

Dear Food Vendor:

The Brainerd 4th of July Celebration will be held on Wednesday, July 4, 2018 from 12 pm to 10:45 pm. If you are interested in having a food concession booth at this year's event, please complete the attached agreement and **return it to Brainerd Community Action, along with your vendor fee payment, insurance certificate and food vendor's license as soon as possible.**

Because there are a limited number of electrical outlets at Adamson Field, it is very important that we establish the electrical needs of the food vendors as early as possible. If you can use a generator, please indicate that on the contract. **You must send us a picture of the outlet plug you will be using.**

Your place at the football field will be determined by Brainerd Community Action and a representative will be present to help you find your location. Each booth will be given at least a 12' x 12' space and we will extend that if possible. Please be sure that all grills are located away from the customers.

We will hold the event rain or shine and will not designate a rain site. The fee is non-refundable.

Please return the contract and fee payment to:
Brainerd Community Action
213 South 5th Street
Brainerd, MN 56401

An electronic contract can be sent to: holly@brainerdcommunityaction.org

In the past, the Minnesota Department of Health has contacted Brainerd Community Action in regard to valid food licensing. Per the regulations of the state, Brainerd Community Action is asking each food vendor to send a copy of their food vendor's license. We certainly want to obey the rules and regulation of the state to ensure the safety and quality of our events. It is mandatory that each vendor send a copy of their license to Brainerd Community Action no later than one week prior to the day of the event. If a copy of your license is not on file, we will not be able to allow you to serve food at our community events. This includes Arts in the Park, and/or the 4th of July. We also recommend that each vendor have their food license with them at the event.

More information about Special Event Food Stands and obtaining a license can be found here:
<http://www.health.state.mn.us/divs/eh/food/license/specevent.pdf>

Minnesota Department of Health Food, Pools, and Lodging Services, 651-651-4500
P.O. Box 64975
St. Paul, MN 55164-0975

MDH DISTRICT OFFICES:

Bemidji 218-308-2100	Duluth 218-302-6166	Fergus Falls 218-332-5150	Mankato 507-344-2700
Marshall 507-476-4220	Metro 651-201-4500		
Rochester 507-206-2700	St. Cloud 320-223-7300		

Thank you in advance for making sure that all licensure is up to date.

Sincerely,



Holly Holm, Executive Director
Brainerd Community Action

4th of July Celebration Concession Contract
July 4, 2018 | Don Adamson Field

Contact Person: _____ Phone: _____

Company or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Products: _____

Do you have generator power? _____ NO _____ YES

Do you need electricity? _____ NO _____ YES – What amp do you need? _____

YOU MUST SEND A PICTURE OF THE OUTLET PLUG YOU WILL BE USING.

VENDORS AGREE TO THE FOLLOWING:

For Profit Vendors: pay Brainerd Community Action a \$375 flat fee. Additional fees for power include:

\$60 per outlet up to 30 amp

\$115 per outlet over 30 amp

Non-Profit Vendors: (You must provide your IRS designation non-profit status letter.) pay Brainerd Community

Action a \$175 flat fee. Additional fees for power include:

\$25 per outlet up to 30 amp

\$50 per outlet over 30 amp

Total fee must be sent with a signed copy of this contract.

All vendors need to provide a copy of Insurance Certificate, State Health License,

Vendors agree to provide a copy of liability insurance and accept all responsibility for any injury or claims.

Vendors agree to sell only the food/beverage products listed above.

Vendors agree to set up booth in space assigned by the 4th of July Committee.

Vendors agree to be set up for business on or before 3 pm and stay open until 10:45 pm on the day of the event. Early set up may be possible but will depend on the desires/rules of ISD 181.

Vendors agree to furnish own heavy duty long extension cord if electricity is needed.

Vendors agree to have at least two people operating concession stand at all times.

Vendors agree to have plenty of product available for sale and provide all paper goods to serve product.

Vendors agree to keep area clean while operating concession stand and will leave area clean at the conclusion of the event.

Vendors agree to furnish own cash box and sufficient change.

Vendors agree to not solicit members, distribute brochures or sign up lists, advertise its purpose or activity, and operate the booth that will in any way interfere with the entertainment and displays of the artists, and use video or audio equipment in the booth.

_____ (signature) _____ (Date)