

Saturday, September 9, 2023

10:00 am to 4:00 pm

[www.monarchfestival.org](http://www.monarchfestival.org)



## FOOD AND BEVERAGE VENDOR INFORMATION

We are currently taking applications for food and beverage vending at the 2023 Minneapolis Monarch Festival. The festival will be held on **Saturday, September 9, 2023**. **Festival hours will be from 10am to 4pm**. Please fill out the application and agreement and return to the Minneapolis Park & Recreation Board (MPRB).

Vendors are selected based on the type of products sold to ensure a variety of food and beverages, and to enhance the Festival's cross-cultural theme based on the Monarch Butterfly's migration from Minnesota to Mexico. Vendor experience and participation at the Monarch Festival and other fairs will also be considered. The final determination of vendors is at the sole discretion of the Minneapolis Monarch Festival Planning Team.

Vendors must follow the City's Green to Go ordinance which requires the use of recyclable or compostable materials including napkins, tableware, food containers, etc.



[www.minneapolismn.gov/GreenToGo](http://www.minneapolismn.gov/GreenToGo)

English: <https://www2.minneapolismn.gov/media/minneapolisnmgov-migrated-do-not-use/content-assets/documents/Flyer-Green-To-Go-English-02.2019.pdf>

Español: <https://www2.minneapolismn.gov/media/minneapolisnmgov-migrated-do-not-use/content-assets/documents/Flyer-Green-To-Go-Spanish-02.2019.pdf>

The Minneapolis Monarch Festival is organized through a partnership led by Nokomis East Neighborhood Association (NENA) and the Minneapolis Park and Recreation Board (MPRB). The major goals of the Festival are to create a community celebration that is open and inviting to the diverse residents of Minneapolis, while providing education on the need for habitat preservation and creation to ensure the viability of the Monarch's 2,300 mile migration.

To avoid a late fee, return your completed forms with checks no later than **JULY 15, 2023**, to:

Event Manager, Minneapolis Monarch Festival  
Food and Beverage Application  
c/o Minneapolis Park and Recreation Board  
3800 Bryant Ave. So, Minneapolis, MN 55409

Please make sure to include the following items:

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- Completed Application (enclosed)
- Food Vendor Fee: \$375.00 (check payable to *Minneapolis Park and Recreation Board*) due with application (no refunds after notification of acceptance). There is \$50 late fee after July 15.
- Separate check for damage deposit \$200.00 (payable to *Minneapolis Park and Recreation Board*). Returned following compliance with festival conditions - including removal of cooking oil, cardboard or other containers, temporary floor, trash specific to vendor set up.
- Signed *Food and Beverage Vendor Agreement* (enclosed).
- Certificate of Insurance listing Minneapolis Park and Recreation Board and Nokomis East Neighborhood Association as additionally insured.**
- Completed *Minnesota ST-19* sales tax form, available at: <https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>
- Photo or written description of vending set-up.

**If you need a Minneapolis Short-term Food Permit, include:**

- a completed permit application, available for download at:  
<https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Short-Term-Food-Permit.pdf>
- A check made out to Minneapolis Finance Department for the permit - \$90.

*\*If you have questions about the application, please email [monarchs@minneapolisparcs.org](mailto:monarchs@minneapolisparcs.org) or call 612 313 7784.*

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## FOOD AND BEVERAGE VENDOR APPLICATION

Applicant Information	Business Name:			
	Contact Person:			
	Mailing Address:	Street Address		
		City	State	Zip
	Contact Information:	Preferred Phone Number		Email Address
		Alternate Phone Number		Website Address
Business Information:	Number of years in business:		Have you participated at the Minneapolis Monarch Festival previously?	
	Other Festivals participated in pre-pandemic (2019)			

Tax and Insurance	Tax Information:	Federal Tax ID Number	MN Dept of Revenue Tax ID Number
	You must fill out and provide a completed Minnesota Revenue Form ST-19. No exceptions will be made. MN Dept of Revenue - State Sales Tax Division 651-296-6181. Form available online: <a href="http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf">http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf</a>		
	Insurance Information:	Insurance Company Name	Policy Number
	You are required to carry \$1,000,000 in insurance coverage. <b>Minneapolis Park and Recreation Board and Nokomis East Neighborhood Association must be listed as co-insured.</b>		

Food Permit	You must have either a <i>Seasonal Permit</i> or a <i>Short-term Permit</i> issued by the Minneapolis Division of Environmental Health. If you have a Seasonal Permit, enter the permit number below. If you need a Short-term Permit, complete the permit application available here: <a href="https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/convert_259929.pdf">https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/convert_259929.pdf</a> and submit it along with the Short-term Permit fee of \$90.00. For questions about the application, call the Mpls Division of Environmental Health at 612-673-2080. <u>Do not send the application to the Division of Environmental Health.</u> (The Minneapolis Monarch Festival must submit the application.)		
	Food Permit Information	Seasonal Permit Number	<input type="checkbox"/> <b>If no seasonal permit</b> , include Mpls Short-term Permit Application and Fee (see above)
	Note: You must provide us your permit number from the Minneapolis Division of Environmental Health or send us the completed form and fee no later than August 1, 2023 in order to sell food at the Minneapolis Monarch Festival. There will be no exceptions or refunds of the vendor fee.		

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Vendor Information	Vendor Type:	<input type="checkbox"/> Food Only	<input type="checkbox"/> Beverage Only	<input type="checkbox"/> Food & Beverage	
	Type of Set-up:	<input type="checkbox"/> Truck	<input type="checkbox"/> Trailer	<input type="checkbox"/> Tent	<input type="checkbox"/> Other
	Size of Set-up:	Description			
	Size of Propane Tanks:	Will you use a Generator?			
	General/Additional Notes:				

**NOTE ABOUT GENERATORS:** If used, generators must be muffled by appropriate means to reduce the sound and placed as directed by festival organizers **at a distance of up to 100 feet away** from the food vendor's booth.

Menu Information	List all of the menu items you intend to sell at the Festival. Please start with the main menu items, followed by sides and then list beverages last. Use additional sheets if necessary. You will <u>not</u> be allowed to sell items that are not on this list. <u>You will be checked during the Festival to confirm compliance.</u> Minneapolis Monarch Festival reserves the right to limit items.			
	Item Description:	Price:	Item Description:	Price:
	1.	\$	11.	\$
	2.	\$	12.	\$
	3.	\$	13.	\$
	4.	\$	14.	\$
	5.	\$	15.	\$
	6.	\$	16.	\$
	7.	\$	17.	\$
	8.	\$	18.	\$
	9.	\$	19.	\$
10.	\$	20.	\$	

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monarch festival

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## FOOD AND BEVERAGE VENDOR AGREEMENT

VENDORS MUST AGREE TO THE FOLLOWING TERMS:

1. Vendors shall only sell in the space designated by festival organizers. Vending space may not be shared, sublet or transferred or otherwise transferred to a third party.
2. Vendors are required to be open for sale of food and beverages during **all** hours of operation for the Festival from 10am to 4pm on the day of the event. Failure to remain open until 4pm will result in the MPRB retaining the vendor's damage deposit.
3. Vendors shall only sell items listed in and agreed to in this contract. Food items will be reviewed by the Festival organizers and you will be notified of approved items.
4. Beverages must be sold in recyclable or compostable containers.
5. Food trays, plates, cups, bowls, flatware and any utensil or material provided to the consumer must be made of a compostable or recyclable material as per City of Minneapolis 'Green to Go' ordinance: [www.minneapolismn.gov/greentogo](http://www.minneapolismn.gov/greentogo)
6. Vendors are responsible for removing all packaging, tubs, pallets, bottles, jugs, used oil, etc. from the Festival site.
7. No ice will be provided.
8. No electricity will be provided. If used, generators must be muffled by appropriate means to reduce the sound and placed as directed by Festival organizers at a distance of up to 100 feet from the food vendor's booth.
9. All electrical & generators must be up to MN state code in order to be used at the Festival. Vendors will pay for Minnesota Dept. Labor & Industry electrical/generator inspections during setup. Any repairs necessary to bring the electrical/generator up to code will be the food vendor's responsibility.
10. Vendors must keep their area presentable during the Festival and clean their area completely before leaving at the end of the Festival. Special attention must be taken to prevent oil stains and/or dumping. This type of damage has a particularly harsh impact on the grounds. Failure to comply will result in the loss of the damage deposit.
11. Vending vehicles must have plywood or other solid surface under each wheel to prevent turf and tree root damage. The vendor must take these materials with them at the end of the event. Failure to do so will result in the MPRB retaining the vendor's damage deposit.
12. Vendors are responsible for compliance with all relevant city and state codes and licenses.
13. Vendors must have a seasonal or short-term Minneapolis health food permit. The city of Minneapolis health inspectors will be on site and will ensure that food dispensing guidelines are followed.
14. Vendors are required to meet all state and local fire codes with regard to propane usage. Failure to pass inspection will cause a vendor to be shut down and removed from the event.
15. Vendors must supply proof of insurance showing Minneapolis Park and Recreation Board (MPRB) and Nokomis East Neighborhood Association (NENA) as additional insured.
16. **Set up and load in times for the Festival are from 7am to 9am on Saturday, September 9, 2023.** This is the only time you will be allowed to drive your delivery vehicles into the Festival area. **All vehicles, except actual food trucks, must be out of the park by 9am.** ALL other vehicles must be removed and parked elsewhere. There is NO reserved vendor vehicle parking on-site.
17. To prevent compaction of tree roots in the park, you may not drive a vehicle under the tree canopies. Please plan accordingly by bringing a wagon or dolly if needed or packing items in smaller containers.
18. No one will be allowed to drive into the Festival area during fair hours for restocking or for other needs. Please plan accordingly. Bring a cart, wagon, or dolly if needed.

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19. **Load out times for the Festival are from 4:30 to 6:30pm on Saturday, September 9, 2023. No vehicles are allowed into the Festival area until 4:30 pm and attendees have vacated the area.**
20. The Minneapolis Monarch Festival does not allow any music or other auditory programming to be played from or in food vendor vehicles during the Festival. There are no exceptions; we thank you for your cooperation.
21. The Minneapolis Monarch Festival, NENA and MPRB assume no responsibility for any financial loss, theft, or injury.
22. The Minneapolis Monarch Festival, NENA and MPRB assume no liability in the event of any weather condition that may force the cancellation of this event.
23. Vendors shall fully indemnify and hold harmless the Minneapolis Monarch Festival, NENA and the Minneapolis Park & Recreation Board from any actions, suit, claims, payment, costs or damages which may be brought against them arising from participation in the Minneapolis Monarch Festival.

Upon acceptance, this document is a contract between the food vendor and the Minneapolis Park and Recreation Board for food vending during the Minneapolis Monarch Festival. All vendors must abide by this contract. Failure to comply with the terms listed above will result in cancellation of your participation in the Minneapolis Monarch Festival and forfeiture of your damage deposit and booth fee.

By my signature below, I promise the following:

1. That I have read, understand and agree to the terms and contained in this Agreement and the attached Application.
2. That if I am signing as a representative of an organization or business, that I have the authority to bind that organization or business to all of these contractual terms and obligations; and
3. That all of the information I have provided in this Agreement and attached Application is true, correct and complete.

\_\_\_\_\_  
Food and Beverage Vendor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Accepted by:  
\_\_\_\_\_  
Event Manager, Minneapolis Monarch Festival

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Return

**\*We recommend you keep a copy of your application for your own records.**

**Mail completed packet to:**

Event Manager, Minneapolis Monarch Festival  
c/o Minneapolis Park and Recreation Board  
3800 Bryant Avenue South, Minneapolis, MN 55409

Make checks payable to *Minneapolis Park and Recreation Board*.

*Thank you!!*

*\*If you have questions about the application, please email [monarchs@minneapolisparcs.org](mailto:monarchs@minneapolisparcs.org) or call 612 313 7784.*