



FAMILY DAY EVENT

Saturday, August 31, 2024 – 11AM to 6PM
Plymouth Avenue between Logan & Penn

VENDOR APPLICATION

(Read and complete all 3 Pages)

VENDOR INFORMATION					
Organization/ Business Name					
Full Name of Contact:					
Street Address:		City	State, Zip		
Phone:		Email:			
VENDOR FEE SCHEDULE: <i>(additional tables, chairs extra)</i>		10' x10' Tent 2 chairs 1 table	Enter Base Fee	ADDED FEES: Addt'l Table: \$25.00 ea. Addt'l Chair: \$10.00 ea.	Enter Added Fees:
Food Vendor (Includes truck vendors)		\$225.00	\$	# Add'l Tables: <input type="text"/> # Add'l Chairs: <input type="text"/>	\$
Merchandise Vendor		\$150.00	\$	# Add'l Tables: <input type="text"/> # Add'l Chairs: <input type="text"/>	\$
Non Profit/Information Only Vendor		\$125.00	\$	# Add'l Tables: <input type="text"/> # Add'l Chairs: <input type="text"/>	\$
TOTAL ENCLOSED:					\$

MN Tax ID#:	<input type="text"/>	Vendor Permit #:	<input type="text"/>
MN Sales Tax #:	<input type="text"/>	Federal Tax ID#:	<input type="text"/>
Tax Exempt #:	<input type="text"/>	IRS Operator ID#:	<input type="text"/>

- ◆ Vendors must have a valid permit. A copy of your permit must be submitted along with your Family Day vendor application. For more information about permits, contact the City of Minneapolis at 612-673-2301, or print the form on the City's website: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/special-events-temp-permits/special-events/food/short-term-food-permit>
- ◆ Propane usage must be approved by permit ahead of time.
- ◆ Violation of beverage vending rule intentionally or unintentionally will result in immediate closure of booth.
- ◆ Any grease must be placed in a sealed container and taken off Festival premises.

- ◆ Food vendors **MUST** comply with all Minneapolis Division of Environmental Health and Food Safety
- ◆ Guidelines for dispensing foods under a short-term/seasonal food permit. (Call 612-673-2301 for an application or visit the website: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/special-events-temp-permits/special-events/food/short-term-food-permit/>)
- ◆ Failure to comply with guidelines will result in immediate booth closure.
- ◆ Canopies or tents must cover food and food preparation and serving area.
- ◆ Menu must be displayed with type of food to be sold and prices. No popcorn please.
- ◆ Liquid Propane Tanks - Vendors using LP tanks must apply with the Minneapolis Fire Prevention Bureau for a permit.
- ◆ Tents are **REQUIRED** unless you are a Food Truck Vendor. (All application fees still apply to Food Truck Vendors)
- ◆ No power will be provided to vendors
- ◆ **Food Vendor Applications WILL NOT be accepted after EOD 8/17/24.**

List all food or exhibit items to be distributed or sold:

Electrical Equipment

Please list the ELECTRICAL equipment to be used. This includes trailers, grills, trucks, vans, deep fryers, displays, games, decorations, etc. (inc. # of each). **Note: No power will be provided to vendors.**

- ◆ Vendors **MUST** have a confirmation letter to enter the festival area on 8/31/2024.
- ◆ Each vendor **MUST** check in at the Family Day Information Desk (inside Urban League building). At the Information Desk, vendors will receive information and assistance with space location, if needed.
- ◆ Vendors are allowed to bring vehicles onto the street site between 7:30 am - 9:30am on Sat.,8/31/2024.
- ◆ **All vehicles MUST be moved to the designated vendor parking area by no later than 10:00 am.**

Power, Tents and Supplies

- ◆ Tents are REQUIRED unless you are a Truck Vendor. (All application fees still apply to Truck Vendors)
- ◆ **No power will be provided to vendors. Extension cords or other electrical equipment will not be provided.**

General Expectations and Prohibited Items

- ◆ All vendors are expected to be ready for the public by 11:00 a.m.
- ◆ Vendor booths are required to be staffed at all times during the event.
- ◆ Booth Signage must be professional. No handwritten signs allowed.
- ◆ Music is not allowed in booths.
- ◆ No tobacco, drugs or alcoholic beverages are allowed on site.

Check-Out, Clean-up and Exiting

- ◆ Each vendor **MUST** check out with a Family Day Booth Volunteer.
- ◆ Each vendor is responsible for cleaning up booth area and placing trash in dumpsters.
- ◆ Food Vendors are required to remove/dispose of all cooking waste, i.e. grease, charcoal, etc.
- ◆ A **\$100.00 clean-up fee will be assessed to any vendor who fails to clean up space on departure.**
- ◆ Vendor vehicles will be allowed into Festival grounds for the purpose of loading up materials beginning at 6:00 pm. on Saturday, August 31, 2024.

PLEASE SUBMIT:

- ✓ **FAMILY DAY VENDOR APPLICATION**, fully completed as required.
- ✓ **VENDOR FEE= CASHIER'S CHECK OR MONEY ORDER** (For credit card payment call 612.302.3104)
- ✓ **COPY OF YOUR MINNEAPOLIS FOOD PERMIT AND PERMIT NUMBER ON APPLICATION** (*if applicable*)
- ✓ *If you have to cancel your commitment after July 31 there is no refund of your fee.*

PLEASE SIGN AND RETURN COPY OF YOUR COMPLETED APPLICATION FORM.

I CERTIFY THAT I HAVE READ AND AGREE TO THE ULTC FAMILY DAY RULES AND REGULATIONS and will communicate it to person(s) working in my vending area. Moreover, I understand that ULTC and/or ULTC staff may shut down my vending operation for violations of any of the above provisions. I will hold harmless the ULTC and all its employees, staff and persons associated with the event from any liability for personal injury or loss to equipment or vehicle damage that I or my staff may incur prior to, during, and after this event.

Signature:

Date:

If you were REFERRED to participate in Family Day as a vendor, please indicate BELOW who REFERRED you

(name/organization name):

Submit applications/permit documentation by mail to:

**Urban League Twin Cities - Attn: Family Day Vendors
2100 Plymouth Avenue North | Minneapolis, MN 55411**

Or-- Submit by email: info@ultcmn.org