



Sponsor / Parade / Vendor Registration

Select one, complete section(s)	<input type="checkbox"/> Sponsor (1,2)	<input type="checkbox"/> Sponsor + Parade (1-3b)
<input type="checkbox"/> Sponsor + Parade + Vendor (1-4b)	<input type="checkbox"/> Parade Only (1,3-3b)	<input type="checkbox"/> Vendor Only (1,4-4b)

1. Organization Registration

Organization

Name: _____

Address: _____

City, State

Zip: _____

URL: _____

Facebook: _____

Primary Contact: _____

Phone

(w): _____

Email: _____

(cell): _____

2. Select Sponsorship – sponsorship levels do not offer any exclusivity rights

<input type="checkbox"/> Not a sponsor	OR	Select <input checked="" type="checkbox"/> Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Red, White & Blue (\$7,500)	Patriot (\$2,000)	Friend of Freedom (\$1,000)	I ♥ Eagan (\$500)
Presenting Sponsor		✓				
Complimentary parade unit entry		✓		✓	✓	
Onsite signage/banners – provided by Eagan Funfest		Logo	Logo	Logo	Logo	Logo
Recognition on social media		Logo	Logo	Logo	Logo	Logo
Logo and link on Funfest website		Logo	Logo	Logo	Logo	Logo
Recognition in Annual Report		Name	Name	Name	Name	Name
Carnival ride tickets		30 tickets	20 tickets	10 tickets	5 tickets	
VIP tent & seating for parade / fireworks		10 people	8 people	6 people	4 people	
Festival space		10' x 20'	10' x 10'	10' x 10'	10' x 10'	

Patriot and Red, White & Blue sponsors, please submit a color, high resolution copy of your organization logo. Logo submissions should meet the following guidelines:

- Logo should be submitted as a .PSD, .EPS, or .TIF file format
- If only a .JPG, .GIF, or .PNF file is available, it can be no smaller than 1024x1024 pixels
- Logo file name should be in the following format: companyname_logo (example: abcompany_logo.eps)

Logo submitted via email to: info@eaganfunfest.org

Send registration, supporting documents and payment (if applicable) sent to: Eagan's July 4th Funfest, P.O. Box 22503 Eagan, MN, 55122 **before June 4, 2018**. Contact info@eaganfunfest.org for information to pay with PayPal. *Checks returned for nonpayment are subject to a service charge of \$30. Additional civil penalty may be imposed on checks returned for nonpayment after 30 days (MN Statute 604.113).* **FOR INTERNAL USE ONLY:**

PayPal Payment	<input type="text"/>	Check #	<input type="text"/>	Name on Check/Account	<input type="text"/>	\$Amount	<input type="text"/>
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3. Parade Unit Registration

No fee: included with sponsorship **OR** \$99 Fee enclosed \$10 late handling fee after 6/4/18

REQUIRED Proof of insurance for all vehicles (enclosed) Number of people riding on unit Number of people walking (20 max)

Additional \$25 fee to distribute items other than commercially packaged food and beverage products

Description of item(s) to be distributed:

Parade Category Commercial Entertainment Non-Profit Political Royalty/Ambassador

3a. Parade Unit Description: You may be on TV! Parade Commentators for local cable access may film the Parade for replay after the event on local cable access stations.

Parade Entry Title (i.e. "Burnsville High School Cheer Team")

Participants in entry (names if 4 or fewer, otherwise tell us # of people):

Facts, activities, events and anything else you want people to know:

History of group:

Will your Parade Unit include music? Y N If yes: LIVE ELECTRONIC

Length of Unit Feet
(include vehicle & trailer combined) 25 feet will be allowed if left blank

Describe your parade unit decorating theme:

Please make sure you have filled out all the information included in this packet. By signing this application you and all participants agree to abide by all rules and regulations as set forth by the Funfest Committee. Submission of an application and fee payment does not guarantee participation in the Parade. Past conduct, number and variety of unit applications and other factors will all be considered; inclusion in the Parade is at the sole discretion of the Parade Director. Parade will be held at **10:00 AM on July 4th, 2018**. The lineup will stage on Yankee Doodle Road and Blue Cross Road going east on Yankee Doodle to Central Parkway; (map and Directions to follow).

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3b. EAGAN'S JULY 4TH FUNFEST PARADE PARTICIPANT WAIVER

INSTRUCTIONS: Print out and read this entire document. Insert the name of your organization as indicated in Section 1. One person associated with your entry (parent or guardian, for a minor) must complete and sign in the appropriate spaces at the bottom. Return the signed and completed form along with registration. You are welcome to print out extra copies of this form and collect additional signatures from any/all of the participants in your unit prior to the Parade, however only one signed waiver for each unit is required by the Funfest Committee.

IN CONSIDERATION of being granted a position as an entrant and/or permission to participate in the EAGAN JULY 4TH PARADE, (the "Parade"), or on behalf of a minor child, the undersigned agrees and states as follows:

1. The undersigned is aware of and understands the inherent risks, hazards and dangers associated with parade participation (which are printed below) and, notwithstanding that the actual conditions at the Parade may pose more or less risks, hazards and dangers than those so enumerated, the undersigned nevertheless elects, voluntarily, to enter and/or participate in the Parade on the terms, conditions and covenants set forth herein. In this regard, the undersigned, for himself/herself/itself and for all of the participants in the parade associated with said organization, and including his/her/its/their heirs, successors, assignees, personal representatives and next of kin, hereby releases, waives, discharges, covenants not to sue and agrees to hold harmless Eagan's July 4th Funfest; all Parade volunteers, employees and/or representatives; the City of Eagan; the County of Dakota; all Parade sponsors; and

[PRINT OR TYPE NAME OF YOUR ORGANIZATION OR ENTRY]

each of them, as well as their officers, directors, agents, volunteers and employees; from all liability for any and all causes and claims of every type and nature whatsoever, including but not limited to property damage, injury to person and/or death, or otherwise, without limitation, arising out of or alleged to be arising out of the conduct of the Parade, the pre-Parade formation, staging, placement, judging, organizational meetings, post-Parade ceremonies and any other Parade event sanctioned by Eagan's July 4th Funfest Committee.

2. The undersigned hereby promises that the state of his or her physical health (if this release is on behalf of an individual), or the physical health of the persons representing the undersigned in this Parade (if this release is on behalf of an organization) will, on the day of the Parade, be sufficiently sound to permit such person(s) to safely participate. If such person(s) will be handling any animal, motorized vehicle, apparatus, device, firearm, or other thing in the Parade, he/she/they is/are possessed of sufficient experience in doing so such that the life, limb or property of self and others will not be exposed to unreasonable risk of harm.
3. THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS RELEASE AND COVENANT NOT TO SUE IN ITS ENTIRETY AND VOLUNTARILY SIGNS SAME, without reliance on any representations, statements or inducements, express or implied, made by any party whomsoever.

RISKS, HAZARDS AND DANGERS ASSOCIATED WITH PARADE PARTICIPATION

Parades involve inherent risks, hazards and conditions that may be dangerous to life, limb and property and that can arise in an incalculable variety of unforeseeable or foreseeable ways which may include (as examples, but not necessarily as a complete list) the following: The presence and use of horses and other animals, motor vehicles, machinery, firearms, floats, fireworks, acrobats, projectiles, aerial demonstrations, baton twirling, wind, rain, hail and other forces of the elements, and other threats to life and limb, such as the possibility of slipping and falling and complications associated with weather conditions and physical exertion (such as heat stroke, fainting, collapse, exhaustion or other more serious complications).

Signature

(If Participant/Participating Organization is a minor, parent or guardian must sign this waiver)

Date

Printed Name

Title

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4. Vendor Booths Please make a copy of this document for your records

10 x 10 \$500
 10 x 20 \$550
 10 x 30 \$600
 20 x 20 \$650

Power Requested

limited availability; 1st requested, 1st served

 amps

Late fee: \$50 after 6/4/18 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.

(initials)

Electricity: 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, 2018. We further acknowledge that we will directly pay the required State of Minnesota permit fee at the time of inspection if you do not already have one. As a reference, the cost of this permit in 2017 was \$35.

(initials)

Electricity: 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.

(initials)

Food and beverage vendors: 10% fee after taxes are calculated out of gross sales

Fee collection: each evening near closing time of the event

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. All Food & Beverage vendor booth fees collected will fund food for Eagan Funfest Volunteers who will receive a coupon in exchange for food, reducing the 10% fees owed. Food & Beverage vendor participation is required and coupons will be limited per food stand so that all Vendors will be able to participate equally.

Documentation	Applies to:
<input type="checkbox"/> Proof of Food License	Food vendors only
<input type="checkbox"/> Proof of Insurance	All vendors: proof of liability insurance listing Eagan's July 4th Funfest as an "additional insured"
<input type="checkbox"/> Minnesota Sales Tax Permit #	All vendors
<input type="checkbox"/> ST 19 Form	All vendors

Booth Category:
 Food
 Product
 Service
 Information
 Other

Booth Type:
 Tent
 Trailer
 Truck
 Other (describe) _____

Booth description – description of product

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4a. Vendor Rules and Regulations: The following rules govern all Vendor participation in Eagan's July 4th Funfest. Please make a copy of this for your records.

- 1. Set-Up and Take Down/ Staffing:** Booth positioning will be determined and assigned by the Vendor Managers. Vendor check-in opens on July 2, at 12:00 PM, all vendors must check in with their respective Vendor Manager at this time. Any Vendors checking in after 7:00 AM on July 3 may be moved to another available location on site. Funfest reserves the right to change location of a Vendor's space if unforeseen circumstances arise or said Vendor arrives after 7:00 AM on July 3. All booths must be ready to open at 3:00 PM on July 3. No early take down is allowed, take down may start right after closing on July 4. Take down must be completed by 10:00AM July 5 unless you have made prior arrangements with the Vendor Managers. All booths must be opened prior to the festival start time and remain open and appropriately staffed during all festival hours of operation. All vendors must remain at the festival for the duration of the event, there is no early closing or take down.
- 2. Vehicle Unloading and Parking:** Vehicles are not allowed on the grass inside the ellipse without clearance from the Vendor Managers. All vehicles must be moved to the parking area by 1:00 PM on July 3, however Vendors may continue to bring more items to their booths after that time. All Vendors must get prior approval from the Vendor Managers 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:** Food Vendor menus must remain consistent all two days, no changing menu items. All food prepared before the festival must be prepared in a licensed and approved kitchen by order of the Minnesota Department of Health (MDH.) 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 MDH - all food exhibitors are required to have a fire extinguisher in each booth (5 lb. Non-toxic model #2A10BC - Class 5.)
- 5. Electrical:** An electrical inspection will be performed by the State of Minnesota at the expense of the Vendor sometime after 12 PM on July 3. A Festival representative will also visit your booth the first day of the event to assure your electrical service is adequate. All Electrical Cords must run behind your booth and out of the walkways. Any cords running in public walking areas will be required to have a ramp over them.
- 6. Wearing Apparel:** All personnel in the food booths having contact with the public must wear appropriate attire for their respective duties. Serving gloves and hair nets are suggested. Particular attention needs to be given to safety.
- 7. Signs and Decorating:** All Vendors are required to display a sign or banner identifying their business. 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 MDH requires that all food Vendors hold a valid food license. All participating Vendors must secure liability insurance and additionally insure Eagan Funfest on their insurance policy. All Vendors must provide Funfest Vendor Managers a copy of the certificate of insurance along with their application.
- 9. Sanitation:** All 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 each night, Vendors must put all boxed or bagged trash into the designated dumpster. Vendors must provide adequate personnel to comply with these garbage removal requirements. Food 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. All grease must be taken with the Vendor. There are no grease receptacles on the premises. Do not dump any substances on the grass.

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10. **Use of Vendor 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. All business or other activity for which Applicant has rented space must be conducted in a professional way within your designated area. No distribution of literature, sales or sampling may be done. No inappropriate items will be sold in your booth such as weapons, drug related items of any kind, or any item deemed inappropriate by the Vendor Manager. Vendor Managers reserve the right to ask said Vendor to remove any inappropriate item from their booth. Food Vendors will use their assigned space only for the purpose of selling menu items. All Vendors must stay within their assigned space.
11. **Disclaimer:** The Eagan July 4th Funfest 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 booth. There are no secure areas at the festival. Vendor belongings and personal items are the responsibility of the owners. Please remember that Eagan Funfest takes place on property controlled by the City of Eagan and Dakota County. All rules of these agencies are strictly enforced throughout Eagan Funfest. Any Vendor that is found in violation of these rules, regulations or ordinances maybe expelled from Eagan Funfest without refund or compensation. Vendor is also responsible for any expenses incurred by said Government body or expenses resulted in fines to Eagan Funfest.

4b. 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, 2018 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 or travel allowed on the festival grounds during festival hours. Failure to comply with this policy will result in the towing of your vehicle, prohibition from participating in future events or other penalties as appropriate. Any expenses associate with a towed vehicle will be the responsibility of the vehicle owner.**

(initials)

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.

Applicant's signature on this registration 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.

By signing below I am confirming that I have read the Vendor Rules and Regulations and communicated them with all staff and representatives who will be supporting the event.

Signature

Date