

# 39th Annual Downtown Fargo Street Fair

## 2014 FOOD VENDOR Application



### DATES

#### **Set-up**

Wednesday, July 16 - 1:00pm - 9:00pm

Thursday, July 17 - 6:00am - 9:00am

**\*\*All trailers and tents are to arrange a set-up time prior to the event\*\***

#### **Hours of Event**

Thursday, July 17 - 10:00am - 9:00pm

Friday, July 18 - 10:00am - 9:00pm

Saturday, July 19 - 10:00am - 5:00pm

### APPLICATION DETAILS

1. Complete Application (you must submit one application per booth/stand)
2. **Enclose THREE checks:**
  - Check #1: Booth Fee, Electric Fee, Trash Fee, Grease Fee (if applicable)
  - Check #2: Cleaning Deposit
    - Your Cleaning Deposit check will be returned after inspection of your space post event
  - Check #3: Application Fee
3. Photos for the Jury (The images of your work may be used for publicity purposes)
  - 2 images of your product(s)
  - 2 images of your booth

### COMPLETE CHECKLIST

- \_\_\_\_ Completed Application
- \_\_\_\_ Check #1: Booth Fee, Electric Fee, Trash Fee and Grease Fee (if applicable)
- \_\_\_\_ Check #2: Cleaning Deposit
- \_\_\_\_ Check #3: Application Fee
- \_\_\_\_ 2 images of your product(s)
- \_\_\_\_ 2 images of your booth
- \_\_\_\_ Photocopy of North Dakota Sales Tax Permit
- \_\_\_\_ Proof of Insurance Papers
- \_\_\_\_ **ALL CHECKS WILL BE DEPOSITED & CASHED WHEN RECEIVED**
- \_\_\_\_ (with the exception of the cleaning deposit)

**Application DEADLINE - Postmarked by Friday, February 21, 2014**

**A \$25 late fee will apply if application is received after the deadline**



210 Broadway N. Suite #202 • Fargo, ND 58102 • Phone: (701) 241-1570

Fax: (701) 241-8275 • Email: [jed@downtownfargo.com](mailto:jed@downtownfargo.com)

# 2014 FOOD VENDOR Application

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
Address \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
City \_\_\_\_\_ Home Phone # \_\_\_\_\_  
State \_\_\_\_\_ Email Address \_\_\_\_\_  
Zip \_\_\_\_\_ ND Sales Tax # \_\_\_\_\_  
Website \_\_\_\_\_ Price Range of Product(s) \$ \_\_\_\_\_

## BOOTH DETAILS

\_\_\_\_ Tent \_\_\_\_ Cart  
\_\_\_\_ Trailer Removable tongue? \_\_\_\_ Yes \_\_\_\_ No  
Serving Side: \_\_\_\_ Driver's Side \_\_\_\_ Passenger's Side \_\_\_\_ Rear

Height: \_\_\_\_ feet \_\_\_\_ inches Width: \_\_\_\_ feet \_\_\_\_ inches

Frontage Feet (Serving Side) [10 foot minimum] \_\_\_\_\_ feet x [\$50] = BOOTH FEE \$ \_\_\_\_\_  
**\*\*must include awnings, extensions, windows and non-removable tongues\*\***

☒ Trash Fee [\$75] TRASH FEE \$ **75.00**  
\_\_\_\_ Grease Fee [\$35] (if you use the onsite grease receptacle) GREASE FEE \$ \_\_\_\_\_  
\_\_\_\_ Electricity [\$285] \_\_\_\_ 120v \_\_\_\_ 208v \_\_\_\_ 240v ELECTRICITY FEE \$ \_\_\_\_\_  
\_\_\_\_ Basic Plug-in \_\_\_\_ Direct Hook-up

APPLICATION FEE (Separate Check) \$ **25.00**

GRAND TOTAL \$ \_\_\_\_\_

+

Cleaning Deposit [\$150] (we will hold the check until the event has concluded) CLEANING DEPOSIT \$ **150.00**  
(Separate Check)

**Late Fee (A \$25 Late Fee will be charged if you miss the deadline Friday, February 21, 2014)** Late Fee \$ \_\_\_\_\_

## PRODUCT(s) DESCRIPTION

**Please list ALL items you are applying for. The descriptions are important to the Jury. Please be very detailed. The more unique the item, the better! We require exact listing of food, drink and dessert items. Attach a menu if you would like to further describe your choices. Must include type of bread, bun, tortilla, pita, etc. if applicable.**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Fourth Choice: \_\_\_\_\_

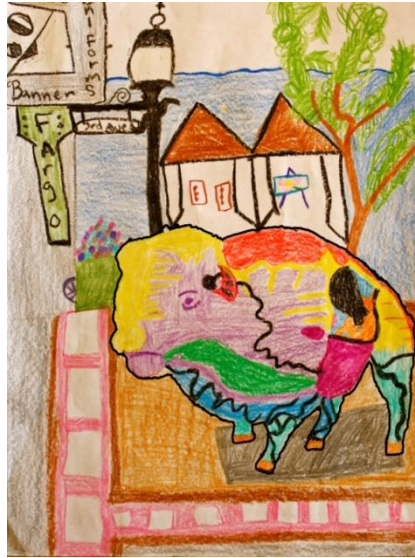
**Vendors who choose to sell beverages other than coffee, iced tea and specialties such as smoothies, etc. MUST sell bottled soda products provided by the Downtown Community Partnership. This includes water products. Registration is Final. Application fees will be processed and deposited once application has been received.**

**A refund, minus the Application Fee/Late Fee and/or NSF Fee, will be given if your application is not accepted for the 2014 Downtown Fargo Street Fair. Photos may be used for publicity purposes. No refunds for accepted food vendors will be made after May 16, 2014.**

Each vendor's signed application is their expressed agreement to operate their business within these rules and regulations, and be subject to removal for non-adherence. This agreement is not transferable to any other party. The vendor is limited to exact space, size, location, menu items and other requirements as established. The Downtown Community Partnership reserves the right to require references for applicants from past shows or past participated events in order to participate in the Downtown Fargo Street Fair.

**I, the undersigned, hereby state that I have completed the application and agreement, have read the Rules and Regulations, and agree to abide by all the terms found in these documents for participation in the 2014 Downtown Fargo Street Fair.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Roaming Downtown Fargo  
2013 Xcel Energy Artist Prospectus Winner

# Insurance Requirements

- 1) Certificate of Liability Insurance with \$1,000,000 coverage for each occurrence
- 2) The Downtown Community Partnership must be listed as either “certificate holder” or “additional insured”
- 3) The policy must cover the dates of July 16 – 19, 2014
- 4) The Certificate must be on file with the Downtown Community Partnership by May 31, 2014.

Contact your insurance company now and have them forward the certificate to the Downtown Community Partnership. If your insurance renews after June 1, 2014, please inform us and be absolutely sure that we receive it as soon as possible.

**We must have your Certificate of Liability Insurance before you will be allowed to set up for the show.**

(If you are having a hard time finding insurance, we recommend K&K Insurance. (1-800-553-8368)

**For more information contact:**

Randy Meyer

Downtown Community Partnership

Office: 701-241-1570

Fax: 701-241-8275

210 Broadway, Suite 202, Fargo ND 58102

[fargostreetfair@downtownfargo.com](mailto:fargostreetfair@downtownfargo.com)



## Rules & Regulations

### **Tax & General Liability Insurance Information**

#### **ND Sales Tax Permit**

Each participant must obtain a North Dakota Sales and Use Tax permit. **We must have a photocopy of this by May 31, 2014, or you will be unable to set up and participate in the show.** (Please call or email the Downtown Community Partnership if you need assistance with this) To get the appropriate paperwork contact the North Dakota State Tax Commissioner:

[www.nd.gov/tax/salesanduse/](http://www.nd.gov/tax/salesanduse/) to get the form which you will fill out and mail in  
or call 701-328-1246 with any questions (State Tax Commissioner).

#### **Liability Insurance\*\***

Each participant must have general liability insurance. **We must have your insurance papers by May 31, 2014, or you will be unable to set up and participate in the show.** Your insurance papers must include:

- General liability coverage of \$1,000,000 per occurrence
- Coverage dates to include July 16-19, 2014

**\*\* If you are having a hard time finding insurance, we recommend K & K Insurance. Their contact information is 1-800-553-8368. Please communicate with Downtown Community Partnership staff if your insurance renews AFTER the deadline at (701) 241-1570.**

### **Schedule & Fee**

1. Each vendor must have all fees paid in full, a certificate of insurance, ND Sales Tax Permit and all other information required on or before the exact due date.
2. Each vendor must adhere to established fair hours. Vendors must be ready for business at 9:00am and remain open until 9:00pm on July 17 & 18, 2014 & until 5:00pm on July 19, 2014. Re-stocking and load-in must be completed each day by 9:00am. Service and supply vehicles must be removed AS SOON as they are unloaded/loaded.
3. A \$50 processing fee will be charged for checks returned by the bank for non-sufficient funds (NSF checks).

### **Health Regulations, Licensing, & Inspections**

1. Each vendor must comply with all City & State Health Regulations. A license from the City of Fargo must be OBTAINED BY JULY 9, 2014 - AT LEAST ONE WEEK PRIOR TO THE SET UP DAY. VENDORS WILL NEED TO PRODUCE THEIR LICENSE PRIOR TO SET-UP ON JULY 16, 2014.
2. Contact the Fargo Environmental Health Department at (701) 241-1360.  
Their mailing address is: 401 3rd Avenue North Fargo ND 58102.
4. The Health Department will inspect and certify each vendor's booth. The vendor's proof of LICENSE & INSURANCE must be available to the Health Department, the staff of the Downtown Community Partnership or the electric providers.
5. Each vendor must have a working fire extinguisher AND smoking is NOT permitted in or around any food booth.

### **Electricity Codes & Inspections**

1. Each vendor using electricity must comply with City codes and is subject to inspection by the City of Fargo.
2. Vendors should have standard, ready to plug-in connections for their electrical service. Any installation other than plug-in type connectors is NOT included in the \$285 electrical service fee and is the responsibility of the individual vendor. The cost of electrical service is \$50/hour + equipment
3. Minimum standards for extension cords: 12-3 Grade for all uses (120v, 208v & 240v).  
No household cords are allowed.
4. No cords, hoses or other obstructions will be allowed across public walkways or on the serving side of your booth.

### **Garbage, Cleaning & Sanitation**

1. Each vendor MUST provide one thirty-two gallon refuse container in front of their booth for the Public Use Only.  
This is the responsibility of the food vendor to clean and bring to the main garbage area.
2. Each vendor must provide separate garbage containers for their cooking waste and general trash from operations.  
This trash is THE VENDOR'S RESPONSIBILITY. The vendor and the vendor's employees must dump trash in DESIGNATED Street Fair waste dumpsters ONLY. The designated roll-offs are clearly marked and near the food court – vendors caught dumping trash in private containers will be required to remove the waste and will forfeit their cleaning deposit.
3. Each vendor must maintain a clean and neat vending area – this is NOT the responsibility of Street Fair personnel
4. **All tents MUST completely cover the ground with tarps or other coverings in order to catch spills or splatters from cooking/serving activities.** If the cleaning is not completed to the satisfaction of the Downtown Community Partnership, the vendor will forfeit their cleaning deposit. If the cost of additional clean-up exceeds \$150, the vendor will be billed for the remainder. The vendor will then have 30 days after the notification to pay the bill.
5. Please respect the property of host businesses and do not place trash in private containers.

## Keep for your records

### **Beverages**

1. Vendors who choose to sell beverages other than coffee, iced tea and specialties such as smoothies, etc. **MUST** sell bottled soda products provided by the Downtown Community Partnership. This includes water products. Specialty beverages that are **NOT** competitive with products available from the Downtown Community Partnership's provider will be considered on an individual basis. The Downtown Community Partnership and its provider will refrigerate, stock, re-stock and otherwise maintain the inventory. Vendors will be paid a per-bottle fee for each beverage sold by the participating vendor.
2. The sale of alcoholic beverages is prohibited.
3. Any vendor or working staff of a vendor found to be under the influence of drugs or alcohol will be asked to leave the event immediately and the booth may be closed.
4. The sales price of soda will be decided upon by the Downtown Community Partnership.

### **ICE**

1. The Downtown Community Partnership is the exclusive provider for ice.
2. Providing your own ice or purchasing ice from another resource is **PROHIBITED**.
3. Ice truck hours will be Thursday, July 17 – 7am-8pm | Friday, July 18 – 7am-8pm | Saturday, July 19 – 7am-4pm

More information about the event can be found at [www.downtownfargo.com](http://www.downtownfargo.com)



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