscomn.com</a></p>	<p style="text-align: center;">Heritage Bio-Tuf® bags Greenware® cups, lids, containers Eco-Products® cups, plates, bowls, containers, straws</p>
<p style="text-align: center;"><b>Upper Midwest Gourmet</b> Kevin Selig 612-728-7208 <a href="mailto:kevin@umgcoffee.com">kevin@umgcoffee.com</a> <a href="http://www.uppermidwestgourmet.com">www.uppermidwestgourmet.com</a></p>	<p style="text-align: center;">Eco-Products® cups, plates, bowls, containers, straws Ecotainer® cups BioBag® bags</p>
<p style="text-align: center;"><b>Advance Sales</b> Eric Jensen 763-425-2236 <a href="mailto:ejensen@advance-sales.net">ejensen@advance-sales.net</a> <a href="mailto:info@advance-sales.net">info@advance-sales.net</a></p>	<p style="text-align: center;">Greenware® cups, lids, containers TerraPac™ containers Natur-Bag® bags &amp; Natur-Tec® cutlery BioPlus® Earth containers</p>

**ST19**

**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.

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.

### **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.taxes.state.mn.us](http://www.taxes.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.

## **Information for sellers and event operators**

