

## Taste of Hutchinson

### 2018 Food Vendor Application September 14 & 15, 2018

Thank you for your interest in becoming a food vendor in the 44TH 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 14 &  
Saturday, September 15

Where: Hutchinson, MN

Time: Taste hours are: 10 am - 7pm on Friday and  
9 am - 4pm on Saturday

***ALL VENDORS NO MATTER FOOD OFFERINGS MUST  
STAY OPEN UNTIL CLOSING EACH DAY***

#### Application Procedure

1. Complete the Food Vendor Application Packet and return by the **June 29, 2018** deadline to be considered for participation in the festival. **(Early Bird: June 1, 2018)**
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 2018.

#### 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, 2018**.
- { } 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 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 29, 2018. **No** refunds will be given for cancellations after June 29, 2018.
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. 13th at 5:00pm. **NO EXCEPTIONS will be made.**
11. Vendors are to remain open until Taste closing hours both days.

## Important Electrical Information

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.

## 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.

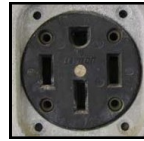
- 1 x 110 Volts - \$25
- 2 x 110 Volts - \$50
- 1 x 220 Volts - \$50



110 Volt



50/30 Amp Twist



220

If you have any questions regarding the electrical guidelines for the Taste of Hutchinson, please feel free to contact Missy Kohls (320-583-1545) [missykohls02@gmail.com](mailto:missykohls02@gmail.com)

## Minnesota Department of Health Information

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

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, 2018 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 13, 14, and 15, 2018, 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.

**44TH 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, 2018**

**General Application Deadline:  
June 29, 2018**

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

If applicable: Which side is serving side:  or   
 I have read, understand and agree to comply with the Taste of Hutchinson rules/guidelines, and  
 Liability Insurance Wavier on the previous page  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor Costs

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

- (1) Booth Choice: (15'X10') / \$350 (20'X10') / \$400 (25'X10') / \$450  
 (2) Electricity Needs: 1 x 110 Volt (\$25) 2 x 110 Volt (\$50) 1 x 220 Volt (\$50)  
 (3) Menu Item Selling Price Item Fee (4) New Vendors Alternate Menu Items (please list 3)

(3) Menu Item	Selling Price	Item Fee
1.		\$100.00
2.		\$100.00
3.		\$100.00
4.		\$100.00
5.		\$100.00

(4) New Vendors Alternate Menu Items	(please list 3)
1.	
2.	
3.	

Total Steps 1+2+3: \_\_\_\_\_ (Early Bird Discount -\$50.00)  
 Total Amount Due: \_\_\_\_\_

## Payment Information

Check Enclosed—Please make checks payable to the Hutchinson Ambassadors  
 Money Order  
 Credit Card : Card #: \_\_\_\_\_ Exp. date: \_\_\_\_\_  
 CVV#: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 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 up to \$20,000 per year (\$10,000 or less before January 1, 2015)(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

---

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](http://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](http://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.