



2023 GEM Days Food Vendor Information



Hello!

Please find enclosed your 2023 application/contract for the Owatonna GEM Days event. We are planning to have an even more successful event this year! Your participation is a key component of our success.

**\*REMINDER: THIS EVENT WILL TAKE PLACE RAIN OR SHINE! NO RAIN OUT DATE\***

Please read the following rules carefully, as they are a part of your signed contract.

#### **RULES AND INFORMATION FOR VENDOR CONTRACT HOLDERS:**

- All vendors must provide **certificate of liability insurance** providing evidence of \$1 million of liability insurance. The certificate must name *Owatonna Business Partnership* as additional insured. OBP assumes no responsibility for any accidents, injury or mishap that may befall concessionaires, their employees, patrons, or members of OBP. Please send certificate of insurance with your **signed contract, ST-19 tax form and non-refundable check by May 30th, 2023** to reserve a spot.
- Please provide a complete food list on the application. Vendors are permitted to sell ONLY items listed in your contract. We encourage food vendors to have a daily special- if you do, please share that as well so we can include in our advertising.
- Don't forget to please let us know what amount/type of electrical service you will need.
- Set up will begin Wednesday, July 19<sup>th</sup> from 5:00 PM-8:00 PM. We will have committee members available to direct you to your spot and answer any questions. Set up will continue Thursday, July 20<sup>th</sup> from 6:00AM-8:00AM. We ask that food vendors are open and ready for customers by 11:00AM or earlier each day. (Breakfast food has been requested repeatedly!)
- Your supply truck can be parked in designated reserved areas but not behind the concession stand.
- While grounds are completely cleaned each night, individual concessionaires are requested to help keep areas clean under their trailers and directly by their stands.
- Waste barrels are provided throughout the grounds and are to be used for all waste, except grease. You must make arrangements to dispose of grease/oil elsewhere.
- If you are not the person who is coming to the event, PLEASE give these rules to the person who will be operating your stand during the event.
- **FIRE SAFETY:** 1. Minimum requirement fire extinguisher is 2A10BC in each stand.  
2. L.P. containers in use at stands must be stored and secured outside the stand.
- **Reminder: State law mandates that you complete a Sales Tax Form ST-19 and return with your contract.**

The Owatonna GEM Days committee has been working hard since last year to improve the event with additional entertainment each day in Central Park and throughout downtown. Some of the fun experiences we have planned are: Live Music on 2 stages – including concerts on BOTH Thursday and Friday evening, the Kid's Parade, Crazy Hair Contest, Food Vendors, Farmer's Market, Bounce Houses, Balloon Artist and more. With the new Street Scape completed, we couldn't be more excited to host GEM Days in 2023! An informational email will be sent out the *week of July 10<sup>th</sup>* with complete details for checking in, loading, etc. There will be a map sent as well.

The hours for GEM Days are Thursday 8AM-10PM, Friday 9AM-10PM, Saturday 9AM-3PM

Food vendors must be set up and ready to serve by 11:00AM. Can be set up earlier!

If you have any questions regarding being a Food Vendor, please contact Lisa Cochran at  
507-475-3451 or [lcochran@owatonna.org](mailto:lcochran@owatonna.org)