



Minnesota Scottish Fair & Highland Games

www.mnscottishfair.org

Greetings,

It is our pleasure to invite you to exhibit July 19 & 20, 2019 at the MSFHG ~ “*Where the Highlands meet the Prairie*” ~ We are excited that our new venue, Eagan’s Central Park Festival Grounds was a huge success last year, with food vendors selling out early in the day. This year we are expanding the number of food offerings working to keep your category yours.

We will kick off the Scottish Fair with music and dancing on Friday evening. This in addition to Saturday which will be full of music, Highland & country dancing, Scottish athletic competitions, piping competition, parade of tartans, Scottish marketplace, children’s activities and sheepherding demonstrations. You can opt to sell on Saturday only or Friday & Saturday.

Your exhibitor registration form, rules & regulations are enclosed. Please be mindful of the stated deadlines. Receipt of this packet does not guarantee you a space unless your registration & insurance certificate are received in a timely manner and your food categories are not full. Also, don’t miss the restriction regarding beverages. The fair has exclusive rights to sell soda, water & adult beverages. Selling of other beverages by our food vendors is allowed.

As food & food truck professionals you are aware of state regulations and already follow them. We include some of them in our rules & regulations. This is part of our safety plan. Thank you for understanding.

The Minnesota Scottish Fair & Highland Games Board of Directors & volunteers look forward to having you join us ~ “*Where the Highlands meet the Prairie.*”

Should you have any questions don’t hesitate to ask. Please like the fair on Facebook and we will return the favor.

Liz Michaelson ~ CFM –Vendor Coordinator
Personal Cell 952-994-8355

emichaelson@mnscottishfair.org or liz@uncommongatherings.com

The address for mailing your registration is:

MN Scottish Fair & Highland Games (MSFHG)
C/O Liz Michaelson
4827 Acorn Ridge Road
Minnetonka MN 55345-3102

16th Annual - Minnesota Scottish Fair & Highland Games
2019 General Rules & Information for Food Vendors

- Date & Hours** Friday, July 19, 2019 (optional, welcome but not required) we open at 4 pm with entertainment beginning at 5 pm., ending at 9 pm.
Saturday, July 20, 2019 9am – 5:30 pm with ceilidh (party from 5:30 – 8 pm - optional)
Vendors are required to be open from Saturday 9 – 5:30, but may open earlier & stay open later if they wish
- Location:** Central Park, Festival Grounds, 1501 Central Parkway, Eagan, MN
- Directions:** Please visit our website www.mnscottishfair.org for a map.
- Conditions:** Rain or Shine.
- Acceptance of Application:** MSFHG will cancel the reservation of any vendor whose check is returned for NSF. Vendors will not be accepted if application is received after the deadlines or if specific food categories already have sufficient representation. Get your application in early. No applications will be accepted with postmarks after May 15, 2019 unless approved by vendor coordinator
- We require that a copy of your current Minnesota Department of Health or Agriculture license be included with your application. Your application will not be accepted if submitted without the license or an explanation of when it will be provided. We understand that your licensing period may not coincide with submission of your registration. If that is the case, please note that and send it along when it becomes available.
- Space:** For proper placement it is important that you provide the dimensions of your food truck. Please also include whether you sell from the long or short side of your truck.
- Assignment of Space:** The area assigned to each vendor will be at the discretion of the MSFHG vendor committee. It is anticipated that food vendors will be dropped into the food vendor area as they arrive. This is to facilitate safe set up.
- Fees:** Note that the MSFHG charges only a reservation fee & electrical fees in advance. These are not deductible from the 10% of sales fee.
We require food vendors to pay 10% of gross sales by check or PayPal not later than August 1, 2018.
If using PayPal, money should be sent to admin@mnscottishfair.org
- Refunds:** No refunds of reservation/electrical fees will be made for any reason after acceptance of application.
- Set-up:** Drive on to unload - Noon – 4:30 pm on Friday, July 20 – and 6:30 – 7:30 am Saturday. Friday is preferred. No vendors are allowed to drive on Saturday after 7:45 am. If you arrive after 7:30 am expecting to set up you will be turned away and your deposit/electrical fees will not be refunded. We expect your set-up to be complete by 8:30 am.
- Security:** Professional security people will be on site throughout the fair and Friday evening. Vendors have the sole responsibility for security of vendor property. MSFHG has no responsibility for damage or loss due to theft, fire, vandalism or other casualty regardless of the cause of damage.
- Teardown:** All vendor owned equipment must be removed by noon on July 21, 2019.
- Green Event:** We are a green event and require that you use paper or other compostable materials for food service. No styro containers are allowed.
- Trash:** Please contain your trash in leak proof plastic or (food waste) in biodegradable bags and flatten all boxes. Before you leave the site take your trash to a large dumpster. You will receive a site map when you set up. It will indicate the dumpster location. Do not leave trash in your space. Do not place trash, etc in the receptacles available to the public. If you are accustomed to taking your waste with you we encourage that as it then doesn't add to our waste footprint.
- Resale Requirements:** All vendors are responsible to collect and pay Minnesota sales tax on the appropriate categories. Please provide your Minnesota Tax ID # on application. Resale numbers from other states are not acceptable.
- Food vendors shall comply with all state laws and regulations relating to preparation, sanitation, service and disposal of food and shall procure, at their expense, all necessary permits and licenses. To the best of our knowledge the City of Eagan does not require a separate city food license. Dakota County does not have a separate license either. A copy of your state license must be displayed throughout the event. A list of food vendors is submitted to the state licensing agency approximately 3 weeks prior to the event.

[City of Eagan Participation Requirements – see the second file \(fillable PDF\)](#)

The following items must be sent to the City of Eagan before June 15:
City of Eagan Vendor Permit Application and \$38 payment as indicated on the form
Copy of your food license
Certificate of Insurance with City of Eagan as additional insured
ST-19 MN Sales Tax form

Signage

Please post your menu & prices in a prominent location. Signs must be at least 11 x 17 inches. This is an important component of our accessibility initiative. If possible, offer child size portion options. Parents really appreciate the extra effort.

We ask that you have nutritional information available for the items you sell. As you are aware many people have food allergies and intolerances and access to this info is very important. If you have gluten free items please indicate that on your registration form so it can be mentioned in our program listing.

Safety Requirements:

All trailer extensions, tent ropes & stakes must have brightly colored ribbons attached. All tents must have fire rating tags attached.

All propane tanks must be safety chained.

All food vendors are required to have an appropriately rated fire extinguisher with current certification attached. A member of the vendor committee will monitor compliance.

All underground utilities will be clearly marked.

Power:

We need to know exactly what your power needs are. Using your own generator, propane ???? Do you need to be powered by the fair's generator or on site power?

Inspection:

A vendor committee member, will inspect all vendors for compliance with rules throughout the fair. Vendors will be asked to modify their set-up if safety codes or fair regulations have been violated.

Ice:

Vendors must bring their own ice. We do not offer ice for sale to the vendors. We do not allow outside ice vendors to service individual vendors during the fair. Such a delivery will result in your booth being shut down for the remainder of the fair.

Insurance:

All commercial vendors must provide certificates of general business liability insurance (\$1,000,000 minimum) with their registration. If you have employees working at MSFHG proof of workers compensation insurance is also required. Don't jeopardize your participation by forgetting to complete this requirement.

[Insurance Certificates must show Minnesota Scottish Fair & Highland Games and City of Eagan as additional insureds, not just certificate holders for the period of July 19 – 20, 2019](#)

Please include the certificates with your registration. Email indicated below not later than June 15, 2019.

Certificates should reference the following addresses:

Minnesota Scottish Fair & Highland Games
1366 Camelback Drive
Eagan, MN 55123

City of Eagan
3830 Pilot Knob Road
Eagan, MN 55122

It is not necessary to mail the certificates to these addresses.

Send via, email to emichaelson@mnsctishfair.org or send them with your registration.

Hold Harmless:

All vendors must defend & hold harmless Minnesota Scottish Fair & Highland Games, the directors of the Minnesota Scottish Fair & Highland Games, volunteers & contractors, and City of Eagan from any claims, demands, actions or causes of action arising from any work, food or services provided, performed or furnished by the vendor at the Minnesota Scottish Fair & Highland Games.

Minnesota Scottish Fair & Highland Games

Food Vendor Application for

Friday & Saturday, July 19 & 20, 2019

Registration Deadline: No registrations will be accepted after May 10, 2019

Please complete the front and back of this form - return with your check payable to MSFHG

Send to:

Minnesota Scottish Fair & Highland Games
C/O Liz Michaelson
4827 Acorn Ridge Road
Minnetonka MN 55345

Business Name _____

Contact Person/s _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ On site event day phone _____

E-mail _____

Website _____

List the food items you propose to serve, including beverages:

Minnesota Tax ID # _____

Be sure to enclose a copy of your license & insurance certificates

List here any other special needs you have:

I will set up on _____ Friday (preferred) _____ Saturday

I will be open _____ Friday evening _____ Saturday only

For Use By Vendor Committee

Postmark _____ Received _____ Date Space Assigned _____

Accepted _____ Date Notified if Not Accepted _____ via Phone E-mail USPS

Please circle:

I sell from the _____ long _____ short side of my _____ truck or _____ trailer

My selling side is _____ feet long

I prefer space in the communal tent – minimum 10 x 10. How much space do you need _____

You will have public exposure on 2 sides of a 10 x 10.

_____	Electrical Service	35.00	Reservation Fee 75.00

			TOTAL FEES _____

10% of gross sales are due not later than August 1, 2019 mailed to the Minnetonka address shown

What are your needs for electrical service?

- _____ On Board generator
- _____ Use SF generator
- _____ On site electrical (list specific needs below)
- _____ Check here if using propane

Electrical needs – type of plug, power level, etc. Send photo of plug to emichaelson@mnscttishfair.org

I have read and agree to comply with all terms set by MSFHG and shown on the enclosed “general rules & information” pages:

Signature Date