

2010 Minnesota Garlic Festival Vendors and Exhibitors Application

General Information **Please keep for future reference.**

Minnesota Garlic Festival is sponsored and operated by the
Crow River Chapter of Sustainable Farming Association of MN.

Festival Location: McLeod County Fairgrounds in Hutchinson, MN

Date: Saturday, August 14, 2010

Festival Times: 10:00 a.m. - 6:00 p.m. rain or shine

VENDOR COORDINATOR: Dennis Ingle, phone: 320-583-7987, email: ingle.dennis@gmail.com

MISSION STATEMENT

“Minnesota Garlic Festival promotes state-wide garlic production and sustainable agricultural practices, enhancing consumer awareness and the vitality of rural communities through education and the arts in an entertaining and festive atmosphere.”

WE WELCOME VENDORS & EXHIBITORS:

- whose products and/or services are Minnesota based, and have to do with one or more of the following:
 - garlic
 - sustainable farming
 - vital rural communities
 - local healthy foods
 - stewardship of the planet
 - MN produced art and/or crafts
 - the beauty of rural Minnesota
- whose booths are as “interactive” as possible
- who fit into one of two categories:
 - 1) Farmers Market Food & Products / Arts & Crafts / Exhibitors (non-sales)
 - 2) Prepared Food (on-site preparation)*

*Please note that Prepared Food vendors have additional agreements and requirements which do not apply to the first category. **Prepared Food vendors must be outdoors.**

VENDOR/EXHIBITOR POLICIES:

- We give preference to vendors who are more in line with our mission
- We give preference to previous years’ vendors
- We intentionally set admission low (\$5 adult, \$3 child), in part so that patrons will have more money to spend at the festival.
- Each vendor will be notified via email or phone if their application is accepted.
- **Space is limited**, so the earlier you apply, the better chance you will have to be accepted. **EARLY BIRD DISCOUNT OF \$20 for applications received before July 4, 2010. No refunds after August 7.**
- The **MN Garlic Festival logo** and the words “MN Garlic Festival” are a registered service mark, and may be used on your products with permission only. Please contact Jerry Ford, (320) 543-3394 for information.

General Information (cont.)

PROHIBITED ITEMS:

The following items are not allowed at the festival: wholesale items, knives, firearms, alcoholic beverages, sexually explicit materials, drug paraphernalia, and unapproved soft drinks.

MANAGING YOUR GARLIC FESTIVAL BOOTH:

- All set-up must be completed by 9:30am and open for business at 10:00am. **Absolutely no booth set up during festival hours.**
- Booths must be open and staffed during all festival hours (10 am – 6 pm). **Tear down will be allowed only after the 6:00pm closing.**
- FOOD BOOTHS MUST COMPLY WITH ALL HEALTH DEPARTMENT RULES AND REGULATIONS. Food sampling must follow MDA guidelines (www.mda.state.mn.us).
- MN Garlic Festival is a ZERO WASTE event. All plates, cups, utensils, and sampling devices must be compostable or recyclable.
- Bring your own chairs. A **limited number of tables** are available to rent at \$10 each. **We do not rent or provide canopies.**
- Bring appropriate table coverings or a dust rag to wipe the table surface. We also suggest a drop cloth, or some means of covering up boxes and other materials not in use during the event.
- Please work with neighboring booths to ensure that all displays are visible and accessible to visitors.
- Outdoor vendors/exhibitors: **Please be prepared for inclement weather – wind, rain, cold, or heat. Install your exhibit so that it can stand up to the wind.** It is your responsibility to protect and secure displays and handouts. The Sustainable Farming Association is not responsible for damaged exhibits.
- **It is possible to set up the day before the festival.** Please note that we do not provide security that night. Camping is available for the night before the festival for a fee of \$22.50 (includes electricity). If you are interested in this possibility, please contact the vendor coordinator.
- **Electricity** is available on a limited basis. You must **request this service on your application.** Bring your own commercial grade electrical cords.

PLEASE RETURN THE FOLLOWING BY July 4, 2010:

1. COMPLETED COPY OF THE APPLICATION AND SIGNED AGREEMENTS
2. A CHECK FOR THE TOTAL FEE.

After July 4, 2010 full rate applies. No refunds after August 7, 2010. No-Shows forfeit all fees paid.

RETURN TO:

Dennis Ingle, MGF Vendor Coordinator, 7616 25th Street SW, Howard Lake, MN 55349

VENDOR AND EXHIBITOR AGREEMENT (return with application and fees)

All vendors and exhibitors please initial each paragraph where requested to indicate that you have read and agree to the contents and sign the Release and Indemnity Agreement.

MN Garlic Festival encourages and supports Minnesota vendors and exhibitors who fit one or more of the following, and sell items or exhibit services that fit the theme of: garlic, sustainable farming, local foods, vital rural communities, healthy family farms, stewardship of the planet, MN produced arts/crafts and the beauty of nature.

To participate, each vendor must commit to the entire day from 10:00 a.m. to 6:00 p.m.

Absolutely no set up during Festival hours. All vendors must have their booths set up before 9:30 am Saturday, ready to open at 10:00am. Vehicles must be removed to the vendor parking area by 9:30am.

Initial _____

The Festival provides: agreed upon space; and by reservation: electrical service and/or tables (fees apply)

The Vendor/Exhibitor provides: attractive booth and signage, any equipment needed for displays or selling (must fit in allotted booth space); **electrical cords must be commercial grade.**

INITIAL _____

Use of the **MN Garlic Festival Logo** or the words "MN Garlic Festival" must be pre-approved by arrangement with Jerry Ford, (320) 543-3394, jerry@marienne.com

Initial _____

The following are not allowed: wholesale items, knives, firearms, alcoholic beverages, sexually explicit materials, drug paraphernalia and unapproved soft drinks.

INITIAL _____

PREPARED FOODS VENDOR ADDITIONAL AGREEMENT (on-site food preparation only)

We want to encourage you to use locally produced foods and healthier selections wherever possible. We'd also like to encourage the sale of healthier beverages - fruit juices, bottled water, milk, etc. – rather than soft drinks and "juices" containing high fructose corn syrup or artificial sweeteners. We will give preference to vendors who can do this. All beverages must be approved. No alcoholic beverages allowed.

INITIAL _____

FOOD BOOTHS MUST COMPLY WITH ALL HEALTH DEPARTMENT RULES AND REGULATIONS. Any additional permits or licensing required by the state or county are the responsibility of the vendor.

ALL FOOD IS TO BE SOLD AT ASSIGNED BOOTHS ONLY. All prepared food booth space is outdoors.

INITIAL _____

MN Garlic Festival is a **ZERO WASTE** event. All plates, cups, utensils, and sampling devices must be compostable or recyclable. The festival will provide appropriate disposal receptacles.

INITIAL _____

RELEASE AND INDEMNITY AGREEMENT

AS A VENDOR/EXHIBITOR IN THE 2010 MN GARLIC FESTIVAL, I AGREE TO HOLD THE SUSTAINABLE FARMING ASSOCIATION OF MN, IT'S BOARD OF DIRECTORS, AND THE MN GARLIC FESTIVAL ORGANIZERS, (HEREINAFTER REFERRED TO AS THE FESTIVAL); MCLEOD COUNTY AND MCLEOD COUNTY AGRICULTURAL SOCIETY (HEREINAFTER REFERRED TO AS THE COUNTY); EMPLOYEES AND/OR VOLUNTEERS: HARMLESS AND FREE FROM LIABILITY FOR INJURY TO, OR PROPERTY DAMAGE OF THE VENDOR, HIS AGENTS, EMPLOYEES OR THIRD PERSONS IN OR ON THE PREMISES OF THE MN GARLIC FESTIVAL. I ACKNOWLEDGE THE COUNTY AND FESTIVAL WILL NOT PROVIDE DAMAGE INSURANCE AT THIS EVENT, I AGREE TO PROVIDE MY OWN THEFT AND DAMAGE INSURANCE FOR PROPERTY ON DISPLAY AND EQUIPMENT IN USE. THE FESTIVAL AND THE COUNTY AND THEIR AGENTS AND ASSIGNEES ASSUME NO RESPONSIBILITY OR LIABILITY FOR INJURY OR DAMAGE, OR LIABILITY TO PERSONS OR PROPERTY SUSTAINED BY REASON OF PRESENCE OF THE VENDOR AT THE MN GARLIC FESTIVAL OR ANY PORTION THEREOF IN AUGUST 2010.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO COMPLY WITH THE ESTABLISHED RULES. I FURTHER UNDERSTAND THAT THE FESTIVAL MAY REVOKE AUTHORIZATION TO PARTICIPATE AT ANY TIME FOR VIOLATION OF THOSE RULES OR OTHER ACTIONS WHICH DO NOT CONFORM TO THE BOARD POLICY.

AUTHORIZED VENDOR SIGNATURE: _____

DATE: _____

NAME OF BUSINESS OR ORGANIZATION: _____

CONTACT PERSON:	EMAIL ADDRESS:
MAILING ADDRESS (Street, City, State, Zip Code)	
TELEPHONE NUMBERS:	
Day:	Evening:
DESCRIBE ITEMS TO BE SOLD OR DISPLAYED (prepared food vendors must list beverages) (Attach separate sheet if more space is needed).	

BOOTH REQUESTS

Complete only the portion below for the type of booth you prefer (indoor or outdoor.)

INDOOR BOOTH— *Note: prepared food vendors must be outdoors.*

Standard Booth size: 10' of storefront (facing an aisle) and 10-12' deep - \$50 (double width - \$100) =====>	
Optional: Corner booth with aisles on 2 sides, extra fee: \$10 (subject to availability) =====>	
Optional: 8' table rental: _____ tables @ \$10 each →	
Early bird discount (if application received by July 4) – less \$20 =====>	–
TOTAL FEES: Send check for this amount w/ application	

IMPORTANT: Do you need electricity at your booth? Circle one: YES / NO
(Only 20 amp/125 volt is available indoors)

OUTDOOR BOOTH—

Booth size: 10-12' deep, by _____ feet of storefront (facing an aisle) @ \$5.00 / foot =====>	
Optional: 8' table rental: _____ tables @ \$10 each →	
Early bird discount (if application received by July 4) – less \$20 =====>	–
TOTAL FEES: Send check for this amount w/ application	

IMPORTANT: Do you need electricity at your booth? Circle one: YES / NO
(Circle one: 20 amp/125 volt **OR** 50 amp/250volt)

Outdoor electricity is very limited; reserve early

MAKE CHECK PAYABLE TO: “SFA of MN”

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