



Burnsville Fire Muster & Community Celebration

Vendor Information

Participant Guidelines and Requirements

Plans for the 2021 Burnsville Fire Muster are underway, and we would like to invite you to participate in this year's concession area at the festival. The festival will be held at Civic Center Park on September 10th & 11th 2021.

ELIGIBILITY:

All Fire Muster vendors must have a valid Minnesota State Tax identification number. If you do not have one, one may be applied for by calling the Minnesota Sales Tax and Excise Division at (800) 657-3777 or (651) 296-6181. All vendors (food/merchandise) must collect and pay taxes on each taxable sale made at Fire Muster. A Minnesota Form **ST-19** must be completed and returned with your application and fees before any sales can be made. **ALL vendors must supply this form – there is a spot to choose if you are not making sales.** The Festival reserves the right to jury entries and ask a vendor to leave the Festival should their behavior be deemed inappropriate by the Festival Committee. The Fire Muster Staff reserves the right to refuse or stop sales or the giveaway of products before or during the Festival, which it deems inappropriate to the Festival.

FOOD LICENSE:

All participants who are providing or selling food at the event are required to have a Special Event Food Stand License or a State Mobile Food Unit License. You must have the ORIGINAL health permit on site – NO COPIES. You can find information on the Special Event food license at the following website:

www.health.state.mn.us/divs/eh/food/license/index.html A Health Inspector will be at the event to inspect all food vendors. Any vendor failing to comply with State health codes is subject to removal from site with no refund. **Food vendors need to be set up no later than 2:00 PM so our Health Inspector can clear you before 5:00 PM** **A copy of your Special Event Food Stand License MUST accompany this application.** NO one providing or selling food will be allowed to participate without a Special Event Food License.

All applicable Vendors must submit proof of liability insurance listing Burnsville Fire Muster as an “additional insured”, with thirty (30) days written notice of any policy cancellation or material change in policy terms. No vendor will be permitted to set up if Burnsville Fire Muster has not received proof of liability insurance as herein described by application deadline, potentially without refund or compensation of any pre-payment(s) made. All Vendors (unless specifically indicated) are required to carry commercial general liability insurance coverage on their activities/operations with a minimum of one million dollars (\$ 1,000,000) combined single limits per occurrence and two million (\$ 2,000,000) annual aggregate, insuring against claims for bodily injury and property damage.

FOOD VENDOR & MERCHANDISE SPACE:

******Your booth must be always staffed******

The Festival will allot space for each vendor in the designated area that has been deemed appropriate. Applicants must supply their own equipment, including tent/tables/trailers/chairs/safety rope/cleanup, etc. for their rented area. **Use of your own personal generators is suggested and welcomed.** Also, remember that in September it gets dark earlier again and YOU are responsible to provide lights for your booth.

You have the option of renting tables. They will be available for \$20 per 8-foot table & two chairs. These MUST be reserved at the time of application and will not be available for rent upon arrival at the festival as we must reserve them with the company in advance.

VENDOR HOURS:

Events at the park on Friday, September 10th begin at 5:00 PM – 10:00 PM. Any vendor failing to comply with State health codes is subject to removal from site with no refund. All non-food vendors must arrive to set up no later than 3:45 PM or you may not be permitted to enter the grounds and you will not receive a refund of fees if this happens.

Events in the park on Saturday, September 11th begin after the end of our Fire Truck Parade and Community Parade and end at 10:00 PM (with the exception of live music & carnival). Events in the park begin at 8:00 AM and there will be no vendor car access after 7:45 AM (subject to change). There is a run at 8:00 AM and our Fire Truck Parade and Community Parade are back-to-back on Saturday with both parades coming right through Civic Center Park.

Each vendor will receive confirmation contact with very detailed information in the latter part of August. Any time changes to access to the grounds will be detailed in the packet. This packet will be sent by email so make sure your email can be read on your application. We will also have a Facebook Group for all accepted applicants to join for faster communications... **Preference will be given to past years vendors; Payment of the application fee must accompany each application to reserve space by July 31st. Vendor space will open to other vendors after July 31st.**

Note to all vendors there is absolutely no driving on festival grounds during festival hours or before 11:30 pm on Saturday night. Our police department will give the go ahead when it's safe to enter the grounds. The entry to the festival grounds will have an attendant to let you know when you can enter the grounds. Please be respectful to this attendant or you will not be allowed back as a vendor. One car at a time will be allowed in and must maintain a slow speed. Please be patient during this process.

INDEMNITY:

To the extent permitted by Law, all vendors agree to protect, indemnify, defend and hold harmless, the Burnsville Fire Muster, its Board of Directors and members/volunteers and the City of Burnsville and its elected officials, employees, agents and volunteers against all claims, losses, damages to persons or property and cost (including Attorney's fees) arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of park premises or a part thereof, except those claims arising out of the sole negligence or willful misconduct of the Festival Volunteers.

WARRANTIES:

While the Committee of the Fire Muster will make every effort to produce a successful Festival, they cannot warrant the level of attendance, weather conditions, sales, or any circumstances beyond their control.

Letters of confirmation will be emailed prior to the Event. Please contact Margaret Garvey at 952-564-8282 or vendors@burnsvillefiremuster.org with any questions.

This application is an invitation to participate and does not guarantee participation at the event,

*****No Explosives of any kind may be sold at the Festival including Caps and Snaps! *****

All Checks collected will be held and not cashed until July 1st. Should this event not be permitted per State Pandemic Guidelines/Mandates all payment submissions will be returned or destroyed.

DATE _____

PAYMENT \$ _____

CHECK# _____

ST-19 _____

INSURANCE _____

FOOD LICENSE _____



**Vendor Application ~ September 10th & 11th, 2021
Civic Center Park**

BUSINESS/ORGANIZATION NAME _____

Contact Person _____ Phone _____

Email _____ Fax _____

Address _____

City _____ State _____ Zip _____

DESCRIPTION OF PRODUCTS: Please include everything (all food, beverages, merchandise, etc) which you plan on offering at your concession stand.

LIST ALL EQUIPMENT TO BE USED IN YOUR FOOD SERVICE SPACE: (e.g., charcoal grill, oven, freezer, mixers, etc):

PLEASE CHECK ALL THAT APPLY & TOTAL FEES: Fees are Non-Refundable.

FOOD CONCESSION FEES for Friday and Saturday, September 10th & 11th 2021

_____ \$375 Electric **YES or NO** Size of Space _____ Total \$ _____

MERCHANDISE/SERVICE VENDOR FEES for Friday and Saturday, September 10th & 11th 2020

You must provide your own 200-foot outdoor rated extension cord and power strip). Table Rental at \$20 per 8-foot table

_____ \$125 Electric (\$25) _____ Tables (\$20each) _____ 10X10 Space _____ Total \$ _____

We acknowledge that it is our sole responsibility to provide all of our own tents, trailers, tables, chairs and all booth space accessories such as lights, power cords, power strips, safety rope, and vendor display items and will clean up our space upon departure. Acknowledged _____

Keep in mind the concessions are set up in the paved parking area of the park You will not be able to stake any part of your tent and must supply your own weights to hold your tent down in winds. Acknowledged _____

Please submit the following to be considered for Vending.

*This is a 2-day rain/shine festival if you cannot commit to both days & all hours please do not apply.
(No refunds for weather)

Check list:

Application _____

Your Special Event Food Stand License _____

ST-19 _____

Your Liability Insurance _____

Total Amount: \$_____ Check #_____

I, hereby, indemnify the “Burnsville Fire Muster Committee and the City of Burnsville; and I accept the PARTICIPANT GUIDELINES AND REQUIREMENTS attached to this application regarding participation in the event.

SIGNED _____

DATE _____

MAKE CHECKS PAYABLE TO BURNSVILLE FIRE MUSTER

By August 3rd

Mail to Burnsville Fire Muster ~ PO BOX 973 ~ Burnsville, MN 55337

Attention: Vendors

***Checks will be held & not cashed until July 1st.

Should this event **NOT** be permitted **per State Pandemic Guidelines/Mandates**
all payment submissions will be returned or destroyed. ***

**If you are a nonprofit or school organization, please contact.
Margaret Garvey 952~564~8282**