

# 2016 Food Vendor Application

## September 16 & 17, 2016

Thank you for your interest in becoming a food vendor in the 42nd Annual Hutchinson Arts & Crafts Festival and Taste of Hutchinson! Please take a moment to review this packet for complete details on how you can participate in this year's event.

### General Festival Information

The Hutchinson Arts & Crafts Festival and Taste of Hutchinson will take place on Friday and Saturday, September 16th and 17th, 2016 in downtown Hutchinson, MN. Festival hours are from 10 am—6 pm on Friday and 9 am—4 pm on Saturday. This is an outdoor festival that will be held rain or shine. Annual attendance at the festival is estimated at over 10,000 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 Packet and return by the May 27, 2016 deadline to be considered for participation in the festival. (Early Bird: May 6, 2016)
2. The Taste of Hutchinson committee will 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. Accepted vendors will receive a confirmation packet, complete with space assignments and set up information in August 2016.

### General Rules & Regulations

1. All food vendors are responsible for their own booth set up (tent, trailer, etc.).
2. Use of generators must be approved by the Taste of Hutchinson Committee prior to the event.
3. No booth sharing is allowed.
4. Overnight security will be provided. However, 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, food composting bins, and oil bins that will be provided by the festival. 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 June 1, 2016. No refunds will be given for cancellations after June 1, 2016.
7. 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 required to pay the \$100 per menu item fee during the festival and will be removed from participation in future Taste of Hutchinson events.
8. Vendors must abide by all regulations that are outlined by the State of Minnesota for Food Vendors.
9. This is an outdoor festival that takes place rain or shine.

## Important Electrical Information

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Please be advised that all vendors at festivals and events such as The Taste of Hutchinson are subject to inspection by the Minnesota State Electrical Inspector.

Each vendor is responsible for all costs associated with ensuring their booth will pass inspection. Requirements include an electrical panel board, GFCI protected receptacle, proper lighting – if necessary – and a minimum of 50 ft of heavy duty type S.O. extension cord (12 gauge minimum). If the State Electrical Inspector is present at the Taste of Hutchinson event, they will charge each vendor an inspection fee. This fee is NOT included in your registration fees.

We have enclosed the MN Department of Labor & Industry's handout covering these requirements. Please take a moment to review the handout and take the means necessary to ensure that your food vending setup will meet all electrical requirements that are identified by the State of Minnesota. If the MN State Electrical Inspector is present at the Taste of Hutchinson, your booth will need to pass a state inspection in order to open for business. Many vendors will already have these electrical requirements satisfied. If you do not, your local electrician should be able to assist you, or you may be able to find equipment that you could rent for this event.

Power Connections are in limited supply. Please be as specific as possible in regards to your electrical needs for the Taste of Hutchinson. You may request up to two (2) 110 Volt / 20 Amp connections. Multiple 220 Volt / 50 Amp or 30 Amp Twist Lock connections may also be available. Please see diagram below for a visual representation of these connections.



If you have any questions regarding the electrical guidelines for the Taste of Hutchinson, please feel free to contact Keri Schuette (320)583-1523 or [ambassadors@explorehutchinson.com](mailto:ambassadors@explorehutchinson.com).

## Minnesota Department of Health Information

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The State of Minnesota requires that all food vendors at events (like the Taste of Hutchinson) have a vending license.

If you do not have a Food Vendor License, please contact the Minnesota Department of Health using the contact information provided to the right. Please remember to 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 booth during the Taste of Hutchinson.

<p><b>Ben Ische</b> MN Department of Health Office: (507) 344-2710</p>
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## Operator Certificate of Compliance and Hutchinson Tax Information

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We are required by the State of Minnesota to get written evidence that people who do business at shows such as the Hutchinson Arts & Crafts Festival and the Taste of Hutchinson 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. The current Minnesota Sales Tax Rate for all taxable items is 6.875%.

In addition to the Minnesota Sales Tax, the City of Hutchinson has adopted a 0.5% Sales Tax applicable to all taxable items specified by Minnesota State Tax Laws. If you are selling taxable items, please note that your Tax Rate will be 7.375%.

## Booth Options

Standard Booth Spaces measure 15' wide x 10' deep and include one (1) Menu Item. Electricity is NOT included. Entire Booth Setup or Trailer including Trailer Hitch must fit in space requested. Additional space may be purchased in 5' increments based on availability.

- Standard Booth (15' x 10') - \$350
- Standard Booth Plus 5' (20' x 10') - \$400
- Standard Booth Plus 10' (25' x 10') - \$450

*\*All COMPLETE Applications received on or before May 6, 2016 may apply a \$50 Early Bird Discount to their booth fees. This discount will be applied on Page 4.*

## Electricity Options

Maximum of two (2) 110 Volt/20 Amp outlets is allowed per vendor space. Additional outlets can not be guaranteed without prior authorization.

A limited number of 220 Volt/50 Amp and 30 Amp outlets are also available. Please refer to pictures of the available outlets on Page 2.

- 1 x 110 Volts - \$25
- 2 x 110 Volts - \$50
- 1 x 220 Volts - \$50

## Menu Items

One (1) Menu Item is included in Booth Fees. All Additional Menu items cost \$100 each. Please list all menu items that you wish to apply for plus 3 Alternate Items. Vendors will be selected based on the menu items listed below. To limit duplication, not all items listed may be approved.

**Menu Item**—Any food item that would be listed and/or priced separately on your menu during the Festival. You are not required to list special toppings as separate menu items (ie: cheese, condiments, etc.).

**Beverages**—If you intend to sell beverages in your booth, please list them as follows:

- Pop, Water, or Hot Beverages—may be listed as 1 menu item and may include any number of variations of pop, bottled water, hot beverage (tea, coffee cocoa), iced tea, or lemonade.
- Blended Drinks—may be listed as 1 menu item and may include up to 3 varieties of smoothies, blended coffee drinks, milkshakes, or other specialty blended beverages.

## Vendor Costs

Please circle/list all options that apply to your preferred vendor space.

Booth Choice:

\$350                      \$400                      \$450

Electricity Needs:

1 x 110 Volt (\$25)      2 x 110 Volt (\$50)

1 x 220 Volt (\$50)      Other: \_\_\_\_\_

Menu Item	Selling Price	Item
1.		Included
2.		\$100
3.		\$100
4.		\$100
5.		\$100
6.		\$100
7.		\$100
8.		\$100

**Alternate Menu Items (please list 3)                      Selling Price**

1.	
2.	
3.	

**Total:** \_\_\_\_\_

## 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 in Library Square, and/or on the streets and sidewalks of Hutchinson during the Arts & Crafts Festival and Taste of Hutchinson, September 15, 16, and 17, 2016, and hereby exonerates the Hutchinson Area Chamber of Commerce & Tourism, the Hutchinson Ambassadors, all committees, the City of Hutchinson and officials and members of these names, from all liability of any nature while said business is conducted.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Vendor Information

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Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Contact person responsible for booth on-site: \_\_\_\_\_ On-Site Contact Cell Phone: \_\_\_\_\_ Vehicle License Plate: \_\_\_\_\_

## Payment Information

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Total From Page 3: \_\_\_\_\_ - \$50 Early Bird Discount (if applicable) = Total Amount Due: \_\_\_\_\_

Please add all items listed/chosen on Page 3. If you have questions or special requests (electricity, booth spaces not listed, etc.), please contact Keri Schuette (320)583-1523 or [ambassadors@explorehutchinson.com](mailto:ambassadors@explorehutchinson.com) to verify the correct amount of your payment.

Check Enclosed—Please make checks payable to the Hutchinson Ambassadors

Cash or Money Order

Credit Card

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV#: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**42ND ANNUAL  
ARTS & CRAFTS FESTIVAL  
&  
TASTE OF HUTCHINSON**

Hutchinson Ambassadors  
2 Main Street South  
Hutchinson, MN 55350

Chamber Phone #: 320-587-5252  
Chamber Fax #: 320-587-4752  
[ambassadors@explorehutchinson.com](mailto:ambassadors@explorehutchinson.com)

**Early Bird Discount Deadline:  
May 6, 2016**

**General Application Deadline:  
May 27, 2016**

## Application Checklist

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{ } Early Bird Discount

An Early Bird Discount of \$50 may be applied to all COMPLETE Vendor Applications received on or before May 6, 2016.

{ } Completed & Signed Application (page 3)

{ } Menu List with Pricing (page 3)

{ } Payment in Full

{ } MN Operator Certificate of Compliance

{ } Proof of Liability Insurance Certificate

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# 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.**

<b>Print or type</b>	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			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.

<b>Sales tax exemption information</b>	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: _____ 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]). _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

<b>Sign here</b>	<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

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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.

## **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.taxes.state.mn.us](http://www.taxes.state.mn.us)**.

## **Information and assistance**

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at **[www.taxes.state.mn.us](http://www.taxes.state.mn.us)**.

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

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