



## 2023 Food Vendor Application

### VENDOR INFORMATION

#### Location and Festival Dates

- 29446 370<sup>th</sup> St., Redwood Falls, MN
- Festival dates are July 6-8, 2022

#### Vendor Dates

- Wednesday, July 5: Set up
- Thursday, July 6: Festival open
- Friday, July 7: Festival open
- Saturday, July 8: Festival open
- Sunday, July 9: Tear down

#### Application Dates

- **Due April 15:** Application, payment, insurance certificate, and the MN ST19. Failure to provide the complete set of documents with the application will result in loss of space and any fees paid.
- **Late Fee:** If application or required documents are received after April 15, you will be charged an additional \$100.

#### Schedule/Times

- **Check-In & Set-up:** Our Vendor Coordinator will contact you prior to the festival to set up times on Wednesday, to coordinate load in times.
- **Vendors open to public:**
  - Thursday, 11:30 AM – 11:30 PM (you may stay open until the last band at midnight if you desire)
  - Friday, 11:30 AM - 11:30 PM (you may stay open until the last band at midnight if you desire)
  - Saturday, 11:30 AM – 11:30 PM (you may stay open until the last band at midnight if you desire)

*Note: **Limitation of liability:** Vendor shall be responsible for occupying its booth at all times during the Festival. All property belonging to Vendor or any of its employees or agents shall be at the Festival at Vendor's own risk and VCCJam shall not be liable for any theft, loss, or damages to any of Vendor's products, samples, cash, displays or any other property of Vendor or any property of Vendor's employees or agents. Vendor agrees to defend, indemnify and hold harmless VCCJam against any and all claims, demands, damages, costs and expenses, including reasonable attorney's fees, arising from the conduct of Vendor or any of its employees or agents and from any of its products or services being displayed, offered, sold or demonstrated by Vendor at the Festival.*

- **Vendor Tear Down:**
  - Sunday, 9:00 AM – 1:00 PM
- Note: No vehicles can access the secured area until after the barriers are removed. Vendor area(s) will be managed by VCCJam or their representatives.

**Note:** We will have overnight security (roaming the festival area) however, we do not recommend leaving any money, high value product, etc... in your booth. VCCJam is not responsible for lost, stolen or damaged equipment/goods.

#### Notes and Reminders

- Every vendor (worker/employee/volunteer) must be 18+.
- VCCJam reserves the right to reject applications.
- Participants are required to complete set-up on Wednesday.
- Participants MUST remain open during ALL required hours. **Vendors are subject to a \$300 charge if vendor does not staff their booth or tears down early. This will be enforced for 2023.**
- While the festival is open there will be no vehicle access into the festival area. It is a physically secured area.
- Vendors are allowed to replenish product from 8:00 AM to 9:30 AM Thursday - Saturday. Access is limited to a 2-wheeled dolly or wagon. VCCJam will provide a limited area for you to temporarily park a vehicle nearby to replenish product during this time. These vehicles MUST be removed immediately upon product replenishment to allow access by other vendors during this replenishment time.

- At this time vendor parking will be provided for vehicles/trailers. However, camping is \$60.00 for a campsite and camp access wristbands.
- Vendors must fit into the space allocated to them. No part of the booth shall impede attendee traffic flow. You may extend signs, tables, etc... 5' in front of your allocated space. This extension is subject to review by VCCJam, who will make the final determination. They may ask you to remove any part of your booth or extensions that exceeds the allocated space.
- Vendors who are unable to attend must call or email VCCJam as soon as possible. Subject to \$100 additional fee if no notification of cancellation. Noncompliance may result in exclusion from future events. Fees will not be refunded.
- Vendors must supply their own tent and/or awning with weights, table(s), chair(s), banner(s), and other supplies. VCCJam only supplies physical space, as per the agreement. Spaces will be marked and will display booth number. A map showing booth location and staging/tear-down area will be provided prior to the event. VCCJam reserves the right to make last minute changes without notifying the vendor. Any changes will be communicated as soon as possible and may occur during set-up day, Wednesday.
- All tents must provide and use weights and/or stakes. Be certain that the weights/stakes are sufficient to sustain strong winds that sometimes occur during outdoor events. Vendors are responsible for properly securing their tents.
- Each vendor is responsible for providing, assembling and disassembling his or her own booth and bringing in and removing product.
- The vendors name, and address must be displayed in the booth at all times.
- All vendors are required to clean their area at the end of the festival. This includes sweeping and garbage collection as necessary. Vendors MUST remove all cooking oils or other liquid materials from premises. If all garbage and oils are not removed from vendor space, vendor risks garbage and waste removal charge of \$100.
- No waste water or product can be disposed on the grass or in the fields.
- All vendors must vacate the area and remove their booth and all trash by 3:00 PM Sunday.
- Food vendors are responsible for receiving and complying with all required permits.
- Vendors may not sell food items in glass.
- Any vendor displaying "organically grown" signs must have certificate in their possession at the time of sale.
- Any and all inspections required by Redwood County for food, meat or produce for sale must be in compliance.
- It is the responsibility of the person signing the application to properly notify the people working in the booth of these requirements, notes, and reminders.
- SW Health and Human Services will inspect on Thursday. Please have your permits readily available.
- Space is limited, so register early to secure your spot!

## APPLICATION INFORMATION

### Menu

- Please list all items and prices to be sold or include a sample menu.
- Only those items preapproved by VCCJam may be sold. Final decisions on any all menu items will be made by VCCJam.

### Insurance

- All vendors are required to maintain liability insurance in the amount of at least \$1,000,000 per incident naming VCCJam, 29446 370<sup>th</sup> St., Redwood Falls, MN 56283 as additional insured.
- The name of the insured on the certificate of insurance must match the company name listed on the application. NO EXCEPTIONS.
- If vendor does not have its own liability insurance, you may choose to purchase coverage from VCCJam for an additional \$80.00 which would be a separate TULIP policy, and would only give you coverage for the Event days and would then satisfy the insurance requirements for this contract. Vendor would need to supply information for the policy to VCCJam and pay the \$80 upon signing of this application. This policy does not cover athletic participants, mechanical amusement rides, sexual abuse and molestation or communicable diseases. Anything not covered under this policy, shall be at vendor's own risk. VCCJam is not liable.

### Health Permit

- All food vendors must be licensed to sell food products and provide a copy of one of the following licenses with their application:
  - State of Minnesota Department of Agriculture License
  - State of Minnesota Mobile Food License

### Minnesota State Taxes

- All vendors selling items must have a Minnesota sales tax identification number. A copy of the ST19 must be submitted with the application.
- Vendors are responsible to charge and pay sales tax as required by law.
- Please check the Secretary of State's website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us) for current tax information for Redwood Falls area.

### Fire Safety

- In compliance with our Minnesota State Fire Code, we require the following items:
  - If your booth is contained within a tent structure, that structure must have proof being flame resistant.

- If you use LP gas, the tank must be securely fastened in place to prevent unauthorized movement.
- All fire extinguishers must be properly certified, including K-Class for cooking vendors and current tags on all others.
- No generators.
- Redwood Falls Fire Department, or appropriate authority, will inspect all vendors prior to operation.
- For vendors cooking under tents, if tents do not show adequate proof of fire retardant as determined by the Redwood Falls Fire Department or appropriate authority, the booths will not be allowed to open. For more information on local fire regulations, please contact:
  - Redwood Falls Fire Department
  - 900 S. Gould St.
  - Redwood Falls, MN 56283
  - 507-627-8417
- VCCJam is not responsible for lost time or income if booths are not allowed to open until codes are met.

### Electricity

- All use of electricity MUST be provided by VCCJam.
- Onsite generators are **not** allowed.
- We can provide 120V/20A and 220V/50A service. Due to a limited amount of electricity available to us, we will take reservations for electricity on a first come, first serve basis.
- The electrical outlet may be up to **150'** from your booth. Vendors are required to provide the proper rated cords to reach the provided electricity. See the Minnesota State Electrical Code Requirements for specifics: <http://www.dli.mn.gov/sites/default/files/pdf/eli-portable-power-code.pdf>
- For the 50A service the distribution panel has a NEMA 14-50R receptacle. VCCJam does not provide adapters for vendors.

### Communications

- VCCJam will send email communications regarding any new or additional info regarding the festival.
  - Including:
    - Market Set up/tear down info
    - Parking information
    - Refrigeration/ice services
    - Other pertinent information



## 2023 Food Vendor Application Form

**Business Name:**

**Your Name:**

**Business Address:**

**City, State, Zip:**

**Phone:**

**Email Address:**

**Website and Facebook Link:**

**Emergency Contact** (must be different than your name: Name, Phone, Email):

**Insurance provider and policy #** (include copy):

**MN Tax ID** (include copy):

**Business Reference** (Name, Address, Phone, Email):

**Festivals/Events Recently Participated In:** (include 2: Festival/Event Name, Contact Person, Phone, Email)

### Food Vendor Fee Schedule

- SPACE (circle your choice)
  - Regular space (10'x10'): \$200
  - Medium space (20'x10'): \$400
  - Large space (40'x10'): \$600
  - *For larger spaces contact VCCJam for pricing*
- ELECTRICITY (circle your choice...onsite generators are not allowed)
  - 120V/20A (2 circuits): \$50
  - 220V/50A each: \$100
  - *Note: availability of 50A circuits will be on first reserved basis as the service is limited.*

**Layout/footprint** (trailer/trucks only)

- Provide layout of trailer/truck.
- Indicate travel direction **and the side that is used for serving.**
- This can be a drawing, a picture or a web link showing the trailer/truck.

**Application Checklist**

- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Copy of Insurance certificate
- \_\_\_\_\_ Copy of Food License
- \_\_\_\_\_ Copy of ST19
- \_\_\_\_\_ Payment
- \_\_\_\_\_ Menu included
- \_\_\_\_\_ Layout of tent/truck/trailer

Submit the application form with required attachments via mail or email. Email: info@vccjam.com

Vicki’s Camp N Country Jam  
 29446 370<sup>th</sup> St.  
 Redwood Falls, MN 56283  
 Attn: Food Vendor Mgr

**PARTICIPATION AGREEMENT**

Submission of this application assumes acceptance of all conditions listed herein. Neither VCCJam, nor its representatives shall be held responsible for any damage or loss incurred from any cause, including inclement weather.

I understand that if I or any representative of my group do not meet and abide by the regulations, I will be asked to stop operations and will not be eligible for a refund. No refunds will be made for any reason after I have been accepted for participation.

I understand that other food vendors may offer products, services, or information similar to those available in my booth/space.

I understand that it is my responsibility to properly notify the people working in the booth of these requirements, notes, and reminders.

I understand that cashing of my check by VCCJam implies acceptance into the event. Application requirements may be changed or updated without prior notice, VCCJam will notify of any changes.

I accept the rules and requirements of the 2022 VCCJam festival and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ *Please send me additional information on sponsorship and volunteer opportunities available for VCCJam.*