

Tater Daze

BROOKLYN PARK'S
FESTIVAL

June 18-21, 2015
www.taterdaze.org



Craft and Vendor Fair

About Tater Daze

Join us for our 51st Annual Tater Daze celebration! Hosted on the beautiful ground of Noble Sports Park, more than 12,000 guests will enjoy a parade, Spud Run 5K, carnival, live entertainment, interactive activities for all ages, food and beverages, fireworks and so much more!



Why be a vendor at Tater Daze?

The festival runs for four days which maximizes your potential reach to new consumers. As a Tater Daze vendor, we will promote your business on the Tater Daze website with a link back to your business webpage.

Rules and regulations

The City of Brooklyn Park (referred to as the Event Producers) reserve the right to approve the participation of any applying vendor. We will send a rejection email to those not accepted. We will not allow non-approved vendors on site.

EVENT DAYS AND HOURS

Vendors are **required** to be open during the following times. Vendors, at their discretion, may stay open until 11:00 p.m. Thursday through Saturday. If you do not follow the hours, you may be removed from the festival.

DAY	NON-FOOD VENDORS	FOOD VENDORS
Thursday	5-9 p.m.	5-10 p.m.
Friday	5-9 p.m.	5-10 p.m.
Saturday	Noon-9 p.m.	Noon-10 p.m.
Sunday	Noon-5 p.m.	Noon-5 p.m.

SET-UP AND TAKE DOWN

Vendors may begin setting up on Thursday, June 18 at 2:00 p.m. Vehicles will be allowed on the grounds to load and unload but must be removed 45 minutes before the start of the festival each day, no exceptions. If you do not remove your vehicle or comply with the hours, the vehicle will be towed at the owners expense. If you need supplies throughout the festival hours, you must park in an adjacent area and walk your merchandise and supplies to and from your vending location. Parking is first-come-first-serve along with the patrons of the event. Please ensure your staff arrives on time and considers parking.

Starting at 5 p.m. on Sunday, you may drive your vehicle on festival grounds to tear down. For the safety of the attendees, please pack up your space before driving your vehicle on site.

VENDOR SPACE

Vendor spaces are 10' x 10'. Vendor spaces are rented per vending unit. Vendor spaces are available on a first-come, first-served basis. A vendor requiring more than a single space can purchase an additional space if accepted by the Event Producers.

The Event Producers reserve the right to determine and edit the number of businesses or organizations that exhibit or vend the same or similar products and/

or services at the festival. Event Producers will place vendors according to the best needs of the event. Vendors are NOT guaranteed the same spot every year.

Vendors are not allowed to share or sublet booth space(s) to or with another business or organization. Vendor spaces are approved for one business only and must match the application submitted. Shared or sublet vendors will be removed from the event, no refund will be given to the applicant.

You must limit your activities at the festival to those you state on your application, which must pertain to your business. You must also limit the conduct of those activities to your booth space(s). Sales or distribution of anything done by walking through the festival grounds and its footprint is not permitted without prior written consent.

Event Producers will not provide electrical power or water.

Smoking is prohibited at the festival and on city park grounds.

Acceptance as a vendor does not imply our endorsement or affiliation with the organization and/or individual. The views expressed by vendors are not necessarily those of the festival, Event Producers, its

community partners or sponsors.

Vendors are not allowed to sell: spray string, explosive products, real or realistic looking replicas of guns, knives, nunchucks, or other weaponry, smoke bombs, lighters, drug paraphernalia, sparklers or related objects.

All vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. You must wear shirts and shoes.

INSURANCE, LICENSING AND TAXES

Vendors must provide a copy of their general liability insurance naming the following businesses as additional insured:

City of Brooklyn Park
5200 85th Ave N
Brooklyn Park, MN 55443

The amount should be no less than \$500,000 per incident. Name of insured on certificate of insurance must match the company name listed on this application. NO EXCEPTIONS. You must turn in your insurance form by June 1, 2015.

NON-FOOD VENDORS must complete the Minnesota Revenue's ST19 form Operator Certificate of Compliance.

Any required sales tax collections and remittances are the sole responsibility of the vendors.

Tater Daze will provide police security during each night of the festival; however, Tater Daze nor the City of Brooklyn Park is liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation

for or participation in the Tater Daze festival; whether such injury, theft or damage occurred before, during, or after the Tater Daze festival. The seller further agrees to indemnify and hold Tater Daze and the City of Brooklyn Park harmless for and against any claims for such injury, theft or damage.

CLEANING FEE DEPOSIT

Each unit is responsible for the clean-up of their assigned area before departing each day.

All vendors MUST send a separate check in the amount of \$100 for clean-up deposit for each vending area. Checks should be made out to City of Brooklyn Park. If your vending area has no clean-up, vehicle or set-up/take-down issues, the Event Producers will shred the deposit check by the end of July 2015. Those vendors who have clean-up, vehicle or set-up/take-down issues will forfeit their cleaning deposit and may be subject to additional costs if needed and will not be asked back to the event.

CANCELTION

You may cancel your application in writing at any time up to May 15, 2015. Event Producers will reimburse you 50% of your Vendor Fee at that time. We are unable to offer any refunds after May 30, 2015. We will not issue any refunds if the event is canceled due to dangerous or severe weather conditions or any other acts of God.

FAILURE TO FOLLOW GUIDELINES/LAWS

The Event Producer reserves the right to remove you from the festival for failure to follow these guidelines, the instructions

of the festival staff and their contractors, or the laws and regulations of the City of Brooklyn Park, State of Minnesota or any organization under those governmental entities. This would occur without any refund or other compensation. Such removal may also result in cleaning fees and/or other cost associated with your business being removed being assessed.

Your business agrees to these conditions and to pay any such fee(s) that may be imposed as a condition of participating in the festival.

ACCEPTANCE POLICIES

Applications must be received by May 15, 2015 at 5:00 p.m.

Applications received after this date may not be processed. Make sure to print a copy of your application for your records. Your first notification of acceptance will be the deposit of your payment. Following that, you will receive a confirmation via email.

Acceptance of vendor applications is based upon the following:

1. Receiving your application
2. Application is complete and has all items attached:
 - a. Full vending fees
 - b. \$100 clean up deposit (separate check)
 - c. Certificate of insurance
 - d. Minnesota Revenue's MN ST19 Form

CONTACT US

We look forward to working with you. If you have questions please contact us at 763-493-8013 or TaterDaze@gmail.com



Craft and Vendor Fair

Name of organization/business _____

Contact person _____

Address _____

City _____ State _____ Zip _____

Phone _____ On site phone _____

Email _____

Website _____

MN State tax number _____ Federal tax number _____

Booth activities

Check all that apply:

- Drawing
- Sampling
- Demonstration of service
- Lead generator
- Merchandise sales
- Artist
- Other _____

Describe your booth activities

Indicate any items you are selling and the prices you will charge for each item. Indicate any items/information you are displaying and/or distributing. Your booth may only include the activities you list below. Any additions MUST be approved before May 15, 2015.

Vending unit size

Dimensions must be filled out for all vending units. Please fill out carefully, as these dimensions will be used to determine your vendor space. For example, include the tongue in your vendor unit length. If you require additional space for a generator, include that as well.

LENGTH _____ X WIDTH _____ X HEIGHT _____

Participation fee

TYPE OF VENDOR	EARLY BIRD	REGULAR
Non-food vendor	\$150	\$250
Non-food, home-based	\$50	\$80

A la carte items

Additional items you will need to rent for your vendor booth:

ITEM	COST	QUANTITY
10'x10' tent with weights	\$110	_____
8' table	\$10	_____
Chair	\$2	_____
90x156" black linen	\$25	_____
90x156" White linen	\$25	_____
Skirting (14" covers front and side) black	\$25	_____

Total fees

Please fill in the appropriate costs. Full payment must be received with application, no exceptions.

Participation fee	\$ _____
A la carte fee	\$ _____
Clean-up fee	\$100 (write separate check)
Grand Total	\$ _____

Deadlines

EARLY BIRD: FEBRUARY 15, 5:00 PM

REGULAR: MAY 15, 5:00 PM

Items must be postmarked before the deadline posted. Make checks payable to "City of Brooklyn Park"

Please return form to:

City of Brooklyn Park
Attn: Tater Daze
5200 85th Ave N
Brooklyn Park, MN 55443

Please consider this your invoice. Save a copy of this application for you records.

Want more visibility?

BECOME A \$500+

SPONSOR

Some benefits include:

- Ad in event guide
- Category exclusivity
- Logo on festival T-shirt
- Name in press release
- Plus much more

Get more information at
www.TaterDaze.org

Initial here to indicate your agreement to the Tater Daze Terms and Conditions listed in the packet. FAILURE TO AGREE TO THESE TERMS AND CONDITIONS WILL RESULT IN YOUR APPLICATION NOT BEING ACCEPTED. I have read, clearly understand, and agree to the conditions stated in the guidelines for Tater Daze and have provided truthful and complete information. I clearly understand the responsibilities accorded to me/my organization as a vendor at Tater Daze. Event Producers have legal permission and control of the festival June 18, 2015 through June 21, 2015. Event Producers will charge vendors that are removed from the festival any costs associate with said removal. I may cancel my/my organization's application, in writing only, at any time up until the close of business on May 15, 2015 and accept a refund of 50%. Tater Daze is a rain or shine event and refunds will not be issued if the event is canceled due to dangerous or severe weather conditions or any other acts of God. I agree to waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter occur to me and/or my business/ organization, City of Brooklyn Park and its officers, directors, agents and employees, Tater Daze's sponsors and their officers, agents and employees and its contractors; I agree to indemnify and hold harmless the City of Brooklyn Park and its officers, directors, agents and employees, Tater Daze's sponsors and their officers, agents and employees and its contractors from any and all liabilities and claims made by other individuals or entities as a result of my and/or business/organization's actions during the festival.



Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below: _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at **www.taxes.state.mn.us**.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at **www.taxes.state.mn.us**.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.