

Slice of Shoreview Days
Island Lake County Park
July 21-23, 2017
Interstate 694 & Victoria Street
www.sliceofshoreview.com
(651) 483-2416



FOOD VENDOR INFORMATION & APPLICATION

Deadline is May 1, 2017

Event dates: Friday thru Sunday, July 21, 22 & 23, 2017
Location: Island Lake County Park (Interstate 694 & Victoria Street)
Hours: All food vendors should be prepared to open at 4:00 pm on Friday
• Friday Hours 4:00 pm - 10:00 pm
• Saturday Hours 10:00 am - 10:00 pm
• Sunday Hours 10:00 am - 4:00 pm
Vendor fee: **\$375.00**
Application deadline: **May 1, 2017**
Vendor fee deadline: **May 1, 2017**
Contact information: Steve Gallop, Food Committee Chair, (651) 334-4088
Email: food@sliceofshoreview.com

Food Vendor Information

Slice of Shoreview Days will provide the following:

- One (1) 20 amp 110 volt outlet. This electrical service includes one standard household three-prong plug connection. **If your power requirements are anything more than described above please make sure you request additional power on the application form, below. If you do not request additional power, the Committee cannot guarantee the quantity and type of power that you may need.** Additional power is \$50 for a 20 amp circuit, and \$150 for a 50 amp circuit. **You are required to provide your own extension cords and power strips. Any cords used to plug into power should be a minimum of 25-30 feet. If your cords are not long enough to reach the source of power, it will be YOUR responsibility to provide them.**
- ONE parking space, in close proximity to your booth area, will be provided. This can be used to either park your trailer or keep 1 car in the park. **YOU WILL NOT BE ALLOWED TO PARK YOUR TRAILER AND A VEHICLE, NO EXCEPTIONS WILL BE MADE.** A parking permit is required to enter the park. Additional parking will be available across Victoria Street in the Deluxe parking lot.
- Booth space of 12 x 12 feet unless additional space has been requested and approved far in advance.
- Trash cans and dumpsters in the area. You are responsible for keeping your area picked up and clean, sweeping, picking up garbage in your area, etc.
- NO on-site refrigeration will be supplied. Each vendor is required to provide Health Department-approved refrigeration.

Requirements for Food Vendors:

- Each food vendor is required to have a Ramsey County Temporary Food Service License or a valid license from the State of MN Dept. of Health or Agriculture. All rules and regulations set forth by these agencies will be adhered to. The Ramsey County Health Inspector has final say as to if a food vendor can prepare food for the event. If for any reason the Health Inspector does not allow a food vendor to prepare food, the Slice of Shoreview Committee does not have the obligation to return the food vendor registration fee. If you are not familiar with the Ramsey County Health Regulations, please contact Lori Green, Ramsey County Department of Public Health at 651-266-1172.

Requirements for Food Vendors *(concluded)*

- Vendors selling goods or services must fill out a [MN Revenue Form ST19](#), available on this site. The [instructions for Form ST19](#) can also be downloaded.
- Each vendor is required to keep their booth and area neat and clean. They will be required to pick up all the trash around their area. When the event is done, they will be required to make sure their ENTIRE area has been cleaned and swept.
- Each vendor must have current proof of liability insurance and be able to present it to anyone from the Slice of Shoreview committee or Ramsey County.
- All food should be prepared on-site. Food is not allowed to be completely prepared off-site and delivered in.
- To reduce vehicle traffic in the park, vendors are limited to 3 food deliveries daily.
- All banners and signs must be tastefully done and confined to your booth. If signage is not considered appropriate or professional, you may be asked to take it down.
- Each vendor must have a self contained service unit consisting of a tent, canopy or trailer and must also have their own food preparation surfaces, tables, chairs, lights and whatever else is necessary to function independently. For any groups on the grass, you are required to provide flooring for your booth. Plywood seems to work just fine.
- Each vendor must have an appropriate size and class fire extinguisher in their area. This will be checked by the fire department again this year. If you do not have one, you will not be allowed to open your booth. If you have questions about this, please ask before Slice weekend.

Slice of Shoreview Days Rules & Regulations

1. Payment in Advance - In order for a Participant to have a space reserved at the event, all payments must be made in advance. Payments must accompany any application or be submitted on-line. Payment by check, cash, Visa/Mastercard, American Express or Discover Card. The Committee has the right to deny check payment from any vendor with a previous NSF check. The City of Shoreview will apply a \$15 fee for any check returned for insufficient funds.
2. Vendors selling goods or services must fill out a [MN Revenue Form ST19](#), available on this site. The [instructions for Form ST19](#) can also be downloaded.
3. Refunds will be granted with written notice of cancellation received at least 30 days prior to event and upon clearance of check payment. Check clearance could take up to two weeks.
4. Cancellation policy - event will take place rain or shine - no refunds because of weather
5. Hours of operation - all booths must be occupied and open by participant for hours of operation. *Friday 4 -8, Saturday 10-8, Sunday 11-4. (Friday is optional)
6. Parking - Participant parking is available in the Deluxe parking lot - you will receive a parking pass which must be displayed on your dashboard when in the Park.
7. All electricity must be requested with application - We only supply 120 volt/20 amp service - vendor must bring 12 gauge 100 foot extension cords
8. Security will be provided in the Park overnight, however vendor is responsible for any loss or damage to merchandise or equipment.

Each vendor will have a specific set up time for the first Friday of Slice. It is important this set up time be adhered to. If you do not come at the assigned time, you may be asked to wait to set up or sent home and asked to return Saturday morning. Slice of Shoreview Days CANNOT guarantee your specific or assigned location.

The Slice of Shoreview Days Committee wants to make sure this is a successful event for everyone. If you have any suggestions or comments that you feel will make this event better, please let us know.

We are looking forward to working with you and please don't hesitate to call with any questions. Thanks!

Please complete the form on the next page and return to:

Slice of Shoreview Days Food Vendor
c/o City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

Application & payment must be received by May 1, 2017

- Vendor Application
- Proof of Insurance
- A check for \$375 payable to City of Shoreview

*Please note that submission of this application does not guarantee you a space.
Vendors will be selected by the type of food and prior participation in the Slice.
If you are not selected, you will receive a full refund.*

Deadline is May 1, 2017

Section 1 - Contact Information

Business/Organization name _____
Contact name _____
Address _____
City _____ State _____ Zip code _____
Phone _____ Mobile _____ Fax _____
Email _____ Website _____
 Billing address or name is different from above: _____

Section 2 - Proposed Menu Items & Price

Section 3 - Proposed Booth

Please describe your proposed food booth and include approximate dimensions and position of your food service window. Photos would also be appreciated. **Please note if there are any special power needs.**

Section 4 - Additional Power - *must be paid in advance*

\$50 - 20 amp circuit \$150 - 50 amp circuit

Completed form can be mailed to:

Slice of Shoreview Days Booth Application
c/o City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

Fees paid online
 Fees paid by check
Checks payable to City of Shoreview

Or e-mail completed form to food@sliceofshoreview.com

[click here for help filling out this form](#)

[click here to email this completed form](#)

[click here to remit payment online](#)