



2024 FOOD VENDOR APPLICATION

24th Annual Street Faire at the Lakes

An Art and Craft Experience!

FRIDAY & SATURDAY – May 31 & June 1, 2024

Downtown Detroit Lakes, Minnesota



EVENT INFORMATION

Set up: THU, May 30 - 3p-5p

(note: specific times for each food vendor will be emailed before event)

Show hours: FRI, May 31 - 10a-7p
SAT, June 1 - 10a-5p

Street Faire at the Lakes is held in Downtown Detroit Lakes on the Friday and Saturday after Memorial Day with 20k+ attendees ready to kick off the outdoor arts season!

MENU SELECTION

Creativity in menu selection and preparation is encouraged. The information provided in your application will be used in the selection process as well as our promotion of Street Faire foods. Our goal is to offer a unique variety of food items that will make visitors' mouths water.

SET UP TIMES

Food vendor registration & set-up is Thursday from 3-5 pm. We will have specific times for each vendor to set-up their booth within that timeframe as we get closer to the event. These times must be strictly adhered to in order to get all food vendors set in the space available.

SET UP REQUIREMENTS

- Vendors must operate within space purchased, including prep, storage, supplies, awnings, hitch, signage. Tents must be completely skirted.
- Food vendors must have at least ONE working fire extinguisher.
- Each food vendor must have 3 lined garbage cans (min. 60 gal) for customer use and is responsible for emptying & relining to keep booth area clean.

APPLICATION FEES

Deadline Mar 15

Late apps require a \$50 late fee
(Checks payable to Historic Holmes Theatre)

11' x 11' booth (minimum)	\$295
if > 11' frontage	+ \$25/ft
Electrical fee	+\$70
Garbage deposit (sep check)	+\$100
Late app. fee after 3/15	+\$100

BOOTH SIZE

Minimum booth size is 11' x 11'. Additional \$25 per foot for larger frontage (incl. hitch & awnings.)

ELECTRICITY

Electricity will be available for a \$70 fee. You will be responsible for additional fees required to comply with electrical inspection. Generators are NOT allowed.

WATER/ICE

You will need to bring your own water & ice for cooking & clean up. We will have a tank for gray water.

DAMAGE DEPOSIT

A separate \$100 check is required as a refundable damage deposit.

GREASE

You will have access to a grease bin for grease disposal.

CANCELLATION & REFUND

Food vendors must notify Faire in writing by May 1 for a full refund.

Mail application & check(s) to:

Historic Holmes Theatre
attn: Street Faire Food
806 Summit Ave.
Detroit Lakes, MN 56501

Postmark by Mar 15

IMPORTANT DATES

April 15 – Confirmation of acceptance and more detailed info regarding registration and set-up.

April 30 – Last day for full refund (cancellation request must be *received in writing*)

May 1 -- All certificates of insurance must be received. Checks cashed on this day.

May 30 – Food vendor registration and set-up from 3-5 pm

May 31 & June 1 – Show hours are Fri from 10a-7p, Sat from 10a – 5p

INSURANCE

Each food vendor must carry their own insurance of at least \$1,000,000 for Product Liability and Personal Liability to your Customers. Your Certificate of Insurance must accompany your application and must clearly show expiration date, amount of coverage and name **Street Faire at the Lakes** as additional insured. We cannot use any vendor who is not in compliance.

TAX FORMS

All food vendors are responsible for collecting MN State Sales Tax and City of Detroit Lakes Food & Beverage Tax on all sales made schedules will be emailed prior to the event. Following the event, vendor names will be submitted to the MN Tax Commissioner.

PERMITS

You must provide a copy of your state health permit with application.



2024 FOOD VENDOR APPLICATION

FRIDAY & SATURDAY – May 31 & June 1, 2024

Applications must be postmarked by **March 15**
(\$100 late fee if sent after deadline)

**Mail to: Historic Holmes Theatre – Street Faire,
806 Summit Ave, Detroit Lakes, MN 56501.**

Checks must be payable to: Historic Holmes Theatre

Name: _____ Phone: _____

e-mail: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Vehicle License Plate Number _____ Trailer License Plate Number _____

Minnesota Sales Tax Permit Number: _____

(You must have MN Sales Tax Permit Number to participate.)

Outdoor Booth Size: (select one)	Booth Set-Up Details	Electrical Needs: (additional \$70 fee)
____ Minimum 11x11 Booth @ \$295	____ ' Depth (include awning/overhang)	Voltage req: 110 __ 208__ 220__ 240__
____ ? x 11 Booth @ \$25/front foot	____ ' Length (front footage <u>with</u> hitch) Serving Window (specify driver's or passenger side) _____	Hook Up: Plug in ____ Direct hook-up____ Single or Double Phase____ [Please send a pic of your plug to help us ensure we have the correct hook-up]
NOTE: <i>Accurate measurements are critical – we cannot adjust booth space at set-up.</i>		Ampage (total req to start up unit): _____

Special needs or requests: _____

**** Please attach a drawing or picture of your booth or trailer set-up – including accurate measurements and notes showing the location of your hitch, serving window(s), awnings and any other features critical to your booth space assignment.**

Proposed Menu Item Descriptions:

Street Faire reserves the right to limit the number of vendors selling a similar product (i.e. corn dogs) to increase variety.

Item #1 _____	Price \$ _____
Item #2 _____	Price \$ _____
Item #3 _____	Price \$ _____
Item #4 _____	Price \$ _____

(Continue and sign 2nd page)

I have included a copy of my state health permit

 I have included my Certificate of Insurance (Product & Liability)

 I have included my \$70 electrical fee and a *separate check* for my \$100 refundable damage deposit

Your signature binds you to the following RULES & REGULATIONS:

1. I understand this application is a binding contract, which limits me to the exact space, size, location and menu items accepted for the event. This contract is non-transferable.
2. I understand all fees must be paid in full, all certificates of insurance, garbage deposit and any other required information must be submitted before I am able to set-up for the event.
3. I agree to register and set-up during assigned times on Thursday and have my booth completely set-up by 10 am Friday. I understand early closing or tear-down is not permitted. If I fail to set-up on time or tear-down early, I understand I will be required to re-jury and will lose priority in future booth assignment.
4. **I will comply with all City and State Health Regulations. Although a license from the City of Detroit Lakes is not required, I will comply with normal safe food handling rules and regulations.**
5. I understand I am totally responsible for having inspected, updated, approved tanks and equipment. All cords and electrical hook ups must meet codes. 12-3 Grade cords for 110v and 14-2 Grade cords for 208, 220, 240. Household extension cords will not be allowed. I must have at least one working fire extinguisher available at all times.
6. I understand I must operate completely within my purchased booth space and that no cords, hoses or other obstructions are allowed on the ground outside my booth.
7. I will provide 3 lined garbage cans for customer use in front of my booth and be responsible for emptying and relining it as needed to keep the area around my booth clean.
8. I release the Historic Holmes Theatre, Street Faire at the Lakes volunteers and agents from all responsibility for any loss, damage or theft of my equipment or other materials.
9. Any proceeds derived from the sale of my product are entirely mine and I am solely responsible for collecting and submitting any applicable sales taxes.
10. I agree not to use drugs or alcohol on event grounds; I will not play loud music or other irritating sounds in my booth, nor will I disturb or harass fellow exhibitors in any way.
11. I understand a \$50 service charge will be assessed for any NSF checks and after April 30th, all fees are non-refundable.

All information provided in this application is correct. I have read the application and agree to abide by its content. I agree to indemnify and hold harmless the Historic Holmes Theatre and its employees, volunteers, the City of Detroit Lakes and private property owners from any loss or liability that may arise as a result from my entry in the Street Faire at the Lakes and will provide a "Certificate of Insurance" with at least \$1,000,000 in Product & Personal Liability coverage listing Street Faire at the Lakes as additional insured.

Applicant's Signature _____

Date _____

Signature is required in order to become a food vendor in the Street Faire at the Lakes.

**Thank you for being part of the 24th Annual
Street Faire at the Lakes!
We look forward to seeing you!**



Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below:
	<p>_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).</p> <p>_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event 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 that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.