

Taste of Hutchinson

2019 Food Vendor Application September 13 & 14, 2019

Thank you for your interest in becoming a food vendor in the 45TH 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 13 & Saturday, September 14

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 **July 31, 2019** deadline for general applicants to be considered for participation in the festival.
2. A picture of your booth to be submitted with application.
3. **Early Bird registration deadline is June 15, 2019.**
4. **Early bird registrants receive a \$50.00 discount and will be given first opportunity to participate.**
5. Adult Beverage vendors will be limited to **2** each year and are not exclusive to the event. Due to interest these vendors could be put on a rotating schedule for equal opportunity.
6. The Taste of Hutchinson committee will review all applications. Vendors are evaluated on overall event experience, experience and loyalty with the event, overall booth attractiveness (including signage), diversity of items/services, prices and green initiatives. Vendors will be scored on a 1-5 point scale for each of the listed criteria. Highest score will get the spot. In the event of a tie, applicants will be chosen based on when the application was received.
7. Vendors will be notified of their acceptance or denial within 7 days after **each** deadline. Accepted vendors will receive a confirmation packet, complete with space assignments and set up information in August 2019.
8. THIS IS **ONLY** AN APPLICATION. COMPLETING AN APPLICATION DOES **NOT** GUARANTEE ACCEPTANCE.

Application Checklist

- { } Early Bird Discount (**On or before June 15, 2019**)
- { } Completed & Signed Application with photo of booth
- { } Menu List with Pricing
- { } Payment in Full
- { } MN Operator Certificate of Compliance

General Rules & Regulations

1. All food vendors are responsible for their own booth set up (tent, trailer, etc.).
2. Use of generators are **not** allowed by the Taste of Hutchinson Committee.
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 August 1, 2019. **No** refunds will be given for cancellations after August 1, 2019.
7. Vendors are only allowed to sell items on their menus. If they are found selling anything more, they will be assessed a fee of \$100 per item and will need to be paid before event is over and could result in future application denials for the Taste of Hutchinson.
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. However, Committee has the right to shut the event down early due to unexpected climate.
10. Vendor Check-In will take place on Thursday, Sept. 12th at 5:00pm. **NO EXCEPTIONS will be made.**
11. Festival committee has the **final** approval of all menu items.
12. This event has been known to draw 10,000+ people

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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/ccld/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.

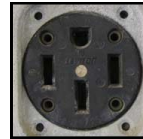
- 1 x 110 Volts - \$25
- 2 x 110 Volts - \$50
- 1 x 220 Volts - \$50



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 (320-484-2104) missy@stearnswood.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

Tier I: Non-Profit Vendors - Each vendor can have 1 food item. You **MUST** have your applications in by the **Early Bird deadline (June 15, 2019)** or your space may go to another vendor. **No discount** given to this group due to price reduction in Tier.

Tier II: Adult Beverage Vendor – Each Vendor may have only wines or craft/malt beers along with and up to 2 specialty drinks. Due to interest these vendors could be put on a rotating schedule for equal opportunity.

Tier III: Single Item Food Vendor – Each vendor may only have 1 main menu choice & 1 side dish. Examples are: Ice Cream, Kettle Corn, Snow Cones, Nuts. (Different flavors of the same item is still 1 item.)

Tier IV: Full Service Food Vendor - Each vendor may have up to 4 main menu choices and up to 4 side dish choices. Examples are: **Main Menu** – Hot Dog, Hamburger, Brisket, Ribs **Side Dish** – French Fries, Onion Rings, Mac & Cheese, Salad

Water and Soda in ALL Tiers can be sold as well and are NOT considered a menu choice.

You are to list all beverage offerings

The committee has the right to say yes or no to any different/additional beverage other than the water/soda option.

Booth Options

Electricity is NOT included.

- Entire Booth Setup and/or Trailer including Trailer Hitch **MUST** fit in space requested.
- Additional Space may be purchased in 5' increments based on availability and at \$25/5'

Booth Tier:

Tier I — \$325
 Tier II — \$400
 Tier III — \$500
 Tier IV — \$700

Booth Size Available:

10' x 15'
 10' x 20'
 10' x 25'

Electrical:

1x110- \$25 / 2x110- \$50 / 1x220- \$50

**All COMPLETED Applications received on or before June 15, 2019 may apply a \$50 Early Bird Discount to their booth fees.
 Non-Profits must have their applications in by Early Bird deadline June 15, 2019, NO DISCOUNT given to this Tier (Tier I).*

THIS IS ONLY AN APPLICATION. COMPLETING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE.

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 12, 13, and 14, 2019, 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.

**45TH ANNUAL
 ARTS & CRAFTS FESTIVAL
 &
 TASTE OF HUTCHINSON**

Hutchinson Ambassadors

Chamber Phone #: 320-587-5252
 Chamber Fax #: 320-587-4752

**Early Bird Discount Deadline:
 June 15, 2019**

**General Application Deadline:
 July 31, 2019**

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: _____

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

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

MENU ITEM	SELLING PRICE
1.	
2.	
3.	
4.	

SIDE DISHES	SELLING PRICE
1.	
2.	
3.	
4.	

BEVERAGES	SELLING PRICE
1.	
2.	
3.	
4.	

Tier Choice:

- Tier I: \$325 (NO DISCOUNT)
- Tier II: \$400
- Tier III: \$500
- Tier IV: \$700

Electrical:

- 1x110 Volts - \$25
- 2x110 Volts - \$50
- 1x220 Volts - \$50

Choose Booth Size:

- 10' x 15'
- 10' x 20'
- 10' x 25'

Serving side Direction:



Early Bird Discount:

- \$50.00

On or Before June 15, 2019

Total of ALL dollar amounts: _____ Total Amount Due: _____

Payment

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.

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: _____ 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.

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.