

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



CROIX VALLEY FOODS STEAK FEST

AUGUST 4, 2018 • SAINT PAUL, MN

MERCHANT 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 For questions, please contact Damon Holter at Croix Valley Foods at 612-756-4985 or info@steakfestmn.com

Festival hours will be 10am-8pm, 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 submitted. Incomplete applications will not be considered. Steak Fest reserves the right to reject applications. Notification of acceptance or non-acceptance will be made to all applicants prior to the start of the event. Fees are not refundable after acceptance. There is no rain date or refund in the event of cancellation. Applicants not selected will receive their original payment (checks preferred) back with written notification. Accepted applicants' checks will be deposited at that time. Checks returned due to non-sufficient funds will result in non-acceptance of the application and a returned check fee of \$50.00 to be charged to the applicant.

Rules & Regulations

- **SALES:** All sales are to be handled and processed by vendor. Vendor is responsible for any applicable sales tax due on items sold.
- **FOOD/BEVERAGE:** Beverages may not be sold by Vendor. Bottled water, soft drinks, beer and wine products are sold exclusively by the Event. If selling ready to eat food items (such as ice cream, sandwiches, etc), you would be considered a food vendor and must fill out a **FOOD VENDOR APPLICATION**. Merchant Vendors are only allowed to sell prepackaged food items processed in a commercial kitchen, such as jams, salsa, honey, etc.
- **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.
- **SET UP:** Vendor set-up is Saturday, August 4 (7:00-9:30AM). No vehicles will be permitted within festival grounds after 9:00AM. Vendors must be fully set up and operational by 9:30AM.
- **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-8:00PM. 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:** Any vendor sampling food items must do so in compliance with health code regulations as set forth by the Minnesota Department of Agriculture and must supply a copy of their license to the event by August 1st.
- **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 8:00PM. 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.

VENDING SPACE

10' x 10' Space Only \$100

10' x 20' Space Only \$200

Electrical service is not available. No portable generators allowed. Item(s) To Be Sold or Promoted Please provide a detailed description of item(s) that will be sold in your vending space. 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 items to be sold or promoted to info@steakfestmn.com. Photos will be used by the selection committee and for marketing purposes, if selected.

Steak Fest Merchant Vendor Application 2018

Vendor Contact Information

Company/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Website: _____ Facebook Page: _____

Insurance Provider & Policy #: _____

Description of items to be sold or promoted

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

Completed Application Form

Copy of Retail Mobile Food Handler's License (if sampling food items)

Certificate of Liability Insurance

Check payable to Croix Valley Foods for total payment

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: _____ Check #: _____ Staff Initials: _____