



Lakefront Music Festival Vendor Application

DEADLINE FOR APPLICATIONS IS April 30, 2018

Following year 8 of the Lakefront Music Fest, the Prior Lake Rotary Club, invites you to apply to become a vendor at the 9th annual event scheduled for Friday and Saturday, July 13-14, 2018. The festival will once again be held at beautiful Lakefront Park in Prior Lake. Attracting over 22,000 attendees last year, the Lakefront Music Fest is one of the largest music events in the south metro Twin Cities area. Local, national and international performers will once again delight audiences for this special weekend in July! Through this festival, it is the mission of the Prior Lake Rotary Club to provide a wonderful activity for the greater metro area, and will endeavor to provide the highest caliber bands, artists and event production for the benefit of our audience and sponsors.

WHY BECOME A FOOD VENDOR?

We are looking for a variety of high quality foods to enhance the atmosphere of our event. Being a food vendor at the Lakefront Music Fest will give your business exposure to tens of thousands of local and regional attendees.

ADDITIONAL DETAILS: Food Vendors are only allowed to sell food from their booth, stand or truck. Vendors must adhere to the prices set from the start of the event, no changing prices will be allowed. Any vendor changing prices during the event will be asked to leave immediately and escorted out of the park. **Vendors may sell non-alcoholic beverages, these beverages must be purchased from the Prior Lake Rotary Club ONLY.** A sample beverage order form is provided below. Vendors are not allowed to sell alcoholic beverages under any circumstances. Any and all ice must be purchased through the Prior Lake Rotary Club. There will be no exclusivity to this event as all vendors will be awarded space based on the Vendor Committee's preference.

HOW TO APPLY:

- Complete the enclosed application along with the following items no later than April 30th, 2018:
 - A copy of your current Minnesota Department of Health Special Event license
 - Pictures of your operations
 - Menu and pricing structure
 - All fees and deposits listed in the application

- Immediately send all of the items listed above to the Lakefront Music Fest:
 - **Mail:** 8646 Eagle Creek Cir. #206 Savage, MN. 55378

- **Email:** Manny Perez (*Vendor chair*) at vendors@lakefrontmusicfest.com.

Any incomplete applications will not be considered.

WHAT TO EXPECT AFTER YOU APPLY:

- Vendors will be notified of acceptance no later than June 1, 2018. If for some reason we cannot accept your application (probably due to duplication) we will mail back your vendor fee immediately.
- All vendors who are accepted will be required to submit a **Certificate of Exemption ST3 form** found at http://www.revenue.state.mn.us/Forms_and_Instructions/st3.pdf, **Operator Certificate of Compliance, or ST19 tax form** found at http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf and **Certificate of Liability Insurance** naming the Prior Lake Rotary Club and Prior Lake Rotary Foundation as additionally insured as well as a minimum of \$1,000,000 coverage per occurrence for general liability insurance. A letter explaining this is attached at the bottom of this application.
- **Submit these forms no later than 30 days prior to the event or June 13, 2018.** The Music Fest committee will be issuing permits to all vendors once space has been confirmed.
- You will receive communication with the Vendor Committee via email with instructions for the event. If you have any additional questions or concerns you can contact Manny Perez, vendor chair at vendors@lakefrontmusicfest.com or 612-281-6253.

VENDOR EXPECTATIONS:

- **Vendors Requiring Electricity**
 - You must be set up by 3 p.m. on July 13, for the State's electrical inspector. If you haven't paid for your annual electrical permit please be prepared to pay it the day of the event. Typically, the fee is approximately a onetime \$35, cash preferred. For electrical requirement guidelines visit <http://www.dli.mn.gov/cclid/Electrical.asp>
- **Vendors using water and/or electricity**
 - This is an outdoor event and therefore you may be a distance from your power or water connections, please be sure to bring enough food grade hose and a "Y" connector with a shut off valve, along with a minimum of 100 - 150 feet of electric cord to reach your destination. This is your responsibility.



- **Communication with Vendor Committee**
 - You will check in with the vendor committee upon arrival and be directed to your specific location in the park. You will need to contact the Vendor Committee before entering Lakefront park.
- **Cleanup after Event**
 - All vendors are expected to leave their park spaces clean of debris, trash, and food. Any booth(s) that requires additional cleanup from the Vendor Committee will result in the Vendor's \$100 "Cleanup Deposit" being cashed.

DEADLINE FOR APPLICATIONS IS April 30, 2018

Business Name _____ Restaurant Name _____

Contact Name _____ Daytime Phone (_____) _____

Address _____ City _____

State _____ Zip _____

Email Address _____ (Preferred)

Website _____ (If available)

Description of Menu Items, (**be specific**, use additional page if necessary)

*The Festival Committee reserves the right to refuse booth space or limit items in order to minimize duplication. Please list **all** food items on your application. Be very specific. Once your application is accepted, any changes **must** be approved by the Lakefront Music Fest Committee prior to the festival date. Vendor may not stop service before 11:00 p.m.*



Please list any GLUTEN FREE options

Specifics about your operations;

Propane used (Circle one) Yes or No Total Pounds on
site _____

Type of Booth Please fill in one - Trailer on Wheels or Freestanding Booth

Trailer Size Frontage _____X Deep _____ Booth Size Frontage _____X
Deep _____

Vendor Fee 20 ft. frontage \$915 each _____ x \$915 = \$ _____
10 ft. frontage \$740 each _____ x \$740 = \$ _____
Each additional foot \$80 _____ x \$80 = \$ _____

Electricity (additional charge as available)

Electrical needs up to 100 amps _____ x \$100.00 = \$ _____
100 amps and up _____ x \$150.00 = \$ _____

(Please be specific on your electrical needs so we may provide exactly
what you need. **You will receive EXACTLY what you order and pay for.**)



Cleanup Deposit - A mandatory "cleanup deposit" is required in case the vendor committee needs to clean your park space at the conclusion of the weekend. Any food, trash, or debris leftover will result in the \$100 deposit being cashed and not returned. Vendors will receive their \$100 deposit within 10 days after the event if their park space is left up to the standards of the Vendor Committee.

of Booths Requested _____ X \$100.00 = \$ _____

Total Amount Enclosed \$ _____

Make checks payable to **PRIOR LAKE ROTARY FOUNDATION** and return with your **completed forms**, pictures of your operations, menus and pricing structure to: Lakefront Music Fest 8646 Eagle Creek Circle #206 Savage, 55372. **ANY incomplete applications will be denied and returned.**

I have read and understand the above information.

PLEASE SIGN: _____ Date _____

Print Name: _____

Total number of employees _____
 (This is **ONLY** for the employees that need to come to the park during event. People with parking passes will not need this)

Number of vehicles in park _____
 (these are not your hourly employees, only vehicles that will stay throughout the event in the park not to exceed 2)



TO: All Vendors for the Lakefront Music Fest
FROM: Lakefront Music Fest Steering Committee Leadership
SUBJECT: Certificate of Liability Insurance Requirements

In order to protect the safety of the attendees of the Lakefront Music Fest, the Prior Lake Rotary Foundation and Rotary Club of Prior Lake, Inc. require that all vendors provide a certificate of general liability insurance no less than ten days prior to the show.

Your certificate of insurance should include additionally insured as indicated below, and show at least \$1,000,000 per incident general liability coverage.

Prior Lake Rotary Foundation and Rotary Club of Prior Lake, Inc
PO Box 271
Prior Lake, MN 55372

If you have any questions, please direct them to Prior Lake Rotary Foundation Chair Laurie Hartmann. Contact information is listed below. Please submit your certificates by July 5, 2018.

Laurie Hartmann: lhartmann@swpub.com

Vendor Committee use only:

Date received	_____
Initials	_____
Application Complete	_____
Accepted	_____
Denied	_____
Date Contacted	_____
Date Returned	_____

MINNESOTA REVENUE Certificate of Exemption

ST3

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

- Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____
- If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:
Exempt entity name _____ Project description _____

Type or print	Name of purchaser _____			
	Business address _____	City _____	State _____	Zip code _____
	Purchaser's tax ID number _____		State of issue _____	
	If no tax ID number, enter one of the following	FEIN _____	Driver's license number/State issued ID number	_____
			state of issue _____	number _____
Name of seller from whom you are purchasing, leasing or renting _____				
Seller's address _____		City _____	State _____	Zip code _____

Type of business. Circle the number that describes your business.

Type of business	01 Accommodation and food services	11 Transportation and warehousing
	02 Agricultural, forestry, fishing, hunting	12 Utilities
	03 Construction	13 Wholesale trade
	04 Finance and insurance	14 Business services
	05 Information, publishing and communications	15 Professional services
	06 Manufacturing	16 Education and health-care services
	07 Mining	17 Nonprofit organization
	08 Real estate	18 Government
	09 Rental and leasing	19 Not a business (explain) _____
	10 Retail trade	20 Other (explain) _____

Reason for exemption. Circle the letter that identifies the reason for the exemption.

Reason for exemption	A Federal government (department) _____	I Agricultural production
	B Specific government exemption (from list on back) _____	J Industrial production/manufacturing
	C Tribal government (name) _____	K Direct pay authorization
	D Foreign diplomat # _____	L Multiple points of use (services, digital goods, or computer software delivered electronically)
	E Charitable organization # _____	M Direct mail
	F Educational organization # _____	N Other (enter number from back page) _____
	G Religious organization # _____	O Percentage exemption
	H Resale	<input type="checkbox"/> Advertising (enter percentage) _____%
		<input type="checkbox"/> Utilities (enter percentage) _____%
		<input type="checkbox"/> Electricity (enter percentage) _____%

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser _____	Print name here _____	Title _____	Date _____
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MINNESOTA - REVENUE

ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below:
	<input type="checkbox"/> Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). <input type="checkbox"/> Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). <input type="checkbox"/> A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
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Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
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	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
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