

2012 Tour de Tonka

VENDOR FAIR

Booth Space Opportunity for Businesses & Organizations

1. Please list **ALL ITEMS** you will sell at your booth. Unless we notify you, all items listed will be approved for sale on August 3 and 4.
2. **Applications** will **not** be processed and approved without the following:
 - a) Completed application (attached form) AND vendor fee.
 - b) Completed copy of ST-19. Go to: www.taxes.state.mn.us click on ST-19 form.
 - c) Certificate of Insurance.
 - d) Copy of current certificate from the Dept. of Health or state license (required for food sales/service/samples).
3. **Vendor Options**

Option A: Friday & Saturday August 3 & 4, for sales to the public.

 - **Friday Aug 3:** during rider packet pickup in the MHS West Gym:
 - Set up: 8 – 9:00 a.m.
 - Staff your booth from 9 a.m. – 2:00 p.m., minimally, or you can stay until 6:00 p.m. (You need to supply your own tables & chairs).
 - **Saturday Aug 4:** outside MHS in the Vendor Fair Area
 - Move your items out of the MHS West Gym by 5:20 a.m. and have your booth set up in the parking lot by 5:30 a.m. in the Vendor Fair area.
 - Staff your booth from 6 – 7:30 a.m. and from 9 a.m. – 4:30 p.m. (you need to supply your own tables, chairs and tent).
 - No gym set up will be allowed on Saturday. There is not enough space or time.
 - Take down and remove booth and items on Saturday at 5:00 p.m. or later – **NO SOONER!**

Option B: Saturday, outdoors only

 - **Saturday, August 4,** MHS outdoors in the Vendor Fair area. Note: no gym use on Saturday
 - Booth set – up. Friday August 3, from 4:00 to 7:00 p.m., or Saturday August 5, from 5:00 a.m. to 5:30 a.m. (you need to supply your own tables, chairs and tent). No security exists overnight.
4. **Fee, Insurance, Health Dept. License:** By signing this contract, the Vendor agrees to pay a non-refundable fee to Minnetonka Community Education. Vendor also agrees to provide a copy of Vendor's third party and public liability insurance policy. The minimum face value shall be \$100,000 per individual claim and \$300,000 per event. Food Vendor shall provide a current copy of the Minnesota Certificate of Health authorization to sell food items. Vendor also agrees to comply with the rules of the Minnetonka Police Dept. and the Hennepin County Health Dept. (food services).
5. **Waste Removal:** Vendor agrees to remove all waste, food by-products, excess food, cooking grease, other by-products of food service operations from the site, and to pick up the litter in Vendor's immediate areas (surrounding booth) throughout the day and at the end of the event, to the satisfaction of the committee representative(s). We also require all cardboard boxes/egg cartons to be flattened BEFORE being placed in recycling receptacles.
6. **Other:**
 - Maps will be sent by mail or email in advance indicating your booth location.
 - Parking is in the MHS West lot only.
 - Ride customers will park everywhere beginning at 5:30 a.m. on Saturday, August 4. Therefore, do not come with a pickup and a trailer after 5:30 a.m. or you will simply not get in. It is too busy. All inventory needs to be in your booth and your booth needs to be set up by 5:30 a.m. on Saturday.
 - Please conserve parking spaces – it is best for everyone. Carpool when possible.
 - TDT will place all booth holders

Please complete the contract on the next page. By signing, you acknowledge that you have read and agree to all the information listed above. Signed application, Vendor fee, all necessary paperwork must be received no later than **Monday, July 2, 2012.**



Vendor Contract

Business Name: _____ Your name: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

E-mail: _____ Cell Phone: _____

Indoor Electricity Needed?: (circle) Yes or No (1st come 1st served)

- Amps required _____
- Outdoor Vendors will need to supply their own generator
- All vendors need to supply their own tables, chairs, tents, extension cords etc. We supply the space.

Booth Selection: (please check your choice)

Option A – Friday in the Gym (no beverages) & Saturday in the parking lot

Option B - Saturday in the parking lot

- Will you be giving out samples? _____ If yes, what will they be? _____

- Will you be selling items? _____ If yes, what? _____

Type of Business: (Circle all that apply)

Food (type) _____ Beverage (type) _____

Bikes & Bike products

Clothing

Sporting Goods

Other _____

Signature: _____ Date: _____

Fee per Booth: \$50

Make Checks Payable to:

Minnetonka Community Education (MCE)

Mail by Monday, July 2, 2012 to:

Ellen Schilling

c/o Minnetonka Community Education

4584 Vine Hill Road

Excelsior, MN 55331

or email to:

ellen.schilling@minnetonka.k12.mn.us