



Potato Days Festival

Barnesville, Minnesota 56514
PO Box 345

Hello,

I am writing to you today to invite you to be a Food Vendor in the Barnesville Potato Days Festival Food Court: **Friday, August 26th and Saturday, August 27th, 2022!**

Potato Days is a free, family-friendly festival involving all things potato! It attracts 20,000+ people annually and we are looking forward to another great year!

Please read through this entire document thoroughly.

The Potato Days Food Court is only for non-profit organizations; however, you can participate if you are for-profit by working with a non-profit organization within a 40 mile radius of Barnesville. We can help you connect with one if you wish.

At least 25% of profits from food sales at Potato Days must be given to that non-profit group. The non-profit group should supply at least 50% of the booth's labor force.

Moving forward, we will communicate primarily via e-mail; please include your address.

Location

The Food Court is located outdoors on the corner of Barnesville's Front Street and 2nd Avenue and is held rain or shine!

Please come prepared to protect your booth in case of inclement weather including tarps, weights, and tie downs; nothing can be drilled into the pavement.

Hours

Friday, August 26th: 10am-10pm

Saturday, August 27th: 9am-10 pm - or later

This year, we invite Food Court Vendors to stay open during the Street Dance. If no Vendors plan to stay open for the Street Dance, we plan to hire Food Trucks to come in. Please let us know of your plans ahead of time.

Set-up and Electrical Inspection

Check-In and Set-Up begins at **2pm Thursday, August 25th** unless arrangements are made ahead of time.

From 4-6pm the Electrical Inspector will check each booth and electrical cords.

Someone must be available at your booth for inspection. If you are not present and cleared after inspection, you will not be allowed to sell.

Vendor Requirements

Vendors are responsible for furnishing your own equipment; including tables, refrigeration, heavy duty electrical cords, tent, etc.

Generators are NOT allowed!

The following are the requirements for all extension cords: must be sized No 12 or larger. Type G, PPE, S, SEO, SC, SO, SOO, ST, STO, STOO, or W.

Cords with "J" in the type destination are not allowed. Two wire cords are also not allowed. You will not be able to put two cords together, so please make sure your cord is long enough to reach your power source.

Each booth is allowed only ONE cord to the power distribution boxes. The cord should have an L-1420 male end on it. If you need more plug-ins at your booth, you will have to bring your own box.

Booths must be attended during show hours.

Overnight security will be provided Friday after 8:00 PM.

Booth Options

10 x 10 booth \$100 = 2 days

\$1.00 each additional sq ft

Hitch to bumper!!! If you use more than you purchased you'll be charged and invoiced for extra space.

BOOTH OPPORTUNITIES

We will be opening up the food booth opportunity for:

Car Show: Saturday only. Only one Vendor will be allowed.

Inflatable Area: located south of Midwest Bank. This booth would only sell water/pop/Gatorade during the Street Fair hours of Friday 10-8 and Saturday 9am until after the parade. No electrical is available.

Upkeep: A group is needed to wash and keep the tables clean under the tent before and during the festival. The group that volunteers and is approved for this will be given a discounted booth of \$20 (an \$80 savings). All of these opportunities require approval by Potato Days.

Late Night: A few vendors are encouraged to remain open during the Street Dance: Saturday 9pm to 1am. This would be a good selling opportunity. If no Vendors want to participate, we plan to hire food trucks.

Please send in your registration ASAP if you are interested in being considered for one of these opportunities.

CORPORATE SPONSOR

This year we are in the process of deciding on a new sponsor. Whoever is chosen as the beverage sponsor will be given the exclusive beverage rights to the festival. Only their beverages will be allowed to be sold as in years past. We will keep you posted on this process.

COOLING OPTIONS

Depending on which sponsor is chosen, there may be an option to obtain an electric stand up coolers for your beverages. We will keep you posted.

SPECIALTY BEVERAGE FEE

If you sell beverages outside of the allowed sponsored beverages such as Lemonade, Kool Aide, Coffee, Iced Tea, Slushies, etc: the Potato Days Board has established a new Special Beverage **Fee of \$100** to sell these items since they cannot be purchased from our beverage sponsor.

FOOD IDEAS & Incentive

To bolster the food court with more variety of potato food options, we are offering an incentive of a discounted booth fee. If you have a potato item in your booth already, or add a potato item from our list below, or come up with a new one you can take a \$10 reduction off from the \$100 booth fee.

French Fries and chips do not count for this discount. Try to be creative! This is Potato Days Festival and people are coming looking for that unique potato item to try! Some suggestions are located below.

GENERAL INFORMATION

Acceptance in the Potato Days Food Court is a **FIRST-COME, FIRST-SERVE PROCESS**. Once we have received your registration, an approval will be sent to you by email.

The Potato Days Board has right to approve or deny the food items that you are requesting. Some items, French Fries, Brats, Hot Dogs, will be allowed to be served by multiple vendors. Specific information regarding set-up and booth location will be mailed or emailed to you in August.

PLEASE NOTE: **THE REGISTRATION FEE IS NON-REFUNDABLE - NO EXCEPTIONS!**

INSURANCE

All exhibitors are strongly encouraged to provide a **Certificate of General Liability Insurance** with at least \$500,000 coverage listing the Barnesville Potato Days Festival as additional insured.

Neither the City of Barnesville nor the Potato Days Festival will be responsible for accidental loss or damage of any kind.

POTATO DAYS POLICIES

- Your non-profit organization must be within a 40 mile radius of Barnesville.
- For non-profit organizations that use professional vendors, in order to qualify the following must be met & completed:
 - If your non-profit organization uses a professional vendor, a **minimum of 50% of the work force** must be provided by your non-profit organization.
 - **25% or more, of the proceeds must go to the non-profit organization.**
 - You must complete the attached **Vendor Form** and receive approval from the Potato Days Board of Directors.
 - **Signage must be visible in booth** of which non-profit organization is represented.
- No motorized vehicles allowed in the Food Court area.
- All forms must be completed and returned to the Food Court Chairs by **August 1st**.
- **No plug-ins larger than 30amps will be allowed!** Some have used larger plug-ins in the past, but we cannot accommodate that this year. Please make any necessary arrangements prior to set-up time.

The 30amp plug-ins are limited, and will be available on a first come, first serve basis. Remember, all vendors must plug-into the power distribution boxes which are set-up by the city for this event. No one will be allowed to plug directly into the 50amp receptacles on the power poles.

Set up:

Only after 2 pm Thursday, August 25th, 2022. Arrangements must be made with Potato Days ahead of time if you plan to drop off equipment outside of the allotted times. You cannot just unload and leave.

Tear Down:

Tear down is not allowed until Sunday. If you must tear down before Sunday, all equipment must be walked out of the food court. No vehicles will be allowed during food court hours.

CLAY COUNTY PUBLIC HEALTH

Please download all forms for Clay County Public Health from www.claycountymn.gov and search for Food and Beverage Special Events – Food Stands for the forms and fees due to Clay County. This is your responsibility to get your own permit!

Mail registration forms and fee to:

Potato Days Vending

PO Box 345

Barnesville, MN 56514

Questions: Please leave questions at 218-354-2888 or email to

Vending@potatodays.com