

KEG *and* CASE WEST 7th MARKET *presents*



CROIX VALLEY FOODS

STEAK FEST 

AUGUST 4, 2018 • SAINT PAUL, MN

### FOOD VENDOR APPLICATION

The Keg & Case Croix Valley Foods Steak Fest will be a one-day celebration of all things Steak, including one of the nation's largest Steak Cookoff Association-sanctioned steak competitions, food and beverage vendors, live music, craft and artisan vendors, grilling demos and more. Held on the grounds of the historic Jacob Schmidt Brewing Company grounds, this free event is expected to draw between 6,000-8,000 people in this inaugural year.

[www.SteakFestMN.com](http://www.SteakFestMN.com) For questions, please contact Damon Holter at Croix Valley Foods at 612-756-4985 or [info@steakfestmn.com](mailto:info@steakfestmn.com)

Festival hours will be 10am-9pm, rain or shine.

### EVENT LOCATION:



Keg & Case West 7th Market  
928 W. 7th Street  
St. Paul, MN 55102

Easy access just blocks off  
I-35E in St. Paul, MN located  
on the grounds of the  
historic Jacob Schmidt  
Brewery complex.



## Application Process

A complete Vendor Application and supplemental items (noted below) must be received. Incomplete applications will not be considered. Applications will be juried to offer the very best variety of dishes and to eliminate product duplication. Notification of acceptance or non-acceptance will be made to all applicants prior to the festival.

## Rules & Regulations

- **SALES:** Attendees to purchase tickets from event staff in lieu of cash. One ticket equals \$1 to be split as follows: Vendor – 80%/Event – 20%. Vendors to retain and tabulate tickets to be reimbursed for food products sold. Tickets to be collected by event staff by the end of the day. Within three days following the event, the Event will issue and mail a check to the vendor for their share of “redeemed” tickets sold, although every attempt will be made to pay vendors by the end of the festival, depending upon logistics of counting tickets.
- **FOOD:** Vendors are encouraged to offer a variety of food items, however, as this is a steak festival, vendors will be required to serve AT LEAST ONE steak dish and are encouraged to serve a steak-centric menu. Substitutions are not allowed upon menu acceptance.
- **BEVERAGE:** Beverages may not be sold by Vendor. Bottled water, soft drinks, beer and wine products are sold exclusively by the Event.
- **INSURANCE:** Vendors are responsible for obtaining general liability insurance and must submit a Certificate of Insurance with their Application.
- **BOOTH:** Vendors must supply own tent and/or awning with weights, table(s), chair(s), banner(s), and other supplies in compliance with fire safety requirements. It is the vendor’s responsibility to provide, assemble, and disassemble booth while ensuring safety to the public during set-up, operation, and tear-down. If vendor is a food truck, vendor must be fully self-contained and will be responsible for their own
- **SET UP:** Vendor set-up is Saturday, August 4 (7:00-9:30AM). No vehicles will be permitted within festival grounds after 9:00AM unless you are specifically a food truck, in which case you will remain parked in your designated space until after the event has completed . Vendors must be fully set up and operational by 9:30AM.
- **SIGNAGE:** Vendors to prominently display their own signage within their space, listing menu items and ticket pricing.
- **STAFFING:** Vendors are required to have a minimum of one person staffing their space at all times during open festival hours which are Saturday, 10:00AM-9:00PM. Vendors are responsible for ensuring all event rules and guidelines are communicated and adhered to by staff members.
- **VENDOR PARKING:** A designated location will be provided near the event site and available on a first-come, first-served basis. Additional parking is available on the surrounding streets and/or City parking lots in assigned areas. All parking is free of charge.

- **HEALTH CODE REQUIREMENTS:** All food sold by vendors must be produced in a licensed kitchen, inspected kitchen, or prepared on-site in compliance with local regulations. All vendors must have proper licensing from the Minnesota Department of Agriculture and must supply the event with a copy of the license. Vendors must provide their own equipment and must wear latex or vinyl gloves when preparing food and serving the public. All equipment for serving the public and hot-food holding must be provided by the vendor and meet standard guidelines for proper operation and sanitation.
- **FIRE CODE REQUIREMENTS:** Tents must be fire-resistive treated with a label attached indicating the name of the company and the date treating was done. Open flame is not permitted under tents. LP tanks larger than 20# must be securely fastened to prevent from tipping over. A standard ABC fire extinguisher must be located within 50' and be readily visible and accessible. A K-Class extinguisher is required if using a deep fryer. All fire extinguishers to be inspected and tagged within the last 12 months. Fire extinguishers are the full responsibility of vendor and are NOT supplied by the Event. Adequate space must be allowed for fryers and other appliances. A non-combustible cover must be provided for deep fryers in the case of rain or fire.
- **WATER:** Non-potable water can be accessed within close proximity to the festival grounds. Vendors are responsible for providing water necessary for cooking, cleaning, and other operations according to health regulations.
- **GARBAGE:** Vendors are responsible for their own garbage/recycling receptacles and liners. The event will provide dumpsters in a designated area, but Vendor is responsible to transport garbage. All vendors are required to clean their area at the end of the festival. Vendors MUST remove all cooking oil and/or other liquid materials from the premises. No dumping will be allowed.
- **BREAKDOWN:** Vendors are not permitted to begin breaking down their space until the official closing time of the festival, Saturday at 9:00PM. Vehicle traffic may resume on the festival grounds for break down only after event security has cleared the grounds of guests and deems it safe for vehicle traffic. Breakdown must be fully completed by 12:00PM Sunday. There will be no overnight security provided, should a vendor chose to return for final breakdown and removal Sunday morning. The Event is not responsible for lost or stolen items.

# Steak Fest Food Vendor Application 2018

## Vendor Contact Information

Company/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

Insurance Provider & Policy #: \_\_\_\_\_

## Vendor Proposal & Pricing

Please provide a detailed description of your MENU item(s) that will be sold in your vending space along with respective prices. This application will be reviewed by a selection committee, with vendors chosen based on the merits of this information, so be as descriptive as possible. Include or email a photo of each item to [info@steakfestmn.com](mailto:info@steakfestmn.com). Photos will be used by the selection committee and for marketing purposes, if selected. Additional literature and/or examples of prior vending experience are welcome. Only menu items approved by the event selection committee will be permitted on site. Substitutions are NOT allowed once the menu has been approved. Please feel free to attach additional pages to this application, if necessary.

Menu Item(s) with description	Price (#of tickets)	Photo Emailed

## Space, Amenities, and Fees

### Vending Space

Concession trailers must be parked in the vending space for the duration of the event and used primarily to serve customers. Exact dimensions (length/width/height) must be submitted with Application. Dimensions must include trailer hitch and tongue. Utility/storage trailer and vehicle parking are not permitted on event site. Larger spaces and customized set up to be reviewed on an individual basis – please inquire.

**Electrical Service**

Electrical service is provided at no additional cost for 20 amp service and will be located within 100 feet of designated booth on a limited basis. Any necessary extension cords to be provided by the Vendor. Please indicate type of electrical requirements you may have and equipment to be used:

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Remittance Checklist – APPLICATION WILL NOT BE CONSIDERED UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED BY THE EVENT:

- \_\_\_ Completed Application Form including menu, pricing, photo(s), and exclusive item noted
- \_\_\_ Copy of Retail Mobile Food Handler’s License or equivalent licensure from Health Department.
- \_\_\_ Certificate of Liability Insurance
- \_\_\_ Submit all items to Croix Valley Foods, 265 Mound View Rd, Suite 7, River Falls, WI 54022

**Waiver of Liability**

In consideration of your accepting this entry I, the undersigned intending to be legally bound, hereby for myself, my heirs, executors, and administrators waive any and all rights and claims for damages I may have against Keg & Case Market, Keg & Case Holdings, Croix Valley Foods, St. Croix Brewhouse LLC, and their representatives, volunteers, successors, and assigns for any and all damages suffered by myself or my team at the event. Further, I grant full permission to the Event and/or other agents authorized by them to use photographs, videotapes, recording or other records of this event for legitimate reasons. I agree to abide by the rules and regulations of Steak Fest and have enclosed all required items. Acceptance of this Application constitutes a binding contract. Application is not a guarantee of acceptance.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Event use only: Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_*