

Dear Food Vendor:

First of all, thank you for the support you have collectively shared with us over the years and for helping us build the premier fireworks event in the state of Minnesota. We are once again honoring the reduced vendor rate for the 2025 celebration of \$250 per space.

The Brainerd 4th of July Celebration will be held on Friday, July 4, 2025 from **6 pm to 10:45 pm** with set up running between **3pm – 5pm** prior to the start of the 6pm parade and street closures. 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 (paid in full-no exceptions), insurance certificate and food vendor's license as soon as possible.**

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. 7<sup>th</sup> Street Suite 105  
Brainerd, MN 56401

An electronic contract can be sent to: [Info@BrainerdCommunityAction.org](mailto:Info@BrainerdCommunityAction.org)

In the past, the Minnesota Department of Health has contacted Brainerd Community Action regarding 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, 651651-4500 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,



Dave Badeaux, Executive Director  
Brainerd Community Action

## 4th of July Celebration Concession Contract

July 4, 2025 | Don Adamson Field

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Company or Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Products: \_\_\_\_\_

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### ELECTRICAL WILL NOT BE AVAILABLE THIS YEAR'S EVENT

#### VENDORS AGREE TO THE FOLLOWING:

**For Profit Vendors:** pay Brainerd Community Action a \$250 flat fee.

There will be no access to power at this year's event. Please prepare with generators if needed.

**Non-Profit Vendors:** pay Brainerd Community Action a \$150 flat fee.

(You must provide your IRS designation non-profit status letter.)

There will be no access to power at this year's event. Please prepare with generators if needed.

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 4<sup>th</sup> of July Committee.

**Vendors agree** to be set up for business on or before 5 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)