

FOOD/NOVELTY CONCESSION GUIDELINES

General Parade Information

Date: Tuesday, June 22, 2010

Time: 4:45 – 9:30 p.m. (step off at 6:30 p.m.)

Location: Vicinity of Central Avenue and Lowry Avenue, Northeast Minneapolis

Note: *A limited number of concessionaires will be permitted to participate in the 2010 Celebrate Northeast Parade. In keeping with our goal for a multi-cultural community-wide outreach, our goal is to encourage a variety of food items while discouraging duplication. Vendors will be chosen based upon a number of criteria including, but not limited to items offered (variety, quality and uniqueness, price/value, local establishment, and/or overall involvement).*

The average size of the food booth site is 12' x 12'. Larger spaces are available upon request. Banners or signs must be confined to your site. One reserved parking spot per vendor will be provided immediately adjacent to your site.

Each food concessionaire is responsible for:

- Application for Temporary Food Service License issued by the Hennepin County Health Department
- Compliance with requirements and regulations of the Hennepin County Health Department
- Proof of insurance
- Self-contained unit, tent, canopy or trailer, work surfaces, chairs and lights
- Your own power source
- Cleanup around your site and provide trash receptacles

Deadline for application is May 14, 2010. Vendors will be notified of acceptance by May 28, 2010.

FEES AND LICENSES

A **space rental fee of \$150*** is assessed each concessionaire (whether a booth space, self contained unit/trailer or a mobile cart) by the 2010 Celebrate Northeast Parade Committee. Each vendor must also obtain either a Short Term Food Permit from the City of Minneapolis Division of Environmental Health (250 S. 4th Street, Room 401 – Call 612-673-2170 for further information) or a One Year Seasonal Permit. Fees must be received before application is approved.

*** 40% discount off the entry fee (or a \$90.00 application fee) will be offered to all local Northeast restaurants and organizations.**

NO REFUNDS WILL BE ISSUED AFTER APPLICATION HAS BEEN APPROVED. (If you are not selected your fee will be returned to you.)

ON-SITE POWER

Each concessionaire must make provisions for their own power source.

VENDOR PARKING

Each concessionaire will be provided one reserved parking space near their booth. All other vehicles must be parked at the designated area at 14th and Central. A map will be provided with your confirmation letter.

ICE SERVICE

No ice service will be provided.

ASSIGNED SPACE AND SETUP TIMES

To help setup proceed as smoothly as possible, food concessionaires will be assigned a specific location and setup time. If you miss your assigned setup time, we cannot guarantee adequate space for your booth or trailer. **If you are unable to arrive at your assigned setup time, please call 612-378-0050 no later than June 11, 2010.**

CONTACT

Complete the enclosed application or download from the Chamber's website at www.minneapolischamber.org/parade. Mail your fee, payable to the Northeast Minneapolis Chamber of Commerce to: 2329 Central Avenue NE, Minneapolis, MN 55418. **For information contact Christine Levens at (612) 378-0050 or via email at clevens@minneapolischamber.org**

FOOD CONCESSIONAIRE APPLICATION FORM

Deadline is May 14, 2010

Notification of acceptance by May 28, 2010

- A photocopy of your license and permit must accompany this application
- Proof of Insurance is also required
- Include a \$150 check payable to the Northeast Minneapolis Chamber of Commerce with this application
- (NOTE: check will be returned to you if you're not selected to exhibit).

Business/Organization Name: _____

Contact Name: _____

Address/City/State/Zip: _____

Daytime Phone: _____

Evening Phone: _____

Fax Number: _____

Email: _____

Permit Type and Number: _____

Insurance Carrier/Policy Number: _____

Booth Size: _____

What parades and festivals have you participated in the past two years?

Please provide a detailed description of your products and prices:

***Waiver:** The Celebrate Northeast Parade Committee reserves the right to reject any vendor on the day of arrival that does not fulfill the qualifications set forth in the food concessionaire guidelines. The Northeast Minneapolis Chamber of Commerce and the 2010 Parade Planning Committee assumes no responsibility for loss or damage to merchandise or equipment or injury to any person patronizing your booth. Submission of application indicates acceptance of the above conditions.*

Mail application and fee by Monday, May 22, 2009

Northeast Minneapolis Chamber of Commerce

Celebrate Northeast Parade ■ 2329 Central Avenue NE, Minneapolis, MN 55418

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