

## VENDOR INFORMATION & AGREEMENT

### General Vendor Policies & Agreement:

1. Capital City Fest reserves the right to refuse applicants. The decisions of the CCF are final!!
2. Vendor Pricing: \$200 Food Vendors | \$75 10'X10 Non-food
3. The deadline for submitting your registration is August 21, 2025. Registrations received after this date will be subject to a \$100 late fee upon consideration and approval.
4. ALL VENDORS must provide their own tent, table and chairs that will fit within a 10'x10' space (larger space requests must be arranged with the CCF). Food trucks/vehicles are an exception to this rule.
5. Capital City Fest will be held rain or shine. Refunds will NOT be issued if the event is canceled due to dangerous or severe weather conditions or any other situations beyond CCF's control. Any refunds issued under extreme, extraordinary circumstances will be returned within 4-6 weeks of the event date.
6. The Capital City Fest does NOT guarantee vendor sales.
7. Estimated attendance is projected to reach up to 4,000 people throughout the day. Capital City Fest does not present projected attendance as actual – it is an estimate based on planned promotions and other various factors.
8. We are A “Green” event. Our goal for this year’s celebration is to reach the 100% Waste site Prevention mark. We request that you join us in our “recycle, reduce, and reuse” efforts. Please try to use as many paper/recyclable, bio-degradable products as possible.
9. Noise amplification equipment is prohibited unless pre-approved by the CCF.
10. ALL Vendors will provide their own generators for electrical power. Single outlet power cord extensions to your booth are your responsibility. Electrical cords should be in good condition, without splices, deterioration or damage. This is for the public safety of all CCF guests.
11. CCF will assess costs associated with vendors that are removed from the CCF and will subsequently invoice those vendors for that cost.
12. 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 at the CCF.
13. The Vendor affirms that they are an equal opportunity Vendor and that they do NOT discriminate in hiring, employing, participating in services rendered based on race, color, creed, national origin, ancestry, age, sexual orientation, marital status, disability or as otherwise specified by governing law.
14. Participation in the CCF does not imply endorsement or affiliation with the business and/or individual. Vendors are prohibited from using the Capital City Fest name and or logos in a manner that implies their business as a direct affiliation with the Capital City Fest without prior written approval from CCF.
15. The CCF reserves the right to accept, change, or reject an agreement if said agreements fails to meet specific requirements based on vendor category selection, incorrect or misleading information or any item that may be considered a violation of the CCF, City or State rules, regulations, ordinances, or law.

### Check In and Check out Procedure:

1. Each Vendor MUST check in with an CCF member or volunteer.
2. Vendor check-in begins at 8:00 AM on Saturday, September 19, 2026. ALL Vendors must check in prior to 10:00AM on Saturday, September 19, 2026.
3. **ALL vendors are responsible for cleaning up trash around their reserved area!!!**
4. Vendors are restricted from driving vehicles into CCF areas, including all entrance areas and driveways, from 10:00AM – 6:00PM. You may shut down early, HOWEVER NO vehicles will be allowed in the Festival area until the specified 6:00PM ending of the event and all patrons have cleared the area.

### Set Up:

1. Vendors will be allowed to set up on Saturday, September 19, 2026, after check-in from 8:00AM – 10:00AM. There will be NO EXCEPTIONS, so please plan accordingly.
2. You will need to unload your equipment & supplies immediately and remove your car from the festival areas. There will be a reserved parking area for CCF participants.

### Space Assignments and Location

1. All Vendor Spaces are assigned by the CCF. Assignments are considered final. Minor modifications may be made if space is available and approved by the CCF.
2. Space is limited. Vendors may use only agreed upon space approved by the CCF. You are renting space, so ALL business or other activity for which applicant has rented a space MUST be conducted in your designated area only. NO distribution of literature, campaign signs, advertising signs, materials, sales or sampling etc. may be done via walking around the CCF site unless you have been approved.
3. Please be sure to check-in to receive your space number from an CCF member. Space is assigned by the CCF thus you are restricted from “switching”, changing, or altering your assigned booth space without prior approval. Motorized Food Units will be assigned a designated area – your specific space location will be determined via the order of your arrival on Saturday Morning, September 19, 2026.
4. All Vendors agree that all fees paid to CCF are non-transferable and no booth may be sublet, reassigned, or otherwise transferred to a 3rd party.

### Special Instructions for Food Vendors:

1. All Food Vendors selling products are responsible for having all required permits/licenses (i.e. MN Department of Health Permit) and insurance necessary to operate their vendor space. CCF needs to receive a copy of each.
2. If you are a 1st time food vendor applying for a Seasonal Temporary Food Stand license, may be asked to complete the Special Event License Questionnaire by the MN Department of Health. You will be notified and sent the questionnaire accordingly.
3. All pertinent fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety shall be strictly obeyed and enforced.
4. **FOOD VENDORS CANNOT PREPARE OR STORE ANY FOODS AT HOME. THEY NEED TO WORK OUT OF A LICENSED KITCHEN!**

5. FOOD VENDORS ARE REQUIRED TO HAVE A TENT AND AN APPROVED HANDWASHING PROCESS FOR WASH HANDS

6. FOOD VENDORS, WHO ARE COOKING, ARE REQUIRED TO COME EQUIPPED WITH THE APPROPRIATE FIRE EXTINGUISHER AS REQUIRED BY THE CITY OF ST. PAUL FIRE DEPARTMENT AND THE MINNESOTA DEPARTMENT OF HEALTH.

7. FOOD VENDORS THAT USE GREASE ARE REQUIRED TO BRING A BROOM AND CAT LITTER OR OTHER FORM OF GREASE/LIQUID ABSORPTION METHOD FOR GREASE SPILLS.

8. FOOD VENDORS WILL BE RESPONSIBLE FOR BRINGING THEIR OWN CONTAINERS TO DUMP HOT COALS AND GREASE.

9. PLEASE REFER TO THIS GUIDE & AT YOUR DISCRETION: SEASONAL TEMPORARY FOOD STAND

#### Additional Information:

1. Cleaning & Trash Containers: All vendors are responsible for removal of their trash and debris caused or related to their participation throughout the day at the Capital City Fest. We recommend you bring your own trash container and bags to be placed in your vendor space. The trash and recycling containers provided throughout the site are to be used by the patrons of the event. You must keep your area clean. Trash and/or recycling separated in its own bag and placed alongside the vendor booth will be picked up during the CCF by a Volunteer.

2. Alcoholic Beverages: Consumption of alcoholic beverages on the CCF event site is prohibited.

3. Security: There will be security and police personnel on duty during the CCF. However, the CCF cannot be held liable or responsible in any way for loss or damage to merchandise, equipment or injury to any person participating. You may want to remove all personal items from your booth and vehicle when left unattended.

4. Emergency Assistance: A CCF volunteer or police officer will offer assistance to you at any time. Medical staff will also be available on site. If you need any assistance during the event, please notify a CCF staff person at the Information Booth.

5. Pets: No pets are allowed on site, unless they are certified service dogs.

#### RECAP

- CCF has legal possession and control of the Capital City Fest on Saturday, September 19, 2026 from 8:00AM until 8:00PM

- CCF reserves the right to refuse applicants. The decisions of the CCF are final!!

- CCF will charge vendors that are removed from the Capital City Fest any costs associated with said removal.

- CCF reserves the right to limit sampling within the Capital City Fest site to those holding a valid license.

- The CCF is a rain or shine event, and refunds will NOT be issued if the event is canceled due to dangerous or severe weather conditions, any other acts of God or any other situations beyond CCF's control.

- Non-food truck/vehicle vendors are allowed a standard 10' X 10' area. Larger space requests may incur additional costs and must be approved by the CCF. All materials must be contained within the assigned space.

CAPITAL CITY FEST BANS ALL GUNS & WEAPONS ON THE CAPITAL CITY FEST SITE UNLESS POSSESSED BY SAINT PAUL POLICE OR LICENSED SECURITY PERSONELL.

- You agree to the above policies, terms & conditions and waive, release and discharge from any and all liability for death, disability personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me and/or my business/organization. This includes the Capital City Fest Planning Team and its officers, directors, agents, and volunteers; CCF sponsors and their officers, agents and employees and contractors.

Please sign below to confirm you understand and agree to the CCF Vendor Agreement, Terms and Conditions as well as all related attachments and that you, the undersigned, agrees to hold harmless the Rondo Community Coalition. (the “Organizer”) and each of its directors, officers, officials, employees, contractors, agents, attorneys, volunteers, and consultants from any and all losses, claims, damages, expenses, judgments and liabilities and causes of action, including, but not limited to, claims, judgments, liabilities and reasonable attorney’s fees on account of any act, omission, negligence, fault or default of any third party not within the control of the Organizer. Upon execution of this agreement, the undersigned agrees that it shall be deemed to have released the Organizer from any and all claims, causes of action and liability to the undersigned, its representatives, successors and assigns, in connection with this Agreement or the performance of any services rendered by the undersigned or the Organizer. Failure to sign and agree to the Terms and Conditions will result in your registration being denied.

By providing my printed name or signature below, I certify that I, \_\_\_\_\_, have completely read all 5 pages of this document and have (or shall) communicate it to person(s) working in my vending area. Moreover, I understand that my vending operation may be shut down by CCF for violation of any of the above provisions. PLEASE EMAIL ONLY THIS SIGNED AND DATED PAGE 5 TO CONTACT@CAPITALCITYFEST.COM

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mobile Phone