

## Lakefront Music Festival Vendor Application

### DEADLINE FOR APPLICATIONS IS April 30, 2019

Following year 9 of the Lakefront Music Fest, the Prior Lake Rotary Club, invites you to apply to become a vendor at the 10<sup>th</sup> annual event scheduled for Friday and Saturday, July 12-13, 2019. The festival will once again be held at beautiful Lakefront Park in Prior Lake. 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. We are looking for a variety of high-quality foods to enhance the atmosphere of our event.

**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. ***Additionally, there will be a "Happy Hour" taking place from 5-6 PM on both July 12th and 13th where all vendors are required to provide food and beverages for \$2 off every item that is \$10 or more.***

### HOW TO APPLY:

- Complete the enclosed application along with the following items no later than April 30th, 2019:
  - 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](mailto: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, 2019. 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](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](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 12, 2019.** 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](mailto:vendors@lakefrontmusicfest.com) or 612-281-6253.

#### VENDOR EXPECTATIONS:

- **Vendor Vehicles**
  - Due to expected increases in attendance and demand of event, all vendors will only be allowed one vehicle OR one trailer unit (*per 10 ft. rented*) into the park during the entire event. It is the responsibility of the vendor to arrange transportation to and from the park prior to, during, and after the event. Once the event begins at 4 pm on July 12th vendor's vehicles will NOT be allowed to leave the park.
- **Vendors Requiring Electricity**
  - You must be set up by 3 p.m. on July 12, 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/cclld/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.



**VENDOR EXPECTATIONS (Continued):**

- **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. Please make a separate Check out to "PLRF."

**DEADLINE FOR APPLICATIONS IS April 30, 2019**

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 11p.m.*



**\*Please list any GLUTEN FREE options\***

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**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 Free Standing Booth

Trailer Size Frontage \_\_\_\_\_X Deep \_\_\_\_\_      Booth Size Frontage \_\_\_\_\_X Deep \_\_\_\_\_

**Vender Fee** 20 ft. frontage \$975 each      \_\_\_\_\_ x \$975 = \$ \_\_\_\_\_

10 ft. frontage \$750 each      \_\_\_\_\_ x \$750 = \$ \_\_\_\_\_

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. **Please make a separate check out to PLRF.**

# 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)**



## 2019 PRIOR LAKE ROTARY'S LAKEFRONT MUSIC FEST

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 Kyle Haugen. Contact information is listed below. Please submit your certificates by July 5, 2019 to Kyle Haugen: [kylehaugen@gmail.com](mailto:kylehaugen@gmail.com) | 612-382-3168



**Vendor Committee use only:**

**Date received** \_\_\_\_\_

**Initials** \_\_\_\_\_

**Application Complete** \_\_\_\_\_

**Accepted** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Date Contacted** \_\_\_\_\_

**Date Returned** \_\_\_\_\_

*Vendor:* \_\_\_\_\_

*Date:* \_\_\_\_\_





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ST3

**Certificate of Exemption**

**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 sale \_\_\_\_\_

Invoice ID number \_\_\_\_\_ (If not one of the following) \_\_\_\_\_ (Invoice ID number, invoice/order number, ID number) \_\_\_\_\_

Name of seller from whom you are purchasing, leasing or renting \_\_\_\_\_ State of sale \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

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

A Federal government (disclaimer) _____	I Agricultural production
B Specific government exemption (from list on back) _____	J Industrial production/manufacturing
C Tribal government (include) _____	K Direct buy 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 letter 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 \_\_\_\_\_

### 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: _____ 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]). _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ 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.