

2023 COTTAGE GROVE STRAWBERRY FEST FOOD VENDOR APPLICATION



PARTICIPATION GUIDELINES AND REQUIREMENTS:

Plans for the 2023 Cottage Grove Strawberry Fest are underway, and we would like to invite you to participate in this year's concession area at the festival. The festival will be held at Kingston Park in Cottage Grove, Minnesota on June 15 - 18, 2023.

ELIGIBILITY:

All Strawberry Fest food vendors must have a valid Minnesota State Tax identification number. If you do not have one, you may apply for one by calling the Minnesota Sales Tax and Excise Division at (800) 657-3777 or (651) 296-6181. All food vendors must collect and pay taxes on each taxable sale made at the Cottage Grove Strawberry Fest. **A Minnesota Form ST-19 must be completed and returned with your application fee before any sales can be made.** The festival reserves the right to jury entries and ask a vendor to leave the festival should their behavior be deemed inappropriate by the Festival Committee. The Strawberry Fest Staff reserves the right to refuse or stop sales or the giveaway of the products before or during the Festival, which it deems inappropriate to the Festival.

Unfortunately, due to contractual obligations with the Carnival, the following food item cannot be sold by other vendors: Cotton Candy. We apologize for this inconvenience.

FOOD LICENSE:

All participants who are providing or selling food at the event are required to have a Special Event Food Stand (SEFS) License or a Mobile Food Unit (MFU) License from the Washington County Department of Public Health. A Health Inspector will be at the event to inspect all vendors. **A copy of your county SEFS License or MFU License and your city MFU permit MUST accompany this application.** No one providing or selling food will be allowed to participate without the appropriate documentation. For your convenience, we have linked the applications for the county SEFS License Application and MFU License <https://washcophe.formstack.com/forms/licenseapp>, as well as the city MFU permit application. If you have any questions about obtaining a Washington County license, contact Eric Jensen (651) 430-4044 or by e-mail at eric.jensen@co.washington.mn.us. If you need assistance with the City of Cottage Grove MFU permit [mobile food unit \(cottagegrovemn.gov\)](http://mobilefoodunit.cottagegrovemn.gov), please contact the City Clerk, Tamara Anderson at (651) 458-2878 or by e-mail at tanderson@cottagegrovemn.gov.

FOOD VENDOR SPACE:

The festival will allot space for each vendor in the designated area that has been deemed appropriate. Care will be taken to limit a particular food item to two vendors. Prior year's participants will receive preference, and all others will be reserved on a first come, first serve basis. Payment of the application fee must accompany each application to reserve space. Applicants must supply their own power electrical cords, tents, tables, chairs, cleanup, safety rope, lighting, etc. Generators or other portable power supply units may need to be inspected by the State Electrical Inspector. It is the vendor's responsibility to contact the Electrical Inspector, William Dietrich at (651) 493-1599 to arrange for an inspection, if required. A brochure from the State Board of Electricity is attached.

FOOD VENDOR HOURS:

Events at the park will run from:

Thursday, June 15th 4:00 p.m. to 10:00 p.m.

Friday, June 16th 2:00 p.m. to Midnight

Saturday, June 17th 10:00 a.m. to Midnight.

Vendors will have the opportunity to be part of the Strawberry Fest Main Stage events which are free to the public.

SETUP IS TO BE DONE ON THURSDAY, JUNE 15TH BY 2:00 P.M., ON FRIDAY, JUNE 16TH BY 12:00 P.M. (NOON) AND ON SATURDAY, JUNE 17TH BY 10:00 A.M.

INDEMNITY:

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the City of Cottage Grove and the Cottage Grove Strawberry Fest organization, committee members and their respective volunteer staff against all claims, losses, damages to persons or property and cost (including Attorney's Fees), arising out of and/or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy and/or use of park premises and/or a part thereof. With the exception of claims arising out of the sole negligence or willful misconduct of the festival volunteers.

WARRANTIES:

While the Committee of the Cottage Grove Strawberry Fest will make every effort to produce a successful festival, they cannot guarantee the level of attendance, weather conditions, sales, and/or any circumstances beyond their control.

CONTACT:

If you need additional information or have questions, please contact Lisa Morrissey at 651.356.9236, Erin Peterfeso at 651.285.7591 or via email to: foodvendors@cottagegrovestrawberryfest.com

THANK YOU AND WE LOOK FORWARD TO HAVING YOU JOIN US!

**COTTAGE GROVE STRAWBERRY FEST
2023 FOOD VENDOR APPLICATION**

June 15, 2023 4:00 p.m. - 10 p.m.
June 16, 2023 2:00 p.m. - Midnight
June 17, 2023 10:00 a.m. - Midnight

Please provide the vendor information and mail the completed application along with the required fee and documentation to the address listed.

BUSINESS/ORGANIZATION NAME: _____

Contact Person: _____ **Phone:** _____

Email: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

DESCRIPTION OF PRODUCTS: Please include everything (all food and beverages, etc.) which you plan on selling at your Concession Stand.

Is the applicant willing to provide a button holder discount? Yes _____ No _____

Description of Discount _____

SPACE SIZE REQUIREMENTS AND FEES: Fees are Non-Refundable

10 x 10:	\$350.00 _____	10 x 20:	\$400.00 _____
10 x 30:	\$450.00 _____	10 x 40:	\$500.00 _____

PLEASE NOTE: The concessions are set up in the paved parking area of the park.

I, hereby, indemnify the Cottage Grove Strawberry Fest Committee and the City of Cottage Grove; I accept the PARTICIPATION GUIDELINES AND REQUIREMENTS which were attached to this application regarding participation in the event.

SIGNED: _____ Date: _____

*Applications received after May 15, 2023 will be charged a \$25.00 late fee

Mail completed application and payment to the address below **No later than May 15, 2023** along with the following:

- Copy of Special Event Food Stand License
- ST-19 Form
- Check payable to: COTTAGE GROVE STRAWBERRY FEST
- Mail to: Cottage Grove Strawberry Fest, P.O. Box 512, Cottage Grove, MN 55016

For more information or to have your questions answered, please contact Lisa Morrissey at 651.356.9236 or Erin Peterfeso at 651.285.7591 or via email to: foodvendors@cottagegrovestrawberryfest.com