

# Eat Street Food, Music & Arts Festival

## Merchandise & Nonprofit Vendor Information Sheet

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

**Note: This form is also available online at [whittieralliance.org/be-a-vendor](http://whittieralliance.org/be-a-vendor)**

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**Date:** September 15, 2018

**Time:** 1-9pm

**Location:** Nicollet Avenue between 25th & 27th Streets

### Do you need to fill out any forms in order to be a merchandise or nonprofit vendor?

- *Operator Certificate of Compliance/ST19 form*
  - If you plan to sell anything at the event, you must fill out an Operator Certificate of Compliance/ST19 form and email it to [business@whittieralliance.org](mailto:business@whittieralliance.org) by August 17th.
    - Find this form at [revenue.state.mn.us/Forms\\_and\\_Instructions/st19.pdf](http://revenue.state.mn.us/Forms_and_Instructions/st19.pdf).

### Are there any costs to be a merchandise or nonprofit vendor?

- *Merchandise:*
  - The one-time registration fee for merchandise vendors is **\$150.00**. Please include your payment on page 2.
- *Nonprofit/Organization/Info:*
  - The one-time registration fee for nonprofit/informational organization tabling is **\$150.00**. Please indicate your preferred payment method on Page 2.

### 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.
- A 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. (More details will be provided in late August.)
- Take down: You should be packed up and have vacated your designated location by 10pm.
  - **NOTE:** Vendors are required to stay until at least 7:00 pm; if you do plan to leave prior to the 9:00 pm end time, you must coordinate your departure plan with Whittier Alliance in advance.

### What else do you need to know?

- Vendors are responsible for leaving their designated area as they found it.
- The Whittier Alliance will be in contact with you as we get closer to the event date.
- Be prepared to submit sales numbers for event day and those of a typical Saturday(if applicable) for City documentation purposes. The Whittier Alliance will follow up closer to the event date with a separate form for you to complete.

### Who should you contact with questions?

Whittier Alliance, 10 E 25th St., Minneapolis, MN 55404

612-871-7756 | [business@whittieralliance.org](mailto:business@whittieralliance.org)

**Eat Street Food, Music & Arts Festival**  
Merchandise & Nonprofit Vendor Registration

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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DESCRIPTION OF BOOTH: \_\_\_\_\_

**PAYMENT INFORMATION**

TOTAL AMOUNT (Merchandise - \$150.00; Nonprofit/Info Booth. - \$150.00): \$ \_\_\_\_\_

***Please select your desired payment method:***

- Mailed check made out to the **Whittier Alliance**
  - I would like an invoice emailed prior to sending payment
- 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, & Arts 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*

**Please return this form with your vendor registration fee and Operator Certificate of Compliance Form (if applicable) to the Whittier Alliance by Friday, August 17th, 2018:**

Whittier Alliance  
10 E 25th St, Minneapolis, MN 55404  
612-871-7756  
[business@whittieralliance.org](mailto:business@whittieralliance.org)