



**EAGAN'S
July 4th FUNFEST**

**Eagan's July 4th Funfest Profit Vendor Application
July 3-4, 2017**

Vendor application, required documentations, and payment in full must be received by June 2, 2017 to avoid a \$50 late fee. Sponsors at or above the Independence sponsorship level will receive festival space, as described in the sponsor materials section. To obtain assistance from the Vendor Management team, please visit our website www.eaganfunfest.org (contact page) or e-mail vendor@eaganfunfest.org. Please make a copy of this for your records.

Eagan Funfest is a Community event that runs on revenues received each year from participants among other sources. This year Eagan Funfest is creating a percent fee based program to help support the Community event in two ways; providing a food and beverage source for our volunteers and balancing the revenues needed to build a quality event each year. We will be collecting a 10% fee from each food and beverage vendor. This fee will be collected each evening near closing time of the event. More details will be in your confirmation letter. The Vendor understands that they are solely responsible for calculating and reporting to the Internal Revenue Service and the Minnesota Department of Revenue all taxes arising from the sale of taxable items. Eagan Funfest will receive 10% funds after taxes are calculated out of gross sales. This year we will be feeding our Volunteers through this new program. They will receive a coupon in exchange for food. This coupon will reduce the 10% fees owed to Eagan Funfest. Each Food & Beverage Vendor will be required to support the program. Food & Beverage Coupons will be limited per Food stand. This will allow all Vendors the opportunity to participate in this program.

Required Documentations

Please attach the following materials to your completed vendor application prior to submission.

Documentation	Vendor Applicability
_____ Proof of Food License	Food Vendors Only
_____ Proof of Insurance (All Vendors must submit proof of liability insurance listing Eagan Funfest as an "additionally insured")	All Vendors
_____ Minnesota Sales Tax Permit #	All Vendors
_____ ST 19 Form	All Vendors

Vendor Booth Name _____

Contact Name _____

Address _____

City, State, Zip _____

Cell Phone _____ **Alternate Phone** _____

Email _____

Booth Description - Description of Product

Booth Category(Circle): Food _____ Product _____ Service _____ Information _____ Other _____

Booth Type: Tent _____ Trailer _____ Other (Describe) _____

Booth Space Dimensions: Basic 10 x 10 (**\$400 until June 2**) _____ Basic 10 x 10 (**\$450 after June 2**) _____

Basic Size Additions: 10 x 20 (Basic +\$50) _____ 10 x 30 (Basic + \$100) _____ 20 x 20 (Basic +150) _____

We acknowledge that it is our sole responsibility to provide all of our own tents, trailers, tables, chairs, and all booth space accessories such as lights, power cords, and vendor display items. Acknowledged _____

Electrical Requirements

Electricity Required? No (\$0) _____ Yes (\$50) _____ **If Yes, Required Amperage?** _____

If Yes, State of Minnesota electrical inspection acknowledgement – by submitting this application, we acknowledge that we will participate in an electrical inspection performed by the State of Minnesota at or near 12 PM on July 3, 2017. We further acknowledge that we will directly pay the inspector a \$35 fee at the time of inspection. Acknowledged _____

If Yes, we understand and agree to provide all of our own extension cords, which must be #12 at a minimum, and to be prepared to run extension cords up to a 250 foot distance to gain access to the power source. We further acknowledge that only one hook up will be allowed. Acknowledged _____

Vehicle Access to Festival Grounds

We understand that equipment trucks and personal vehicles are allowed on the festival grounds on July 3, 2017 until 3:00 PM and after midnight; and on July 4, 2017 prior to 11:00 AM and after midnight. We further agree to provide vehicle identification information when checking in for all vehicles that will be entering the festival grounds. **There is absolutely no vendor vehicle parking allowed on the festival grounds during festival hours, failure to comply with this policy will result in the towing of your vehicle. Any expenses associate with a towed vehicle will be the responsibility of the vehicle owner. Acknowledged** _____

Payment Terms

All vendors agree that all fees paid to Eagan Funfest are non-transferable and that no booth space may be sublet, reassigned or otherwise transferred to a third party without written approval from a Vendor Manager. Payment is due in full and there will be no refunds of any kind after payment has cleared. We accept PayPal payments via our website or you can print your application and mail it with your payment, to Eagan’s July 4th Funfest, ATTN: Vendor, PO Box 22503, Eagan, MN 55122. Make Checks Payable to **EAGAN’S JULY 4th FUNFEST. Checks returned to us for nonpayment are subject to a service charge of \$30.00. Additional civil penalty may be imposed on checks returned for nonpayment after 30 days. (MN Statute 604.113)**

Applicant’s signature on this application releases and forever discharges Eagan’s July 4th Funfest, Eagan’s July 4th Funfest Committee, City of Eagan, all sponsoring organizations, and their elected officials, directors, employees, agents and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of or in connection with participation in Eagan’s July 4th Funfest. Eagan’s July 4th Funfest is not responsible for any injury sustained by patrons, exhibitors, or guests. Applicants store, utilize and exhibit materials at applicants own risk.

Applicant Signature: _____ **Date:** _____