



The Coolest Celebration on Earth

Saint Paul Festival & Heritage Foundation

2024 Saint Paul Winter Carnival Food & Beverage Vendor Application



A completed application does not imply acceptance into the event. Saint Paul Festival and Heritage Foundation (SPFHF) producers of the Saint Paul Winter Carnival have the right to deny entry of any of the products listed above. Vendor will be notified of any changes made by SPFHF. SPFHF has the right to enforce the above statements. Any new products not listed above must be approved in writing by SPFHF prior to the event date(s) listed in this agreement.

Please list the dimensions of your food truck, tent, or cart and **provide a picture of your set-up.**

Please list your preferred location, if any. We cannot guarantee placement in your preferred location.

Food & Beverage Hours of Operation

Thursday, January 25: 4 PM-9 PM

Friday, January 26: 4 PM-10 PM

Saturday, January 27: 10 AM-10 PM

Sunday, January 28: 10 AM-7 PM

Friday, February 2: 3 PM-10 PM

Saturday, February 3: 10 AM-10 PM



The Coolest Celebration on Earth

Saint Paul Festival & Heritage Foundation

2024 Saint Paul Winter Carnival Food & Beverage Vendor Application



Please indicate which days of the Saint Paul Winter Carnival you would like to participate in by marking the appropriate box(es) below. THE FEE IS FOR A 10 X 10 SPACE or THE SIZE OF A FOOD TRUCK FOR ALL FESTIVAL DAYS.

Single Days

___ \$150/day+10% of sales (one menu item)

___ \$200/day +10% of sales (more than one menu item)

Entire Carnival

___ \$1250 + 10% of sales (more than one menu item)(per space)

Food & Beverage Vendors:

Each Vendor that wants to sell, sample, or give away food or beverages must apply for a **Special Event Food Sales Permit** through the Minnesota Department of Health. Visit the following link to see the form: <http://www.health.state.mn.us/divs/eh/food/license/specevent.html>. When filling out your form, please write “Winter Carnival” under the “Event” name, as it will speed up your permit process. All food vendors will be inspected by the Minnesota Department of Health during the event.

All vendors must provide a **copy of their general liability insurance** naming Saint Paul Festival and Heritage Foundation as an additional insured. The amount should be no less than \$1,000,000 per incident. The name of insured on the certificate of insurance must match the company name listed on this application. All vendors are also required to submit a **completed ST-19 Operator Certificate of Compliance Form** regardless of whether sales will be made.

Parking:

There is a limited number of metered street parking near the event. Meters can be reserved for a weekend rate of \$90 per weekend (Sat/Sun) or a weekday rate of \$90 per day for **EACH** meter reserved. The 2024 rate is subject to change.



Saint Paul Festival & Heritage Foundation

2024 Saint Paul Winter Carnival Food & Beverage Vendor Application



Power:

Power provided based on location and availability. The cost is \$250 for the entire event for those using our power, or \$45 per day. Power is available on a limited basis, first come first served.

Please fill out this application form and return it to the Saint Paul Festival and Heritage Foundation. Applications can be either emailed to lisaj@spfhf.org or mailed to the following address:

Saint Paul Festival and Heritage Foundation, 75 W. 5th Street, Suite #429, Saint Paul, MN 55102. All applications must be submitted by **December 23, 2023** at 11:59 PM. Any applications electronically received or postmarked after December 23, 2023 will be assessed an additional \$50.00 charge per booth space that will be included in your final payment.

This application is an **invitation to participate, not confirmation of participation**. I agree to indemnify and hold harmless Saint Paul Festival and Heritage Foundation, Fanfare Attractions, their affiliates, all Volunteer members, City of St. Paul, contracted staff, Festival Sponsors, and all their officers, agents, and employees for damage, injury or loss to any person or property related to my participation in the Winter Carnival.

I have read, understood and agreed to the conditions stated in this multiple page agreement and have provided truthful and complete information.

Signature: _____ Date: _____

Please review remaining pages of this application for a timeline, rules, and regulations.

Timeline:

December 23, 2023

- Food & Beverage Vendor Application DUE. Any late applications are charged an additional \$50.



Saint Paul Festival & Heritage Foundation

2024 Saint Paul Winter Carnival Food & Beverage Vendor Application



January 1, 2024

- Vendors notified of Saint Paul Winter Carnival acceptance or denial.

January 10, 2024

- Full payment due. (Fees paid are non-refundable).

January 14, 2024

- ST-19 Operator Certificate of Compliance Form due.
- Minnesota Department of Health Permit or Special Event Food Sales Permit due.
- Liability insurance due.

January 23, 2024

- Site maps and specifics emailed out.

January 25-February 3, 2024

- Saint Paul Winter Carnival
 - Vendors check-in at least 1 hour prior to the start of the event.
 - All vehicles must be off the Winter Carnival footprint 30 minutes before the start of the event until 15 minutes after the end of the event. These vehicles must be parked off Winter Carnival grounds in a legal parking space.

Winter Carnival Rules and Regulations for All Vendors

1. All business or other activity for which Applicant has rented space must be conducted in your designated area only. No excessive noise, such as loud music, singing, or megaphone use is prohibited unless pre- approved by SPFHF. No distribution of literature, sales, or sampling may be done by strolling through Winter Carnival grounds.
2. Winter Carnival will enforce space rented to all Vendors. Vendor may use only agreed upon space approved by SPFHF. All unauthorized use of space will be charged a penalty fee along with the additional space fee prior to the opening of the Festival or they may be expelled from Winter Carnival. Any additional fees for removal will be paid by the Vendor at time of removal. No changes in space rental size will be allowed after Event start time.
3. All Vendors agree that all fees paid to SPFHF are non-transferable and no booth space may be sublet, reassigned or otherwise transferred to a third party without written approval from SPFHF. All fees paid are non-refundable.
4. Unless specified otherwise in the agreement, Exhibitor/Vendor must provide all furniture, chairs, tents, and other equipment necessary for their own booth. SPFHF is unable to accept responsibility for any lost or stolen items, or for the return of any rental equipment other than their own. All generators or electrical requirements are the responsibility of the Exhibitor/Vendor. All power requirements must be approved by SPFHF if necessary.
5. All approved Vendors are required to be open on the specified date and time as listed above or as directed by SPFHF. Vendor check-in opens One (1) hour prior to set-up time designated in the above Event listing. All Vendors must check in One (1) hour prior to event in order to secure agreed upon space rental. Any Vendors checking in after waive their right for advanced agreed upon space and may be moved to another available location on site. SPFHF reserves the right to change location of a Vendor's space if unforeseen circumstances arise or said Vendor arrives after designated time as listed above.
6. NO VEHICLES MAY BE IN WINTER CARNIVAL FOOTPRINT FROM 1/2 HOUR BEFORE OPENING UNTIL 15 MINUTES AFTER CLOSING TIME. SPFHF cannot take responsibility for any tickets issued by the City of St. Paul, St. Paul Police, Ramsey County, for vehicles breaking rules. Storage vehicles (trucks, cars, etc.) must be parked off Winter Carnival grounds in a legal parking space.
7. Please remember that Winter Carnival takes place on property controlled by private businesses and the City of St. Paul. All rules of these agencies are strictly enforced throughout Winter Carnival. Any Vendor that is found in violation of these rules, regulations, or ordinances may be expelled from Winter

Carnival without refund or compensation. Vendor is also responsible for any expenses incurred by said governmental body or expenses resulted in fines to Winter Carnival.

8. It is the responsibility of the vendor to deal with any permits and licenses (i.e. Special Event Food Sales Permit, Minnesota Sales Tax, etc.). Vendors must supply a copy of their MDH Health Permit or Special Permit, Liability Insurance policy by **January 14, 2024**. The Vendor understands that they are solely responsible for calculating and reporting to the Internal Revenue Service and the Minnesota Department of Revenue all taxes arising from the sale of Taxable items at the Festival.

9. The Vendor affirms that they do not discriminate in hiring, employment, participation or services rendered based on the fact or perception of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, marital status, disability, or as otherwise specified by governing law.

10. All Vendors, either sales or food and beverage, will list all items that they intend to sell at Winter Carnival. There will be a limited number of "same kind" Vendors. In the event of an excessive number of "same kind" applications, SPFHF reserves the right to restrict items offered for sale or services to be provided.

11. Acceptance as a Vendor by Winter Carnival does not imply endorsement or affiliation of the organization and/or individual. Vendors may not use Winter Carnival name and/or logos (including the 2023 Winter Carnival Logo) unless written approval has been given by SPFHF.

12. Any radio, web, or other electronic transmissions including video recording and photography for public use or personal gain is forbidden unless written approval has been given by SPFHF.

13. SPFHF reserves the right to accept, change, or not accept an agreement if said agreement does not meet specified requirements based on vendor category selection, incorrect or misleading information or any item that may be considered a violation of Winter Carnival, City, or State rules, regulations, ordinances or law.

14. Letters of Confirmation and site placement maps will be sent electronically five (5) days prior to Winter Carnival. Should you have any questions, please email Lisa at lisaj@spfhf.org.