



2024 Minnesota Garlic Festival Vendor and Exhibitor Application

McLeod County Fairgrounds, Hutchinson MN
Saturday, August 10, 2024
10:00 a.m. — 5:00 p.m. rain or shine

Mission Statement: The 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 and 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 MN

- Whose booths are as "interactive" as possible

- Who fit into one of two categories:

- 1) Farmers Market Food & Products/Arts & Crafts/Exhibitors
- 2) Prepared Food (on-site preparation)*

* Prepared Food vendors have additional agreements and requirements which do not apply to the first category.

Preference will be given to vendors who are in line with our mission and to previous years' vendors.

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

Contact:

Vendor Coordinator: Tarah Huston
651-558-6403
tj_jo@hotmail.com



Application Instructions

To apply, please complete a copy of the "Vendor Application," "Tax Compliance Form," and "Vendor and Exhibitor Agreement" and submit with a check or credit card payment for the total fee. Early Bird discounts end **June 30, 2024**. Space is limited, so the earlier you apply, the better chance you will have to be accepted! Each Vendor will be notified via email if their application is accepted.

Mail to: Tarah Huston, 3500 Braddock Ave NE, Buffalo, MN 55313
-or- Email to: tj_jo@hotmail.com

About the Festival

- The Minnesota Garlic Festival is the premier event for lovers of garlic, great local foods and good times! Family friendly, fun filled and fragrant, this festival features fantastic foods, celebrity chefs, marvelous music, area artisans, goofy games...and lots of GARLIC – all in support of a healthy environment, sustainable farms and vital rural communities in Minnesota.
- The MN Garlic Festival regularly welcomes between 3000-5000 participants

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 6:30—9:30 a.m. and open for business at 10:00 a.m. Absolutely no booth set-up or moving of booth spaces will be permitted during festival hours. You may set up Friday, August 9th from 1-6 p.m., however, please note that we do not provide security that night.
- Vendor vehicles must be moved to the designated vendor parking lot after unloading their vehicles, or before 9:30 a.m. the day of the festival. No vendor parking is allowed in the patron parking lot.
- **Tear-down will be allowed only after the 5:00 p.m. closing;** vendors who violate this policy will not 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)
- **MN Garlic Festival is a ZERO WASTE event.** This means that all plates, cups utensils, and sampling devices must be compostable or recyclable. **Vendors who do not comply with the zero waste rule will be asked to leave the festival.**
- Only approved garlic vendors are allowed to sell garlic bulbs. Please see other requirements for Featured Garlic Vendors here: www.mngarlicfest.com on the vendor page.
- Tables are available at an additional fee of \$10. Please 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. Bring your own chairs.
- 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.
- Electricity is available on a limited basis. Vendors must request this service on their applications and are responsible for bringing their own commercial grade extension cords.
- The MN Garlic Festival logo and the words "MN Garlic Festival" are a registered trademark, and may only be used on your products with permission. Please contact Jerry Ford, jerry@sfamn.org for information.
- PROHIBITED ITEMS: The following items are not allowed at the festival: wholesale items, knives, firearms, alcoholic beverages, sexually explicit materials, drug paraphernalia, THC products, and unapproved soft drinks.
- **All beverages to be sold must be approved by the festival.** No soft drinks with artificial sweeteners or high fructose corn syrup will be allowed.
- No refunds for cancelations after August 1, 2024. No-shows forfeit all fees paid.
- Wi-fi is available, but is provided by the fairgrounds and the festival can not guarantee the reliability.
- With growing attendance, we want to make sure our event goers have plenty of food to choose from. Prepared food vendors should be prepared to serve 2,000+ happy festival customers!

2024 MN Garlic 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 permission to share my information on a vendor listing on the Garlic Festival website.

	Price per booth	Subtract Early Bird Discount (if postmarked before June 30)	Subtract Discount for SFA Members* (membership will be verified)	Multiply by Quantity of Booths	Total: (before extras)
Indoor Booth 10' x 10'	\$110	-\$15	-\$20	x	=
Outdoor Booth 10' x 10'	\$110	-\$15	-\$20	x	=
Festival Sponsor Booth (1 included free)	\$0	<input type="checkbox"/> Indoor or Outdoor? <input type="checkbox"/>		x	=

Extras (prices are in addition to booth fee)	Price	Qty	Total
Corner Location —indoor only A corner booth is defined as having two or more sides open to the public. It does not mean the booth will be in the corner of the building. There are a limited number, and they are offered on a first come, first served basis.	\$20	X	
Additional Outdoor Booth Width in 1' increments \$10 per each additional foot) (In addition to standard 10' width (depth limited to 10').	\$10/foot		
8' Table Rental \$10 x # of tables (1 free for Festival Sponsors)	\$10/ea		
Electricity, 110v 20amps (standard home outlet voltage)	No Charge—Check to request:		
Electricity, 220v 50amps	Vendors must provide their own grounded commercial grade outdoor extension cords and equipment must be up to code.		
TOTAL FEES ENCLOSED (sum of all line totals above):			

Please submit by June 30, 2024 for Early Bird Registration Deadline:

- THREE FORMS** - Completed copy of Application, Signed Agreement, and Tax Compliance Forms
- Check payable to: "SFA of MN" for the total fee -or- online payment can be submitted at: sfa-mn.org/payment

Email scanned forms to: tj_jo@hotmail.com -or-
 Mail to: Tarah Huston, 3500 Braddock Ave NE, Buffalo, MN 55313

After June 30, 2024 full rate applies. No refunds after August 1, 2024. No-shows forfeit all fees paid.

*SFA membership must be current/renewed for 2024. Please pay for SFA membership separately - see payment information at the "Membership" link here: www.sfa-mn.org

MN Garlic Festival Vendor and Exhibitor Agreement

(Please return with application, tax compliance form, and fees.)

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 10:00 a.m. to 5:00 p.m. Absolutely no set-up or tear-down during the Festival. Booths must be set up before 9:30 a.m., ready to open at 10:00 a.m. and remain in place throughout the entirety of the festival until 5:00 p.m.
- 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 _____ Only approved garlic vendors may sell garlic bulbs.
- Initial _____ Use of the MN Garlic Festival Logo or the words "MN Garlic Festival" must be pre-approved by arrangement with Jerry Ford, jerry@sfa-mn.org
- Initial _____ The following are not allowed: wholesale items, knives, firearms, alcoholic beverages, sexually explicit materials, drug paraphernalia, THC products and unapproved beverages.
- Initial _____ All vehicles must be moved as quickly as possible to the vendor parking lot. Vendors should unload their gear and immediately move their vehicle before setting up the booth. All vehicles must be out of the festival site and in the vendor parking lot by 9:30 a.m.. No vehicles will be allowed in the festival site or patron lot between 9:30 and 5:00.

PREPARED FOODS 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 will not be approved. We will give preference to vendors who can do this. ALL BEVERAGES MUST BE APPROVED. No alcoholic beverages may be sold by vendors.
- 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 _____ Vendors are responsible for providing their own grounded commercial grade outdoor extension cords. No outside generators allowed unless approved by Garlic Festival management. Equipment must be up to electrical code.
- Initial _____ With growing attendance, we want to make sure our event goes have plenty of food to choose from. Prepared food vendors should be prepared to serve 2,000+ happy festival customers!

RELEASE AND INDEMNITY AGREEMENT

AS A VENDOR/EXHIBITOR IN THE 2024 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 2024. 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.

BUSINESS NAME: _____

AUTHORIZED VENDOR SIGNATURE: _____ DATE: _____

THIS FORM IS REQUIRED FOR ALL VENDORS!
(If you have a non-sales booth, there is a check box to indicate that below.)



ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it 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 Type

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

Sustainable Farming Association of MN - Crow River Chapter

Name and Location of Event

Minnesota Garlic Festival, Hutchinson, MN

Date(s) of Event

August 10, 2024

Merchandise
Sold

Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information

Complete this section if you are not required to have a Minnesota tax ID number.

- ☐ I am selling only nontaxable items.
- ☐ I am not making any sales at the event.
- ☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. 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 (MS 297A.70, subd. 13[a][4]).

_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here

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.

Signature of Seller

Print Name Here

Date

Daytime Phone

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.