



## Vendor Rules and Regulations

The following rules govern all vendor participation in Celebrate West St Paul Days.

- 1. Set-Up and Take Down:** Set-up for the festival will be from 8:00 AM to 1:00 PM on Saturday, May 18<sup>th</sup>. Take down may start right after the fireworks on May 18<sup>th</sup>. Take down must be complete by mid-night, unless you have made other arrangements with the Celebrate West St Paul Days vendor managers. Booth positioning will be determined and assigned by the vendor managers.
- 2. Vehicle Unloading and Parking:** Vehicles are not allowed on the grass inside the ellipse. All vehicles must be parked outside of the parking lot after 1:00 PM however vendors may continue to bring more items to their booths after that time. All vendors need to get approval from the vendor managers prior to bring vehicles onto the festival grounds during the festival hours of operation. Vehicles not in compliance with the parking rules will be towed at the owner's expense.
- 3. Food Preparation:** All food prepared before the festival must be prepared in a licensed and approved kitchen by order of the Minnesota Health Department. To maintain consistency and authenticity of the food, all food items sold at the festival must be prepared by the vendor's employees. The vendor managers must approve menu additions, deletions, or substitutions. Please estimate your needs accordingly.
- 4. Serving Area:** Each food vendor must have an attractive preparation and serving area. Food vendors serving hot items must keep hot preparation materials out of public reach. This includes ovens, dispensers, warmers and deep fat fryers. Food vendor personnel must handle all food items under the same health rules and regulations required by the Minnesota Health Department. All food exhibitors are required to have a fire extinguisher in each booth (5 lb. Non-toxic model #2A10BC).
- 5. Electrical:** A Celebrate West St Paul Days representative will visit your food booth the prior to the start of the event to assure your electrical service is adequate. All Electrical Cords must run behind your booth and out of the walkways. An inspection will also be performed by the State of Minnesota at the expense of the Vendor.
- 6. Wearing Apparel:** All personnel in the food booths having contact with the public must wear appropriate attire for their respective duties. Particular attention needs to be given to safety.
- 7. Signs and Decorating:** The most appropriate banner size is 8' x 30". Food vendors are required to post menus and prices on a sign, easily seen by the public, no smaller than 22" x 28".
- 8. License and Insurance:** The Minnesota Health Department requires all food vendors to be licensed. All participating food vendors must secure liability insurance and provide Celebrate West St Paul Days vendor managers a copy of the certificate of insurance along with their application.
- 9. Sanitation:** Food vendors are responsible for maintaining acceptable standards within their booth. Each vendor is responsible for disposal of their own trash into the dumpster located on the festival grounds. Please bring bags and plan accordingly. vendors are prohibited from using trash containers intended for festival patrons.



overflowing trash containers are not acceptable. At closing, vendors must put all boxed or bagged trash into the designated dumpster. Vendors must provide adequate personnel to comply with these garbage removal requirements. Vendors are responsible for the cleanup of all grease and food spillage at their food booth. Cardboard or other suitable flooring must be used wherever grease, charcoal or food spillage is likely to occur. All gray water must be disposed of in the designated location. This will be near the dumpster. Do not dump any substance on the grass

**10. Use of Food Exhibitor Space:** Keep the area directly in front of your booth clear of merchandise or signage. Outside space at rear of booth may be used for storage. No strolling or mobile unit sales may be set up without permission of the vendor managers. Your booth may not be closed during festival hours without permission of the vendor managers. Food vendors will use their assigned space only for the purpose of selling menu items described and identified in the Vendor Application and Agreement. All Vendors must stay within their assigned space.

**11. Disclaimer:** Celebrate West St Paul Days enforces normal precautions to guard the safety of its participants. It can assume no responsibility for events or conditions beyond its control and cannot be responsible for the security of personal belongings or valuables in your food booth. **There are no secure areas at the festival.** Vendor belongings and personal items are the responsibility of the owners.