



Dear Food Vendor:

Arts in the Park will be held on **Sunday, June 29th** from 10 am to 4 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 no later than June 15, 2025.

Because there are a limited number of electrical outlets at Gregory Park, it is very important that we establish the electrical needs of the food vendors as early as possible. The last few years we have not offered power due to the reconfiguring of the warming house in the park. If you are interested in power, it may be available at an additional fee, but would be dependent on the number of requests we receive. 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.

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. Community Action reserves the right to enact an act of God clause on this contract in the extremely unlikely event that it is affected by forces outside their control that prevent the event from taking place.

Please return the contract and fee payment to:

Brainerd Community Action
321 S. 7th Street Suite 105
Brainerd, MN 56401

An electronic contract can be sent to: Info@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 regulations 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

Marshall 507-476-4220

Rochester 507-206-2700

Duluth 218-302-6166

Metro 651-201-4500

St. Cloud 320-223-7300

Fergus Falls 218-332-5150

Mankato 507-344-2700

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

Dave Badeaux

Dave Badeaux

Executive Director

Brainerd Community Action

Arts in the Park Concession Contract
June 29th, 2025 | Gregory Park

Contact Person: _____ Phone: _____

Company or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Products: _____

Do you have generator power? _____ NO _____ YES

Do you need electricity? (If available. Additional cost will apply.) _____ 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 \$175 flat fee.

The last few years we have not offered power due to the reconfiguring of the warming house in the park. If you are interested in power, it may be available at an additional fee, but would be dependent on the number of requests we receive.

Non-Profit Vendors: (You must provide your IRS designation non-profit status letter and TIN.) \$50 flat fee.

If you are interested in power, it may be available at an additional fee, but would also be dependent on the number of requests we receive.

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 Arts in the Park Committee.

Vendors agree to be set up for business on or before 9:45 am and stay open until 4 pm on the day of the event.

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 after 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)