

# Burnsville Fire Muster & Community Celebration

## CONCESSIONS APPLICATION 2015

### Participant Guidelines and Requirements

Plans for the 2015 Burnsville Fire Muster are under way 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 11<sup>th</sup> & 12<sup>th</sup> 2015.

### 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. 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 give away of products before or during the Festival, which it deems inappropriate to the Festival. **Unfortunately, due to contractual obligation with the Carnival, the following food items cannot be sold by other vendors: foot-long hot dogs, corn dogs, funnel cakes, cotton candy, mini donuts and cheese curds. We apologize for this inconvenience.**

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

### 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](http://www.health.state.mn.us/divs/eh/food/license/index.html) A Health Inspector will be at the event to inspect all food vendors. **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.

### FOOD VENDOR & MERCHANDISE SPACE:

The Festival will allot space for each vendor in the designated area that has been deemed appropriate. Care will be taken to limit a particular food item to two vendors. Prior year's participants will receive preference, and all others will be reserved on a first come, first serve basis. Payment of the application fee must accompany each application in order to reserve space. Applicants must supply your 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. This will give your location more flexibility. **ONE** 20 AMP outlet will be provided at a cost of \$20 with each additional 20 AMPs of service at \$10 each. It is your responsibility to provide a 200 foot outdoor rated extension cord and power strip. **Also, remember that in September it gets dark earlier again and YOU are responsible to provide lights for your booth.**

### VENDOR HOURS:

Events at the park on Friday, September 11<sup>th</sup> begin at 5:00 PM – 11:00 PM. **Food vendors need to be set up no later than 2:00 PM so our Health Inspector can clear you before 5:00 PM.** Events in the park on Saturday, September 12<sup>th</sup> begin after the end of our Fire Truck Parade and Community Parade and end at 11:00 PM. Events in the park begin at 8:00 AM and there will be no vendor car access after 7:45 AM. 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.

**This is a 2 day festival for vendors and no early departures will be allowed. No vendor may stop service before 11:00 PM each night. All booths must be staffed at all times.**

**NOTE TO ALL VENDORS THERE IS ABSOULTY NO DRIVING ON FESTIVAL GROUNDS DURING FESTIVALHOURS OR BEFORE 11:30 PM ON SATURDAY NIGHT. OUR POLICE DEPARTMENT WILL GIVE THE GO AHEAD WHEN IT'S SAFE TO ENTER THE GROUNDS.**

**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.

Please direct any questions you may have to Linda Jones (952) 236-7032 (evening number) or by email use [Maybabe54@aol.com](mailto:Maybabe54@aol.com)

Concession Application  
September 11<sup>th</sup> & 12<sup>th</sup>, 2015

**Burnsville Fire Muster & Community Celebration**  
**Please print or type**

**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.

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

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**I WILL BE PROVIDING MY OWN POWER (YES OR NO)** \_\_\_\_\_

**ONE 20 AMP outlet will be provided at a cost of \$20 with each additional 20 AMPs of service at \$10 each. You must provide your own 200 foot outdoor rated extension cord and power strip).**

**SPACE SIZE REQUIREMENTS AND FEES:** Fees are Non-Refundable

**FOOD CONCESSION FEES** for Friday and Saturday, September 11<sup>th</sup> & 12<sup>th</sup>, 2015

\_\_\_\_\_ 10X10 \$375 (Non-Profit \$200) \_\_\_\_\_ 10X20 \$400 (Non-Profit \$225)

**MERCHANDISE/SERVICE CONCESSION FEES** for Friday and Saturday, September 11<sup>th</sup> & 12<sup>th</sup>, 2015

\_\_\_\_\_ 10X10 \$125 (Non-Profit \$75) \_\_\_\_\_ 10X20 \$150 (Non-Profit \$100)

**Applicants must supply their own lighting, electrical cords, power strips, tents, tables, chairs, clean up, safety rope, etc.**

**Keep in mind the concessions are set up in the paved parking area of the park**

Mail completed application and payment to the address below no later than August 1, 2015 along with the following:  
**(Incomplete applications will be returned to you)**

Concessionaire Application (**required for ALL**) \_\_\_\_\_

Copy of your Special Event Food Stand License \_\_\_\_\_

Copy of your Tax ID Permit – ST-19 (**ALL vendors must supply this form – there is a spot to choose if you are not making sales** \_\_\_\_\_)

Copy of your Non-Profit Certificate (**if applicable**) \_\_\_\_\_

Check payable to Burnsville Fire Muster

Space Rental \_\_\_\_\_

Electrical Costs \_\_\_\_\_

Buttons (\$3.00 each) \_\_\_\_\_ For \_\_\_\_\_ Buttons (**Required for EVERYONE working at the event**)

\$50.00 Late Fee for applications received after August 1, 2015 \_\_\_\_\_

Total Amount: \_\_\_\_\_

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 \_\_\_\_\_

\*Applications received after August 1, 2015 will be charged a \$50.00 late fee.

\*Incomplete applications will be returned to you

\*This is a 2 day festival, if you cannot commit to both days & all hours please do not apply

Mail to: Burnsville Fire Muster  
PO BOX 973  
Burnsville, MN 55337  
Attention: Linda Jones