

EAGAN ART FESTIVAL

FOOD VENDOR'S REQUIREMENTS (Rules governing participation)

1. Set-Up and Take Down: Set-up for the festival will be from 4:00 PM to 8:00 PM on Friday June 20 and then continue from 6:00 AM to 8:00 AM on Saturday, June 21. All set-ups must be complete by 8:00AM Saturday, June 21. Takedown may not begin until 5:00 PM on Sunday, June 22 (or until all customers have left the area). Takedown must be complete by 8:00 PM Sunday, June 24.

2. Vehicle Unloading and Parking: Vehicles are not allowed on the grass inside the ellipse without clearance from the Festival Manager. All vehicles must be moved to the vendor parking area by 8:30 AM Saturday, June 23. This parking area is available both days.

3. Food Preparation: The same menu offered on Saturday must be available on Sunday. All food prepared before the festival must be prepared in a licensed and approved kitchen by order of the Minnesota Health Department. To maintain consistency and authenticity of the food, all food items sold at the festival must be prepared by the vendor's employees. The Festival Manager must approve menu additions, deletions, or substitutions. Projected attendance at the two-day festival in 2008 is 7000 – 8000 assuming there is no inclement weather. Please estimate your needs accordingly.

4. Serving Area: Each food vendor must have an attractive preparation and serving area. Food vendors serving hot items must keep hot preparation materials out of public reach. This includes ovens, dispensers, warmers and deep fat fryers. Food vendor personnel must handle all food items under the same health rules and regulations required by the Minnesota Health Department. All food exhibitors are required to have a fire extinguisher in each booth (5 lb. Non-toxic model #2A10BC).

5. Electrical: Food vendors needing 120v/20amp service will be charged \$50. An additional \$50 or \$100 will be charged for vendors requiring more power. A Festival representative will visit your food booth the first day of the event to assure your electrical service is adequate. The state electrical inspector will be checking permits and electrical set-ups.

6. Wearing Apparel: All personnel in the food booths having contact with the public must wear appropriate attire for their respective duties. Particular attention needs to be given to safety.

7. Signs and Decorating: Food vendors are required to display a sign or banner identifying their business. The most appropriate banner size is 8' x 30". Food vendors are required to post menus and prices on a sign, easily seen by the public, no smaller than 22" x 28".

8. License and Insurance: The Minnesota Health Department requires all food vendors to be licensed. If a vendor is not licensed, a short-term permit may be secured when the state inspector visits your booth. Permits will be issued only after final approval by the Health Department. All participating food vendors must secure liability insurance and a copy of the certificate of insurance must have the Dakota Center for the

Arts and the City of Eagan listed as additional insureds. A copy must be sent to the Festival Manager with your application.

10. Sanitation: Food Vendors are responsible for maintaining acceptable standards within their booth. Each vendor is responsible for disposal of their own trash into the dumpster located on the festival grounds. Please bring bags and plan accordingly. Vendors are prohibited from using trash containers intended for festival patrons. Overflowing trash containers are not acceptable. At closing each night, vendors must put all boxed or bagged trash into the designated dumpster. Vendors must provide adequate personnel to comply with these garbage removal requirements. Vendors are responsible for the cleanup of all grease and food spillage at their food booth. Cardboard or other suitable flooring must be used wherever grease, charcoal or food spillage is likely to occur. All gray water must be disposed of in the designated location. Do not dump any substance on the grass. All grease must be removed from the site by vendor. A \$50.00 deposit is required from each vendor to ensure sanitation compliance. A refund of \$50.00 will be made to you by July 31, 2008 if all festival rules, standards and regulations have been adhered to in and around your exhibit space.

11. Use of Food Exhibitor Space: Keep the area directly in front of your booth clear of merchandise or signage. Outside space at rear of booth may be used for storage. No strolling or mobile unit sales may be set up without permission of the Festival Manager. Your booth may not be closed during festival hours without permission of the Festival Manager. Food vendors will use their assigned space only for the purpose of selling menu items described and identified in the Festival Agreement. All vendors must stay within their assigned 10' x 10' space. Vendors who have not requested additional space in advance and exceed the 10' x 10' space will be charged the additional space fee payable immediately.

12. Disclaimer: The Eagan Art Festival enforces normal precautions to guard the safety of its participants. It can assume no responsibility for events or conditions beyond its control and cannot be responsible for the security of personal belongings or valuables in your food booth. **There are no secure areas at the festival.** Vendor belongings and personal items are the responsibility of the owners.

I, the undersigned have read, understand and agree to the above stated Food Vendor Rules and Requirements.

Business Name

Authorized Signature

Date

Printed Name of Authorized Signer

**Please make copies of all required documents before
attaching to your application.**