



2010 Food Vendor Application

Event Dates & Times

Thursday, July 15 through Saturday, July 17, 2010
Thursday and Friday - 10:00am until 9:00pm
Saturday - 10:00am until 5:00pm

Set Up Times*

Wednesday, July 14, 2010 - Noon until 9:00pm
Non-trailer vendors & tents must set up after 1:00pm
*Restocking, deliveries and load-in completed by 9:00am each day

Tear Down

Saturday, July 17, 2010 - Beginning after 5:00pm - NO EXCEPTIONS!

Due Dates

Application Due Date: Friday, March 19, 2010

Acceptance/Denial Notification: Thursday, April 1, 2010
(Checks for fees accepted of vendors will be deposited on Thursday, April 1, 2010)

Deadline for any Arrangements: Tuesday, June 15, 2010

Business Name: _____

On-Site Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____

Home Phone: _____

Email Address: _____

****ALL FIELDS REQUIRED****

<u>Vendor Fees</u>	
Frontage:	\$47.00/foot
Electric Fees:	\$285.00
Trash Fee: (Required from ALL Food Vendors)	\$50.00
Cleaning Deposit: **Enclose a Separate Check**	\$100.00 (Refundable)
Grease Fee:	\$35.00
More details on Page 2 of Application	

No refunds for cancellations received after June 15, 2010

Mail Completed Application, Signed Agreement AND Applicable Fees to:

Downtown Community Partnership
203 4th Avenue North
Fargo, ND 58102
(701) 364-9867
Fax: (701) 241-8275
Email: jed@fmdowntown.com
go to: www.fmdowntown.com for more information

2010 Food Vendor Rules & Regulations

IMPORTANT – PLEASE READ THROUGH ALL THE RULES AND REGULATIONS

Each vendor's signed application is their expressed agreement to operate their business within these rules and regulations, or be subject to removal for non-adherence. This agreement is not transferable to any other party

The vendor is limited to the exact space, size, location, menu items and other requirements as established

No refunds for cancellations received after June 15, 2010

Fees, Insurance & Schedule

- ◆ Each vendor must have all fees paid in full, a certificate of insurance and all other information required on or before the exact due date.
- ◆ Each vendor must adhere to established fair hours. Vendors must be ready for business at 9:00am and remain open until 9:00pm on July 15 & 16, 2010 & until 5:00pm on July 17, 2010. Re-stocking and load-in must be completed each day by 9:00am. Service and supply vehicles must be removed AS SOON as they are unloaded/loaded

Health Regulations, Licensing, & Inspections

- ◆ Each vendor must comply with all City & State Health Regulations. A license from the City of Fargo must be OBTAINED AT LEAST ONE WEEK PRIOR TO THE SET UP DAY (JULY 7). VENDORS WILL NEED TO PRODUCE THE LICENSE BEFORE SETTING UP
- ◆ Contact the Fargo Environmental Health Department at (701) 241-1360
- ◆ The mailing address is: 401 3rd Avenue North Fargo ND 58102
- ◆ The Health Department will inspect and certify each vendor's booth. The vendor's proof of LICENSE & INSURANCE must be available to the Health Department, the staff of the Downtown Community Partnership or the electric providers
- ◆ Each vendor must have a working fire extinguisher AND smoking is NOT permitted in or around any food booth

Electricity Codes & Inspections

- ◆ Each vendor using electricity must comply with City codes and is subject to inspection by the City of Fargo
- ◆ Vendors should have standard, ready to plug-in connections for their electrical service. Any installation other than plug-in type connectors is NOT included in the \$285 electrical service fee and is the responsibility of the individual vendor. The cost of electrical service is \$50/hour + equipment
- ◆ Minimum standards for extension cords: 12-3 Grade for all uses ... 110v, 208, 220 & 240. No household cords are allowed
- ◆ No cords, hoses or other obstructions will be allowed across public walkways or on the serving side of your booth

Garbage, Cleaning & Sanitation

- ◆ Each vendor MUST provide one thirty-two gallon refuse container in front of their booth for the Public Use Only. This is the responsibility of the food vendor to clean and bring to the main garbage area.
- ◆ Each vendor must also provide separate garbage containers for their cooking waste and general trash from operations. This trash is THE VENDOR'S RESPONSIBILITY. The vendor and the vendor's employees must dump trash in DESIGNATED Street Fair waste dumpsters ONLY. Please respect the property of host businesses and do not place trash in private containers. The designated roll-offs are clearly marked and near the food court – vendors caught dumping trash in private containers will be required to remove the waste and will forfeit their "cleaning deposit."
- ◆ Each vendor must maintain a clean and neat vending area – this is NOT the responsibility of Street Fair personnel
- ◆ Paved streets and sidewalks within the vending area MUST be completely covered with tarps or other coverings in order to catch spills or splatters from cooking/serving activities. If the cleaning is not completed to the satisfaction of the Downtown Community Partnership, the vendor will forfeit his/her "cleaning deposit." If the cost of additional cleanup exceeds \$100.00, the vendor will be billed for the remainder. The vendor will then have 30 days after the notification to pay the bill

Beverages

- ◆ Vendors who choose to sell beverages other than coffee, iced tea and specialties such as smoothies, etc. MUST sell Bottled Pepsi Products provided by Fargo's Downtown Street Fair. This includes water products. Specialty beverages that are NOT competitive with products available from Pepsi will be considered on an individual basis. The Street Fair will refrigerate, stock, re-stock and otherwise maintain the Pepsi-related inventory. Vendors will be paid a per-bottle fee for each Pepsi-provided beverage sold by the participating vendor
- ◆ The Fargo Street Fair has an exclusive fresh-squeezed lemonade vendor; other vendors will NOT be allowed to sell fresh-squeezed lemonade
- ◆ Alcoholic beverages can only be sold by the vendors designated and licensed to do so
- ◆ Any vendor or working staff of a vendor found to be under the influence of drugs or alcohol will be asked to leave the event immediately and the booth may be closed
- ◆ The sales price of Pepsi and Pepsi-related products will be established by the Downtown Community Partnership and communicated prior to the starting date of the event

Sales Tax

- ◆ All vendors are responsible for collecting North Dakota sales tax on all sales made during the event. Please contact the State of North Dakota Tax Commissioner for the appropriate paperwork. Contact information: Office of State Tax Commissioner 600 East Boulevard Avenue Dept. 127 Bismarck, ND 58505-0599. New state rules require vendors to provide Fargo's Downtown Street Fair with Sales Tax numbers prior to setting up on July 14, 2010

ICE

- ◆ Mid-Central Ice is the exclusive provider of ice for all food vendors. All ice must be purchased through Mid-Central Ice at the Street Fair.
- ◆ Providing your own ice or purchasing ice from another resource is PROHIBITED.

Keep this sheet for your records