

Eat Street Food, Music, & Arts Festival

Food & Beverage Vendor Information Sheet

Please retain pages 1-2 for your use and reference; all vendors must submit page 3 to Whittier Alliance.

Note: This form is also available online at whittieralliance.org/be-a-vendor.

Date: September 15, 2018

Time: 1-9pm; **Location:** Nicollet Avenue between 25th & 27th Streets

Which permit applications do you need to fill out in order to be a Food & Beverage vendor?

- **Short Term Food Permit:**
 - If you plan to sell/give away food and/or beverages (*unless you are a Licensed Minneapolis Mobile Food Vehicle vendor*), you must fill out the short term food permit application on the City's website and email it to business@whittieralliance.org:
www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/webcontent/convert_259929.pdf
 - Keep the Food Vendor Checklist (pages 7 & 8) to fill out during set up the day of the event.
 - Keep and adhere to Food Vendor Guidelines (page 9).
- **Temporary Expansion of License**
 - If you plan to sell alcohol at the event (option only available to those located within the Festival zone), you must fill out a Temporary Expansion of License:
 - ci.minneapolis.mn.us/www/groups/public/@regservices/documents/webcontent/convert_271106.pdf
- Depending on what you plan to sell, you may need to submit additional permit applications. Please contact the Whittier Alliance with questions.
 - **Costs:**
 - A short term food permit costs \$87.00. Please include your payment on page 2.
- **Operator Certificate of Compliance/ST19 form**
 - If you plan to sell anything - including food or drink - at the event, you must fill out an [Operator Certificate of Compliance/ST19 form](#) and email it to business@whittieralliance.org by **Friday, August 10th**.
 - Find this form at revenue.state.mn.us/Forms_and_Instructions/st19.pdf.

Are there any costs to be a Food & Beverage vendor?

- Vendors located within the event zone (closed streets) may sell food and n/a beverages with only permitting costs.
- Whittier vendors located outside the event zone may sell food and n/a beverages with 10% of total sales submitted back to Whittier Alliance after the event.
- Vendors from outside the neighborhood selling food and n/a beverages must submit 20% of total sales back to Whittier Alliance after the event.
- **Vendors within the festival zone who have secured a Temporary Expansion of Premise license from the City must submit 20% of alcohol sales back to Whittier Alliance after the event to help offset event costs.**
- All payments must be made to Whittier Alliance *no later* than September 30, 2018. Vendor fees will help to ensure the continued production of this event.

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What do *you* need to bring to the event?

Whittier Alliance will assign you a location within the Festival grounds. *You are responsible for bringing all materials that you will need:*

- Your *own* 10x10' (maximum) tent, folding tables, chairs, etc.
- Your *own* generator, if you require power.

What time should you set up and take down?

- Set up: You have between 10:30 am-12:00 pm to set up.
- Take down: You should be packed up and have vacated your designated location by 10pm.

What else do you need to know?

- Vendors are responsible for leaving their designated area as they found it.
- **Vendors must plan to remain in their place *at least* until 7:00 pm. If you do plan to leave early, you must coordinate your exit time with Whittier Alliance staff in advance.**
- The Whittier Alliance will be in contact with you to confirm details and location as we get closer to the event date.
- Please be prepared to submit sales numbers for event day and how that compares to sales on a typical Saturday for City documentation purposes. The Whittier Alliance will follow up closer to the event date with a separate form to submit that information.

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Food & Beverage Vendor Registration Contract

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DESCRIPTION OF BOOTH: _____

PAYMENT INFORMATION

SHORT-TERM FOOD PERMIT COST:

\$87.00

Please select your desired payment method:

- Mailed check made out to **Minneapolis Finance** (mail to Whittier Alliance at 10 E 25th St., Mpls, MN 55404)
- Credit card
 - I would like WA to send an e-invoice for online payment
 - I would like to provide payment to WA staff over the phone

NOTICE OF LIABILITY

The Whittier Alliance or their affiliates will not be held responsible for any liability, lost, stolen or damaged merchandise, or any injury incurred during the Eat Street Food, Music & Art Festival.

Vendor Signature: _____ Date: _____

All event proceeds will benefit the Whittier Alliance, a 501(c)(3) nonprofit dedicated to building a flourishing and distinctive Whittier neighborhood. Vendor fees will directly support the annual production of the Eat Street Food, Music, & Arts Festival. Tax ID: 41-1315023

To secure your spot, please return this form with your short term food permit application to the Whittier Alliance NO LATER than Friday, August 10, 2018:

Whittier Alliance
10 E 25th St, Minneapolis, MN 55404
612-871-7756 | business@whittieralliance.org