

EAGAN ART FESTIVAL

FOOD VENDOR'S REQUIREMENTS (Rules governing participation)

- 1. Set-Up and Take Down:** Set-up for the festival will be between 3:00 PM and 8:00 PM on Friday June 22 and then continue from 6:00 AM to 8:00 AM on Saturday, June 23. All set-ups must be complete by 8:00AM Saturday, June 23 for electrical inspection. You must be available at the inspection time! Takedown may not begin until 5:00 PM on Sunday, June 24 (or until all customers have left the area). Take down must be complete by 7:00 PM Sunday, June 24.
- 2. Vehicle Unloading and Parking:** Vehicles are not allowed on the grass inside the ellipse without clearance from the Festival Director. 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 Director must approve menu additions, deletions, or substitutions. Projected attendance at the two-day festival in 2012 is 6800 – 7000 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 as required by the Minnesota state fire codes.
- 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 on Saturday, June 23 at 8 a.m. with the state electrical inspector who will be checking permits and electrical set-ups. You must be present. Please be specific about your electrical needs on the application. Vendors are responsible for any fees assessed by the inspector on-site.
- 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:** 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. Please send a copy of your license with your application. Vendors are responsible for any fees assessed by the inspector on-site.
- 9. Insurance:** All food vendors must secure Commercial General Liability insurance, including products liability with minimum limits of coverage at \$500,000 each occurrence and \$500,000 general total limit and \$500,000 products aggregate limit. **The Dakota Center for the Arts and the City of Eagan must be added as additional insureds on such Commercial General Liability insurance. A Certificate of Insurance evidencing this insurance must be sent to the Festival Director**

when your application is accepted or you will not be allowed to enter the festival grounds. If you are subject to a state's workers compensation statute, the certificate of insurance should include evidence of that coverage.

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, 2012 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 Director. Your booth may not be closed during festival hours without permission of the Festival Director. 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' frontage. Vendors must specify if additional frontage space is needed as an extra charge may apply. Please contact the Festival Director regarding additional frontage space. (artfest@weston.borman.com or 651-269-ARTS)

12. Release and waiver: You agree to release, hold harmless, defend and indemnify Dakota Center for the Arts, the Eagan Art Festival, and the City of Eagan, their directors, officers, employees, agents and affiliates, from any and all loss, damage, liability, cost or expense that Dakota Center for the Arts, the Eagan Art Festival, or the City of Eagan may incur or suffer as a result of any claim of any kind whatsoever arising out of your participation in the Eagan Art Festival. The Eagan Art Festival will not be responsible for the security of your business property, personal belongings or valuables. 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.