



LOGGER FEST

September 16, 2022 4:00-7:30pm | September 17, 2022 12:00-7:30pm

Vendor Application 2022

Applications will be accepted until September 2, 2022 based on the needs of the event. If you have any questions, concerns, or would like more information, please contact:

Gerald Brown, Event Coordinator
(701)857-4136 gerald@minotparks.com

VENDOR INFORMATION

- Food Vendor
- Exhibitor/ Craft
- Not-For-Profit
- Commercial Sponsorship

Fees:

____ Food Vendor: 10% Event Revenue Fee due 9/23/2022
 ____ Commercial Sponsorship \$500 (includes one event sponsorship and display booth)

*There is no fee for Not-for-Profit and Exhibitor/Craft booths

____ Please check is electricity is required. We do have a limited number of booths with electrical access. Register early if you require it.

Organization/Business: _____

Date Submitted: _____

Do you operate a food cart/ trailer/ permanent establishment? (YES / NO)

What Town? _____

Primary Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____

Type or Category of items sold: _____

*Food Vendors Only

List primary food items to be sold (attach menu and price list)

Please describe booth setup: cart, trailer, other? Include the dimensions of your cart/trailer and a photo of your booth setup with application. Email photo to gerald@minotparks.com

What kind of vehicle will you use to bring your cart/ trailer to the park? _____

Does your booth require electricity or a gas-powered generator? (YES/NO)

INDEMNIFICATION (Required for All Vendor)

By signing the Registration Form Exhibitor agrees to hold harmless and release from liability Minot Park District, from all claims for loss, suits, actions or damage of any nature caused by me or my exhibit. Exhibitor agrees to expressly assume all risks of harm to me or my exhibit, including harm resulting from the negligence of other exhibitors or festival visitors. Exhibitor agrees to indemnify (to pay any losses, damages, or costs, including legal costs incurred by) Minot Park District and to hold them harmless with respect to claims for harm to me or my exhibit and for claims made by others for any harm caused by me or my exhibit while at the festival.

Signature: _____

Payment

Check# _____

Credit Card

Number: _____ Expiration Date: _____

CVV: _____

Name on Card: _____

Signature: _____

Payment will no be processed until your business has been selected as a vendor and assigned booth number. You will be contacted once that has been determined.

Please return your completed application by mail, email, or in person to the event coordinator.

Thank you!
Minot Parks

Minot Parks Vendor General Rules:

Not For Profit: Incorporated organization which exists for educational or charitable reasons and from which its shareholders or trustees do not benefit financially.

Exhibitor: Crafts must be items hand-made by the individual(s). Must provide 2-3 colored photographs of product being made.

For Profit: Food and Beverage vendors and vendors selling merchandise manufactured by someone other than the vendor or purchased for resale purposes.

Commercial: Commercial businesses – Businesses advertising or promoting goods and services, such as banks, home improvement, phone companies, resorts, etc.

General Liability

- Vendor/participants are responsible for their merchandise and fully comprehend the risk of any and all loss, and/or property damage that may occur. In consideration for the opportunity to be an Oktoberfest vendor/participant, the booth operators hereby waive any and all claims for loss and/or property damage of any kind whatsoever against; Minot Parks, the City of Minot, their directors, officers, agents, elected officials and employees from any and all expenses, claims, actions, liabilities, attorney fees, or damages, actually or allegedly resulting from or connected with the operation of said booth.

Permits

- Food/Beverage and Pre-packaged Food/Beverage Vendors are responsible for completing the First District Health Unit License and turning in a copy to the Minot Parks office as a part of their food vendor permit. The number to the First District Health Unit office is 701-852-1376.

Booth Guidelines

- Vendors must maintain 1.5' clearance on both sides of booth.
- All vendor booths MUST be placed 5 feet off the walkway and no product may be sold in this area.
- Vendors are responsible for maintaining all areas immediately surrounding booths to avoid accumulation of trash and residue. Covered trash cans with plastic liners are required for refuse disposal.
- No animals are permitted within the food booth areas except for service animals.
- Smoking is not permitted within the booth perimeter.
- Each vendor is required to provide their own tents, tables, chairs, fans, lighting, etc.

Electrical and Fire Safety

- Upon request, certain Vendors will be provided an electric outlet based on availability.

Water

- Water hook-ups will not be available. Make sure to bring any water you or your booth requires.
- Vendors may NOT hook-up to unapproved sources; doing so could result in removal from the festival.

Clean-up

- Vendors can begin cleaning up their area starting at 7:30 pm on Saturday.
- All equipment and booths must be broken down before 10:00am the day following the event.
- The vendor is responsible for taking all trash to a dumpster.
- Booth spaces requiring clean up after the vendor has left will result in further clean-up fees. This means all trash, debris, charcoal, oil, product boxes, etc.

General Requirements

- Vendors will be required to stay open until 7:30pm each evening or until close, pending weather. It is your decision if you'd like to remain open until the close of the event each evening (10pm Friday, 11pm Saturday). Please note all vendors must be cleared out of the park before 10:00 am on Sunday.
- All booths should be set up and be ready to begin operations 15 minutes before the festival opening each day.
- No vehicles are permitted on the fair premises during the event unless they are part of your booth and have been approved before the start of the event by the Minot Parks Department.
- All vehicles must be removed from the fair premises by the designated time (see below) with NO exceptions to this rule.

2022 Minot Parks Oktoberfest Festival Booth Schedule							
Day	Booth Setup	Vehicles out of Festival	Booths Ready to Open	Festival Opening	Booth Closing	Festival Closing	Designated Cleanup Time
Thursday	12:00pm-8:00pm	9:00pm	--	--	--	--	--
Friday	8:00am-1:00pm	2:00pm	3:45 pm	4:00pm	7:30pm	10:00pm	--
Saturday	--	8:00am	11:45am	12:00pm	7:30pm	11:00pm	7:30-11:00pm
Sunday	--	10:00am	--	--	--	--	6:00am-10:00am

- Trailers may not be parked in Oak Park

Minot Parks Food Vendor Checklist

Due to space limitations and applications with similar product offerings, we reserve the right to restrict vendors.

Upon your application acceptance, vendors will be asked to submit the following items for their application to be completed.

- Food vendors need a current and valid Food Vendor Permit through Minot Parks.
- Application completed in its entirety and turned into Minot Parks Office or emailed to Gerald@MinotParks.com.

(Note: Payment will be collected no more than 1 week after the final day of the event.

All food vendors will pay 10% of their event revenue to the Minot Park District.)

- 2-3 pictures (clear, close up, color photos) of your complete booth set-up and display. If pictures are unavailable, please provide a basic rendering and description of your booth set-up and display.
- All vendors must submit a certificate of insurance based on the criteria as explained in the General Liability Section of the Terms & Conditions.
- Food vendors are responsible for compliance with all First District Health Unit regulations.

Additional application items can be sent to:
Gerald@MinotParks.com

ATTN: Vendors

Please include your name, vendor name, and contact information with your items.

If you have any questions, please feel free to contact the Special Events Coordinator.
Gerald Brown – Gerald@MinotParks.com or 701-720-6844

Not-For-Profit, Exhibitor, and Commercial Checklist

Due to space limitations and applications with similar product offerings, we reserve the right to restrict vendors.

Upon your application acceptance, vendors will be asked to submit the following items for their application to be completed.

Application completed in its entirety and turned into Minot Parks Office or emailed to Gerald@MinotParks.com.

(Note: Not-For-Profit and Exhibitor booths do not require any payments but will be accepted on a case-by-case basis. Commercial booths require a \$50 event fee payable to the Minot Park District.)

2-3 pictures (clear, close up, color photos) of your complete booth set-up and display. If pictures are unavailable, please provide a basic rendering and description of your booth set-up and display.

2-3 pictures of the finished product(s) that you are planning to sell.

All vendors must submit a certificate of insurance based on the criteria as explained in the General Liability Section of the Terms & Conditions.

Additional application items can be sent to:

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ATTN: Vendors

Please include your name, vendor name, and contact information with your items.

If you have any questions, please feel free to contact the Special Events Coordinator.

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