



# 2023 Deep Roots Festival Vendor/Exhibitor Application

## We welcome vendors and exhibitors...

Whose products and/or services are Minnesota based and have to do with one or more of the following:

- Sustainable Farming/Gardening
- Farmer's Market Food/Products
- Vital Rural Communities
- Local healthy Foods
- Stewardship of the Planet
- MN Produced crafts or goods
- Beauty of rural Minnesota

*We are currently not accepting prepared food vendors such as food trucks or full meal providers unless otherwise organized by Festival staff. Please reach out with any questions.*

## About the Festival

Deep Roots Festival is now in its third year. This event brings together farmers and consumers for an interactive day of hands-on education, local food and wares, art, and music.

Our mission is to connect our community with their local food producers, helping folks to build a relationship with their food and the people who provide it.

You can expect vendors, local food trucks, live music, hands-on workshops, and family friendly activities.

## Submit an Application

To submit an application to be a vendor please complete the following below. Please note vendor applications are considered "pending" until approved. Vendors will be informed via e-mail if approved.

***Applications must be submitted no later than 9/12/2023.***

- Vendor Application
- Vendor & Exhibitor Agreement
- ST19 Tax Document

**All paperwork must be mailed to:**

Kelsey Wulf

[kelseywulf@gmail.com](mailto:kelseywulf@gmail.com) or

30607 Phelps Mill Rd Underwood, MN 56586

## Important Vendor/Exhibitor Policies

**Be sure to read these policies thoroughly and keep a copy for your records.**

- All set-up must be completed between 9:30-11:30 a.m. on Saturday, September 23<sup>rd</sup>. The event begins promptly at 12:00 p.m. Absolutely no booth set-up or moving of booth spaces will be permitted during festival hours.
- **Tear-down will be allowed only after the 4:00 p.m. closing;** vendors who violate this policy will not be accepted to participate in future festivals.
- Food booths must comply with all health department rules and regulations. Food sampling must follow MDA guidelines ([www.mda.state.mn.us](http://www.mda.state.mn.us))
- **Deep Roots Festival is moving towards becoming a zero waste event.** This means it is preferred that all plates, cups utensils, and sampling devices must be compostable or recyclable.
- Tables, chairs, canopies, electricity, and wifi, are not available at this time. Vendors are responsible for providing their own booth/display items. The Sustainable Farming Association is not responsible for damaged exhibit/booth items.
- Please work with neighboring booths to ensure that all displays are visible and accessible to visitors.
- This event is outdoors so please be prepared for wind, rain, etc.
- **PROHIBITED ITEMS:** The following items are not allowed at the festival: wholesale items, knives, firearms, alcoholic beverages, sexually explicit materials, drug paraphernalia.

## 2023 Deep Roots Festival Vendor Application

NAME OF BUSINESS OR ORGANIZATION:	
CONTACT PERSON:	EMAIL ADDRESS:
MAILING ADDRESS: (STREET, CITY, STATE, ZIP)	
PRIMARY PHONE NUMBER:	WEBSITE/SOCIAL MEDIA:
DESCRIBE ITEMS TO BE SOLD OR DISPLAYED (prepared food vendors must list beverages). Attach separate sheet if more space is needed.	

I hereby give Deep Roots Festival permission to share my business information on the SFA/Deep Roots website.

Vendor Booths are 10x10, outdoor spaces. Tables, chairs, canopies, electricity, and wifi are not provided. **Booth spaces are free for 2023.** Vendor fees will apply beginning in 2024.

*Vendors may request up to three booth spaces.*

How many booth spaces would you like to reserve? *(Circle one)*

1

2

3

Additional details you would like to provide (optional):

# Deep Roots Festival Vendor & Exhibitor Agreement

(Please submit along with application and ST19 tax compliance form)

**Please initial each paragraph to indicate that you have read and agree to the contents and sign the Release and Indemnity Agreement.**

**Initial**\_\_\_\_ To participate, each vendor must commit to the entire day from 12:00-4:00 p.m. Absolutely no set up or tear down during the festival. Booths must be set up prior to 11:30 am on the day of the event and remain in place until 4:00 pm.

**Initial**\_\_\_\_ The festival provides: agreed upon space. The vendor/exhibitor provides attractive booth and signage. Any equipment needed for displays or selling (must fit in booth space), any financial processing equipment and other booth needs.

**Initial**\_\_\_\_ Vendors may drive to their booth space to unload their booth items, then must move to the parking area before setting up their booth.

**Initial**\_\_\_\_ The following are not allowed: wholesale items, hot food (unless prepared food vendor, then see below), knives, firearms, alcoholic beverages, sexually explicit materials, drug paraphernalia, and unapproved beverages.

**Initial**\_\_\_\_ Vendors may bring one additional person to assist at their booth. Any additional persons must pay to attend the event.

## **Prepared Food Vendor Additional Agreement (*on-site food preparation only*)**

**Initial**\_\_\_\_ We encourage the use of locally produced foods and healthier selections wherever possible, including the sale of healthier beverages- fruit juices, bottled water, milk, etc. Soft drinks and juices containing high fructose corn syrup or artificial sweeteners are discouraged. No alcoholic beverages may be sold by vendors unless arranged specifically with festival staff.

**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. Copies of these permits must be included with this agreement. All food is to be sold by assigned booths only.

**Initial**\_\_\_\_ Deep Roots Festival is working towards becoming a ZERO waste event. We encourage all plates, cups, utensils, and sampling devices to be compostable or recyclable. The event will provide appropriate disposal receptacles.

**Initial**\_\_\_\_ Vendors may use electricity provided by the event site. Please bring your own appropriate extension cords.

**Initial**\_\_\_\_ The 2023 event expects to see between 2-300 attendees and will host only two hot food trucks. Please be prepared to serve the guests at these numbers.

**Initial**\_\_\_\_ Food Vendors must provide documentation of current licenses along with this application.

## Release and Indemnity Agreement

AS A VENDOR/EXHIBITOR IN THE 2023 DEEP ROOTS FESTIVAL, I AGREE TO HOLD THE SUSTAINABLE FARMING ASSOCIATION OF MN, ITS BOARD OF DIRECTORS, AND THE DEEP ROOTS FESTIVAL (HEREINAFTER REFERRED TO AS THE FESTIVAL); THE PROPERTY OWNERS OF THE EVENT SITE, FESTIVAL VOLUNTEERS/OR/EMPLOYEES: HARMLESS AND FREE FROM LIABILITY OR INJURY TO, OR PROPERTY DAMAGE OF THE VENDOR, HIS AGENTS, EMPLOYEES OR THIRD PARTY PERSONS IN OR ON THE PREMISES OF THE DEEP ROOTS FESTIVAL. I ACKNOWLEDGE THE FESTIVAL AND PROPERTY OWNERS 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 PROPERTY OWNERS 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 DEEP ROOTS FESTIVAL OR ANY PORTION THEREOF IN SEPTEMBER 2023. I HERBY 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 SUSTAINABLE FARMING ASSOCIATION BOARD POLICY.

BUSINESS NAME: \_\_\_\_\_

AUTHORIZED VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give 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	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 <b>Lake Agassiz SFA</b>			
	Name and Location of Event <b>Deep Roots Festival</b>			
	Date(s) of Event <b>September 23, 2023</b>			

Sold Merchandi	Describe the type of merchandise you plan to sell.

Sales Tax Exemption	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 _____ ( <i>name of company</i> ), 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 ( <i>MS 297A.70, subd. 13[a][4]</i> ). _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015) ( <i>MS 297A.70, subd. 13[b][1]</i> ). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

*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.*

Sign	Signature of Seller	Print Name Here
	Date	Daytime Phone

