

Taste of Hutchinson

2023 Food Vendor Application September 15 & 16, 2023

Thank you for your interest in becoming a food vendor in the 49TH 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, Sept. 15th & Saturday, Sept 16th

Where: Hutchinson, MN

Food Truck Open Hours: Friday 10 am - 7 pm and Saturday 9 am - 3pm

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

Application Checklist

- Completed & Signed Application with photo of booth
- Menu List with Pricing
- Payment in Full
- MN Operator Certificate of Compliance
- Proof of Liability Insurance Certificate

Application Procedure

1. Complete the Food Vendor Application Packet and return by the **July 24, 2023** 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 1, 2023.**
4. **Early bird registrants receive a \$50.00 discount .**
5. **Vendors will be notified via email after June 1 deadline on if they are accepted/declined. No payments will be processed until the week of June 5**
6. **Preference will be given to returning vendors.**
7. 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.
8. Vendors will be notified of their acceptance or denial within 7 days after **each** deadline. Accepted vendors will receive a confirmation packet, complete with set up information in August 2023.

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 application fee **and** credit card fees, will be issued for cancellations prior to August 1, 2023. **No** refunds will be given for cancellations after August 1, 2023.
7. Vendors are only allowed to sell items on their menus submitted with application. 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. Hutchinson Ambassador limit the number of vendors with duplicate food items.
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. 14th 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 12,000+ people

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—Please circle which voltage option you will be using.

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.

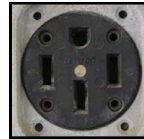
- 1 x 110 Volts - \$25
- 2 x 110 Volts - \$50
- 1 x 220 Volts - \$50



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 Angie Radke (320-296-1943) angieradke35@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, McLeod County has a 0.5% special Tax and 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 7.875%.



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 1, 2023)** 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 1, 2023 may apply a \$50 Early Bird Discount to their booth fees.*

Non-Profits must have their applications in by Early Bird deadline June 1, 2023, NO DISCOUNT given to this Tier (Tier I).

THIS IS ONLY AN APPLICATION. COMPLETING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE. / All vendors will be notified if accepted/declined after June 1, 2023 Deadline.

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, 2023, 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.

49TH ANNUAL ARTS & CRAFTS FESTIVAL & TASTE OF HUTCHINSON

44 Main Street South
Hutchinson, MN 55350
Chamber Phone: 320-587-5252

Early Bird Discount Deadline:
June 1, 2023
General Application Deadline:
July 24, 2023

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: _____

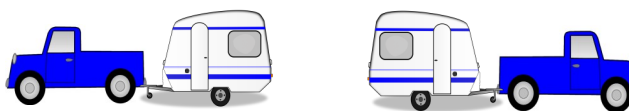
I have read, understand and agree to comply with ALL the Taste of Hutchinson rules/guidelines, and Liability Insurance Wavier on the previous page
 I can/will be at check in Thursday, Sept 14, 2023 at 5pm

Signature: _____ Date: _____

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

MENU ITEM	SALE \$
1.	
2.	
3.	
4.	
BEVERAGES	SALE \$
1.	
2.	
3.	
4.	
SIDE DISHES	SALE \$
1.	
2.	
3.	
4.	

Serving side Direction: - Please circle direction of your setup



Choose Booth Size: - Please circle Booth Size

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

A	B	<u>Early Bird Discount:</u>
Tier Choice:	Electrical:	On or Before
Tier I: \$325 (NO DISCOUNT)	1x110 Volts - \$25	June 1, 2023
Tier II: \$400	2x110 Volts - \$50	- \$50.00
Tier III: \$500	1x220 Volts - \$50	Late Fee After General
Tier IV \$700		Deadline:
		July 24, 2023
		+ \$50.00

Total of A & B dollar amounts: _____

Total Amount Due including discount or late fee: _____

Payment - Cks will not be cashed and CC's will not be charged until after Early bird deadline and on a weekly basis thereafter

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

