

2023 Food Vendor Application

Thank you for your interest in becoming a food vendor in the 2023 Pine Island Cheese Festival!

Please take a moment to review the below information for complete details on how you can participate in this year's event, planned for June 2-4, 2023.

General Information

The Pine Island Cheese Festival will take place at the Trailhead Park in Pine Island, Minnesota. This is an outdoor festival that will be held rain or shine. Annual attendance at the festival is estimated at over 5,000 for the weekend. Up to 20 booth spaces will be available for food vendors, depending on available space.

Application Procedure

1. Complete the Food Vendor Application by March 31st, 2023, to be considered for participation.
2. The Cheese Festival Committee will then review all applications and select which applications will be approved for space.

The committee's decision is based on the needs of the festival and is final.

3. Vendors will be notified of their acceptance or denial in a timely manner.
4. Accepted vendors will receive a confirmation packet and set up information in April.

General Rules and Regulations

1. All food vendors are responsible for their own booth set up.
2. No generators will be allowed unless there is a loss of power to festival grounds.
3. No booth sharing is allowed.
4. Each vendor is responsible for securing their booth. The Festival is not responsible for any loss or theft that may occur.
5. Vendors are responsible for removing any trash or food waste/products from their booth area. Vendors are expected to use the dumpsters that will be provided. Vendors are prohibited from dumping their waste products in the small waste bins that are available for customers.
6. Vendors must notify the festival immediately of cancellation. Refunds, minus a \$25 processing fee, will be issued for cancellations prior to April 1. No refunds will be given for cancellations after this date.
7. Vendors must provide their full menu as part of the application.
8. Vendors will only be allowed to sell the menu items that are approved by the festival. If a vendor is found to be selling alternate items, they will be asked to cease and desist the sale of those products immediately. If this is refused, vendors will be required to leave immediately without refund and will not be considered for participation in future Cheese Festival events.
9. Carnival has all rights to corn dogs, mini doughnuts and cotton candy. Any vendor selling these items will be asked to cease and desist the sale of those products immediately. If this is refused, vendors will be required to leave immediately without refund and will not be considered for participation in future Cheese Festival events.
10. Vendors must abide by all regulations as outlined by the State of Minnesota for Food Vendors.

11. This is an outdoor festival that takes place rain or shine.
12. Vendors must adhere to the setup time window as assigned. Failure to set up during the setup time assigned may result in a fine of \$75.
13. Vendors will have all cars/ vehicles removed from grounds by 10:00 am each day. Vendors will be open for business the following hours: Friday 4:30-11:00pm, Saturday 11:00am to 11:00pm, Sunday 11:00am to 7:00pm.
14. All vendors must follow local and state health regulations as well as electrical and plumbing codes. The food committee reserves the right to remove any booth from the festival that is not following necessary codes or regulations, including unapproved hoses and cords.
15. No vendor shall empty, dump, pour, spill, or leak ANY substance onto any sidewalk, portable toilet, grass, lawn, street or body of water, including storm sewers for rain or the river itself, for any reason (this includes hot coffee, cold coffee, soapy water, grease (hot or cold), or ice water). Violations of this rule will be subject vendor to a fine of \$2,500.00 by the Pine Island Cheese Festival, the vendor will be required to leave immediately without refund, and an indefinite suspension from any future invitations to any Cheese Festival sponsored events.
16. If vendor has a heating appliance for the purpose of cooking, then vendor shall have a fully charged and operable fire extinguisher. All vendors who have electrical appliances shall take precautions required by the Uniform Building Code and the State Inspectors to avoid electrical shock to themselves and their customers.
17. Vendor shall submit a copy of their insurance certificate, evidencing general liability coverage of not less than \$1,000,000 (one million dollars) naming Pine Island Cheese Festival and City of Pine Island as additional named insureds. If an insurance certificate evidencing proper limits of insurance and listing the above named as additional named insureds is not provided, vendor will not be allowed to set up and the fee will be forfeited. If you have employees, you must have Workman's Compensation Insurance and provide a copy of insurance coverage; this can be shown on the certificate of liability insurance.
18. Vendors who handle food in any form shall have, on location, a means of washing hands with soap and water, and disposable towels. Vendor shall be required to comply with all "Standards for Itinerant Food Stands" as set forth by the Minnesota Department of Health.
19. If rules are not followed, booth entrants will not be allowed to return to a future event and may be required to leave immediately without refund.
20. Overnight camping has limited availability in Pine Island. We recommend Hidden Meadows RV Park, Shades of Sherwood Campground, Tilly's American Traveler RV Park, or the Goodhue County Fairgrounds in Zumbrota.

Important Electrical Information

Please be advised that all vendors at festivals and events such as Pine Island Cheese Festival are subject to inspection by the Minnesota State Electrical Inspector.

Power connections are in limited supply. Please be as specific as possible regarding your electrical needs for the Pine Island Cheese Festival. Power requirements of the vendor applicants will be taken into consideration for acceptance. You will only be allowed to connect to the amount of power noted and paid for with your application, under the direction of festival set-up personnel.

Minnesota Department of Health Information

The State of Minnesota requires that all food vendors at events such as Pine Island Cheese Festival have a vending license. If you do not have a Food Vendor License, please contact the Minnesota Department of Health; specify that you are in need of a Special Event Food Stand License and have your food item information ready. Your license will need to be displayed in your unit during the Pine Island Cheese Festival.

MN ST-19 Operator Certificate of Compliance

We are required by the State of Minnesota to get written evidence that people who do business at shows such as the Pine Island Cheese Festival 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 in the form of an Operator Certificate of Compliance.

Liability Insurance Waiver

It is hereby agreed and understood that the vendor will carry the necessary licenses and insurance covering booths, equipment and other property used by the vendor during the Pine Island Cheese Festival and hereby exonerates Pine Island Cheese Festival, all committees, the City of Pine Island, and officials and members of these names, from all liability of any nature while said business is conducted.

Booth Space/Fee:

- 10 x 20: \$475
- 10 x 30: \$525
- 10 x 40: \$575

Electrical Fees

- 110V \$40 Each Please specify cord length (you must supply your own cord)
- 220V \$60 Each Please specify cord length (you must supply your own cord)

Water Hook up Fee

- \$40 Per Hose (You must supply your own hose)

Note: 1 space per trailer

Payment Information

- Please make Checks payable to: Pine Island Cheese Festival and note Food Vendor in the note field.
 - If you'd like to make an electronic payment you can do so by PayPal to pineislandcheesefestival@gmail.com. Please note your business name and that you are a food vendor.
- **All fees must be paid with this application; the deadline for applications to be received by our committee is March 31, 2023.** (even if mailing)
- No applications will be accepted or considered without full payment. If you are not selected as a vendor, your check/payment will be returned to you.

Applicant Information:

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Website: _____

Contact person responsible for booth on-site: _____

On-Site Contact Cell Phone: _____ Vehicle License Plate(s): _____

Booth Space Required:

_____ 10x20 \$475

_____ 10x30 \$525

_____ 10x40 \$575

Electrical Equipment Requirements:

Number of 110V: _____ \$40 each -Cord length for each _____ **Note: Must supply own cord.**

Number of 220V: _____ \$60 each -Cord length for each _____ **Note: Must supply own cord.**

Water Hook Up:

_____ \$40 **Note: Must supply own hose.**

Unit Description

Actual Dimensions (without pop-outs, including hitch):

Length _____ Width _____

Height (including flags or other items which are displayed above your unit) _____

Forms to be mailed with payment:

- **Food Vendor Application**
- **MN ST-19 Certificate of Compliance**
- **Liability Insurance Waiver**
- **Copy of MN Food Vendor License**
- **Clear picture of your unit, including serving windows, entrance doors, and pop-out space needed. Note which windows are *REQUIRED* for serving.**

Mail to:

Pine Island Cheese Festival Attn: Brandi Veith Staloch

PO Box 217, Pine Island, MN 55963

Pine Island Cheese Festival Food Vendor Chairperson:

Brandi Veith Staloch

Phone (507) 990-0634

Email: pineislandcheesefestival@gmail.com

I have read this application in its entirety, and I agree to abide by the rules specified by the Pine Island Cheese Festival Board/Food Vendor Committee. (Sign below)

Signed: _____ Date: _____

Office Use Only

Date received: _____

Received by: _____ Amount paid: _____