

# Taste of Hutchinson

## 2017 Food Vendor Application September 15 & 16, 2017

Thank you for your interest in becoming a food vendor in the 43rd Annual Hutchinson Arts & Crafts Festival and Taste of Hutchinson! Please review this packet for complete details to participate in this year's event.

### General Festival Information

**When:** Friday, September 15 & Saturday, September 16

**Where:** Hutchinson, MN

**Time:** Festival hours are from 10am - 7pm on Friday and 9am - 4pm on Saturday

**\*\*NEW\*\* Taste of Hutchinson will be extending hours on Friday, September 15th until 7pm**

### Application Procedure

1. Complete the Food Vendor Application Packet and return by the June 30, 2017 deadline to be considered for participation in the festival.  
**(Early Bird: June 1, 2017)**
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 2017.

### Application Checklist

- { } Early Bird Discount  
An Early Bird Discount of \$50 may be applied to all COMPLETE Vendor Applications received on or before June 1, 2017.
- { } Completed & Signed Application
- { } Menu List with Pricing
- { } Payment in Full
- { } MN Operator Certificate of Compliance
- { } Proof of Liability Insurance Certificate

### 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 surveillance 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 provided by the festival. Vendors are prohibited from dumping their waste products in the small waste bins 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 30, 2017. No refunds will be given for cancellations after June 30, 2017.
7. Vendors will only be allowed to sell the menu items 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 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.
10. Vendor Check-In will take place on Thursday, Sept. 14th at 5:00pm. **NO EXCEPTIONS** will be made this year.

## Important Electrical Information

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Please be advised 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. 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. Visit [www.dli.mn.gov/cld/electrical.asp](http://www.dli.mn.gov/cld/electrical.asp) or call 651-284-5026 for additional information and requirements. 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.

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.

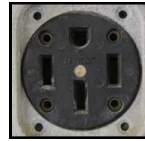
- 1 x 110 Volts - \$25
- 2 x 110 Volts - \$50
- 1 x 220 Volts - \$50



110 Volt



50/30 Amp Twist



220 Volt

If you have any questions regarding the electrical guidelines for the Taste of Hutchinson, please feel free to contact Brian Stark (320-583-6011) or [ambassadors@explorehutchinson.com](mailto:ambassadors@explorehutchinson.com).

## Minnesota Department of Health Information

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The State of Minnesota requires 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 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.

**Ben Ische**  
MN Department of Health  
Office: (507) 344-2710

## Operator Certificate of Compliance and Hutchinson Tax Information

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We are required by the State of Minnesota to have written evidence 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%.





## Menu Items

One (1) Menu Item is included in Booth Fees. All Additional Menu items cost \$100 each. Please list all menu items you wish to apply for plus 3 Alternate Items. Vendors will be selected based on the menu items listed. 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.

## Booth Options

Standard Booth Spaces measure 15' wide x 10' deep and includes 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.

**Booth Cost:**

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

*\*All COMPLETED Applications received on or before June 1 2017 may apply a \$50 Early Bird Discount to their booth fees. This discount will be applied on Page 4.*

## Liability Insurance Waiver

It is hereby agreed and understood 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 14, 15, and 16, 2017, 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.

**Please Note:**

The Hutchinson Ambassadors are a committee of the Chamber. Chamber staff is happy to help, however, they may not know the answer to all questions pertaining to the Taste of Hutchinson. They will direct you to the appropriate Ambassador for information.

### 43RD 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

**Early Bird Discount Deadline:  
June 1, 2017**

**General Application Deadline:  
June 30, 2017**



## Vendor Information

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: \_\_\_\_\_

## Vendor Costs

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

### (1) Booth Choice:

\$350                      \$400                      \$450

### (2) Electricity Needs:

1 x 110 Volt (\$25)    2 x 110 Volt (\$50)  
 1 x 220 Volt (\$50)    Other: \_\_\_\_\_

(3) 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 Steps 1+2+3 from above: \_\_\_\_\_ - \$50 Early Bird Discount (if applicable)    **Total Amount Due:** \_\_\_\_\_

## Payment Information

- I have read, understand and agree to comply with the Taste of Hutchinson rules/guidelines, and Liability Insurance Wavier on the previous page
- 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: \_\_\_\_\_