

**Submit by April 1, 2010 to:** Leah Westlund, 6480 Ranier Lane N., Maple Grove, MN 55311

**Business Name/Vendor** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Contact Person** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Email Address** \_\_\_\_\_ **Fax Number** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Vendor Description of Services & Products (include all products you wish to offer at your booth)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Booth:** Booth \_\_\_ Trailer \_\_\_ Canopy \_\_\_ **Dimensions of Booth:** \_\_\_\_\_  
**Will you require Electricity?** Yes \_\_\_ No \_\_\_ If yes, fill out the Electrical Requirement Form  
**Are you capable of providing your own power?** Yes \_\_\_ No \_\_\_  
**Will you be using propane gas?** Yes \_\_\_ No \_\_\_

*This section to be completed by Maple Grove Days Food Chairperson.*  
**Site location:** All Locations  
**Dates of Vendor Participation:** \_\_\_\_\_  
**Participation Fee:** \$300 **Additional Electrical Fee:** \$50 - 208 Recp

**DEADLINE: All applications must be received by April 1 for consideration.**  
**Applications received after April 1 will require an additional late fee of \$25.00 per month.**  
**No refund of application or electrical fees after May 15.**

**The following items must be submitted by April 1 to:**  
Leah Westlund, 6480 Ranier Lane N., Maple Grove, MN 55311  
( ) Signed and completed Food Vendor Application  
( ) Participation fee and electrical fee (check made out to MGCO)  
( ) Electrical Requirements Form

**The following items must be submitted by May 15 to:**  
Debbie Coss, City of Maple Grove, 12951 Weaver Lake Rd., Maple Grove, MN 55369,  
Fax 763-494-6454 or Email [dcoss@ci.maple-grove.mn.us](mailto:dcoss@ci.maple-grove.mn.us)  
( ) Certificate of Insurance in the amount of \$2 million, naming MGCO and City of Maple Grove as Additional Insured  
( ) Hennepin County Itinerant Food License or Mobile Food Handlers License (Please contact Hennepin County at 612-543-5200 or [www.co.hennepin.mn.us](http://www.co.hennepin.mn.us) for information regarding required licensing.)

**Indemnification** – To the extent permitted by law, vendor hereby agrees to protect, indemnify, defend and hold harmless MGCO, the City of Maple Grove, Maple Grove Park Board and all other respective volunteers against claims, losses or damages to person or property and costs (including reasonable attorney’s fees), arising out of or connected with events of Maple Grove Days, including but not limited to, the installation, removal, maintenance, occupancy or use of park premises, or a part thereof, by vendor, except those claims arising out of the sole negligence or willful misconduct of MGCO.

**Acknowledgement of Acceptance: By signing below you are confirming you have read the Rules and Regulations Contract, understand and confirm all stated within and agree to comply in good faith.**

Name of Business: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact information:**  
**Leah Westlund, Maple Grove Days Food Chair**, 6480 Rainier Lane N., Maple Grove, MN 55311  
Phone: 612-963-4886, Email: [lwestlund@gmail.com](mailto:lwestlund@gmail.com), Fax: 763-478-9555  
**Debbie Coss, City of Maple Grove**, 12951 Weaver Lake Rd. Maple Grove, MN 55369  
Phone: 763-494-6535, Email: [dcoss@ci.maple-grove.mn.us](mailto:dcoss@ci.maple-grove.mn.us), Fax: 763-494-6454  
**Deb Syhre, Maple Grove Days**, Phone: 763-420-7258, Email: [dsyhre.mgco@embarqmail.com](mailto:dsyhre.mgco@embarqmail.com)

# Maple Grove Day

## Vendor Rules & Regulations

### Paperwork:

**Food Vendors:** Each group/vendor serving **food or beverage** must submit the following items:

1. Food Vendor Application and all required fees. **No refunds after May 15.**
2. Appropriate food license (Hennepin County Itinerate Food License or Mobile Food Handlers License) For Hennepin County Food Handler's License (fax to Debbie Coss 763/494-6454) for application request Hennepin Cty Food Itinerate License at [www.co.hennepin.mn.us](http://www.co.hennepin.mn.us) or 612-543-5200
3. Certificate of Insurance- naming MGCO & City of Maple Grove additional insured. (fax to Debbie Coss 763/494-6454)

All other group/vendors should have the following turned in

1. Vendor Application/contract and all required fees. **No refunds after May 15.**
2. Certificate of Insurance- naming MGCO & City of Maple Grove additional insured. (fax to Debbie Coss 763/494-6454)
3. Vendor is responsible for collecting and reporting appropriate taxes incurred from sales.

MGCO reserves the right to deny vendor participation if acting in an improper or unsafe manner.

**Hours of Operations: Event will take place rain or sunshine. No refunds will be issued.**

**MGCO reserves the right to postpone or cancel Maple Grove Days due to unsafe weather conditions. This decision will be made by the Maple Grove Police Dept., Maple Grove Emergency Operations Center and MGCO.**

1. Set up – Anytime after 7:30 a.m. you may begin setting up. MGCO reserves the right to deny set up of unsafe equipment.
2. Event times – Vendors be open by 10:00 a.m. but you may start at 9:00 a.m. if you choose.
3. **Due to safety concerns all vehicles MUST be removed from festival area by 9:00 a.m.**
4. Clean up – Your site must be picked up and closed down after the fireworks. If you plan to close down earlier; please let us know of those plans by Friday, June 22. **Due to safety concerns NO vehicles will be allowed in festival area before 11:00 p.m. or until the completion of fireworks and the crowd has dispersed.**
5. Site Evacuation – All garbage must be bagged and disposed of in the dumpsters, tables wiped down (if rented) and area cleaned before leaving Saturday night. Fold up rented tables and placed under the dining canopy. Please sign off before leaving with Deb Syhre, or Glenn Stickney.

Vendors will be issued a parking permit that must be displayed in vehicle front window.

### Volunteers/Staffing:

For Youth Groups - if only one person is in your booth you must close down the booth until you can locate adequate help. There must be an adult present in the booth at all times.

Vendor agrees to conduct themselves in an orderly manner in full compliance with applicable laws and regulations.

### Site:

Tents, Tables, Chairs and Equipment

1. Food vending booths must have a tent covering to serve food under. Tents cannot have sides. Cooking food on a grill/LP can **NOT** be done under a canopy.
2. Vendors responsible for setting up and taking down their own tents.
3. Tent/canopy should not be larger than 10'6"x10'6", unless it is approved.
4. **NO** tent/canopy can be larger than 200' square feet.
5. Tents **MUST** be weighted down securely.
6. All equipment must fit within your space allotment. This includes tent weights.
7. Rental Equipment – vendor is responsible and must pay for any damage to tents, tables and chairs that are rented through MGCO. Do **NOT** put holes or use tape on vinyl top of tents. You must attach signs to the frame of tent.
8. Food Vendors should have a fire extinguisher for your site; there will be fire extinguishers on the grounds according to fire code within 75 feet of your site.
9. For your safety there is a first aid booth located next to the information booth. If you should need to cool down the ice arena is open for a cool retreat from the heat.
10. Vendor must supply own electrical cords, tools, safety ropes and all other equipment.

**Power/Generator Usage:**

(3 of 4)

You must have submitted on your application a request for power, with the amps of each item you plan to plug in and type of receptacle. If this information was not provided power will not be available. Vendors must supply their own 12 gauge electrical extension cords.

**Site Placement:**

MGCO agrees to provide a map of the festival & your site placement, with directions to site event. MGCO reserves the right to change location of a booth if necessary.

**Garbage:**

All sites must have a lined garbage can (you must provide for the inside of your booth).

All garbage must be placed in the garbage can, and emptied periodically, no overflow.

Garbage dumpsters are located in the North-west parking lot.

**Safety & Policy:****Alcohol Policy**

1. Absolutely NO alcohol will be permitted on any of the festival grounds. Police will be doing periodic checks of the area, and anyone found with alcohol will be asked to leave the premises, possibly with a citation.
2. The policy does include persons of legal drinking age, and does apply to drinking in vehicles.
3. If anyone is found with alcohol that is a volunteer participant in the Maple Grove Days festivities, their group will not be welcome to participate in future festivals.

**Disorderly Behavior:**

1. If anyone in your group or booth should come across a situation requiring police assistance please report to the Information booth immediately. Report the location of such event; do not try to handle on your own. We have direct radio contact with the police and they will be called to the area.

**Booth Content:**

Vendors cannot offer free products that another vendor will be selling at the event. All giveaways, products sold or presented will need to be listed on application and approved by MGD's committee chair. MGD's committee reserves the right to deny any free promotional items that maybe in conflict with another vendor. You may, however give away free items that directly relate to the business/organization you are representing. Remember all items must be suitable for family audience.

**MGCO Agrees to Provide:**

1. Adequate plan for crowd and traffic control to ensure protections of guests

**Indemnification:**

To the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless Maple Grove Community Organization (MGCO), the City of Maple Grove, the respective officers, employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs (including reasonable attorney's fees) arising out of or connected with the events associated with Maple Grove Days, including, but not limited to: the set-up, removal, maintenance, occupancy or use of the property, owned or rented by MGCO, the City of Maple Grove and its affiliates, except those claims arising out of the sole negligence or willful misconduct of MGCO.

We are pleased and excited that you have chosen to join us in our community festival. We hope the day proves to be successful and prosperous for you/your group.

Thanks again for your participation!

If you have any questions please contact the following:

Deb Syhre	Glenn Stickney	Leah Westlund	Michelle Tripp	Lorrie Link
Site/Vendors	Site/Vendors	Food Vendors	Non Profit Groups	Art Fair
763-420-7258	612-308-7365	612-963-4886	763-550-0837	763-494-3948

# **Maple Grove Days** **Electrical Requirements Form**

**Business Name/Vendor** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Certificate of Insurance Enclosed:** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Date** \_\_\_\_\_

Please list **ALL** appliances/equipment to be used during Maple Grove Days that will require a power source. This following power information requirements must be provided to properly service your equipment.

Equipment Type	NEMA # (220/208 only)	Quantity	Voltage	Amps	Phase
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					

Please note any special power requirements you may have: \_\_\_\_\_

**Vendor Requirements:**

1. You must provide your own extension cords. All extension cords must be a minimum 12 gauge.
2. Only one appliance may be plugged in per outlet. Power strips may only be used if power company technician has granted prior approval.
3. Please indicate type of outlet receptacle required to plug your equipment in. NEMA # is located on the power cord; applies to 220 or 208 only.
  - a. 120 volt 15/20 amp receptacle \_\_\_\_\_
  - b. 14-50R RV Receptacle \_\_\_\_\_
  - c. 208 Receptacle \_\_\_\_\_ (Additional \$50) NEMA # \_\_\_\_\_
4. If your plug will not fit into either of these receptacles you will need an adapter. You must provide your own adapter.
5. **Please return this form with your application.**