

Cottage Grove Strawberry Fest 2008

Business Expo Exhibitors June 14, 2008

Plans are underway for the 2008 Cottage Grove Strawberry Fest and we would like to invite you to be a participant in our Business Expo. This year, the Expo will be held at Kingston Park on Saturday, June 14, 2008. Participation in the event will give you the opportunity to showcase your business or organization and reach thousands of area residents. You'll have the chance to meet many of your existing customers and get our message out to many potentially new clients. The residents that attend our event love to spend time learning more about what the community and surrounding area has to offer, so don't miss out on this exciting opportunity!

Eligibility

All Strawberry Fest food vendors must have a valid Minnesota State Tax Identification Number. If you do not have one, one may be applied for by calling Minnesota State Sales Tax and Excise Division at (800) 657-3777 or (651) 296-6181. All food vendors must collect and pay sales tax on each taxable sale made at the Strawberry Fest. A Minnesota form ST-19 must be completed and returned with your application and fee. It must be completed and returned to us before any sales can be made. The festival reserves the right to jury entries and to ask a vendor to leave the festival should their behavior be deemed inappropriate by the festival. The Strawberry Fest staff reserves the right to refuse or stop sales or give away of products before or during the festival, which it deems inappropriate to the festival.

Food Stand License

All participants who are providing or selling food at the event are REQUIRED to have a Special Event Food Stand License from the Washington County Department of Public Health. A health inspector will be at the event to inspect all 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. For your convenience, we have attached a Special Event Food Stand License Application. If you have any questions about obtaining a license, contact Justina Pope at 651-430-6638 or by email at justina.pope@co.washington.mn.us.

Vendor Space

The Fest will allot space for each vendor in the designated area of the area that has been deemed appropriate. All care will be taken not to duplicate items, prior year's participants will receive preference, and all others will be reserved on a first come, first served basis. Payment of the application fee must accompany each application in order to reserve a space. Applicants must supply their own power, electrical cords, tents, tables, chairs, cleanup, safety rope, lighting (if needed) etc. Generators or other portable power supply units may need to be inspected by the State Electrical Inspector. It is the vendor's responsibility to contact the electrical inspector, William Dietrich at 651-493-1599, to arrange for an inspection, if required.

Vendor Hours

Events at the park will run from 10:00 a.m. until 8:00 p.m. on Saturday, June 14th. PLEASE NOTE: The Business Expo will be for one day only and this is a change from last year. All vendors MUST be set up and be ready for business at 10:00a.m.

Indemnity

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the City of Cottage Grove and their respective volunteers against all claims, losses, damages to persons or property and costs (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, by vendor, except those claims arising out of the sole negligence or willful misconduct of the Fest volunteers.

Warranties

While the committee of the Strawberry Fest 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 to Justin Olsen at 651-459-6336

Cottage Grove Strawberry Fest
Business Expo Exhibitor Application
June 14, 2008

Business/Organization Name: _____

Contact Person: _____ Phone # _____

Fax # _____ E-Mail _____

Address _____

City _____ State _____ Zip Code: _____

DESCRIPTION OF PRODUCTS: Include everything that you plan on offering or having at your booth, including free giveaways

SPACE SIZE REQUIREMENTS:	()	10 X 10	\$ 50.00
(The fee is non-refundable)	()	10 X 20	\$ 85.00
	()	10 x 30	\$ 120.00

Applications received after May 18, 2008, will be charged a \$25.00 late fee.

***Applicants must supply their own power, lighting, electrical cords, tents, tables, chairs, cleanup, safety rope, etc. Keep in mind the concessions are set up along the walking path east of the building/shelter.*

I hereby indemnify the "Strawberry Fest" committee and the City of Cottage Grove; and I accept the PARTICIPANT GUIDELINES AND REQUIREMENTS attached to this application regarding participation in the event.

SIGNED _____ DATE _____

Mail completed application to the address below **no later than May 18, 2008**, along with the following:

- Copy of Special Event Food Stand License (if necessary)
- ST-19 Form
- Check payable to: Cottage Grove Strawberry Fest

to: Cottage Grove Strawberry Fest
Attn: Business Expo
P.O. Box 512
Cottage Grove, MN 55016

For more information, please contact Justin Olsen at 651-459-6336