



LOCATION

Summer Tuesdays will be held in Lowell Park where it has been held for the past 9 years.

DATES

- ★ Tuesday, July 12
- ★ Tuesday, July 19
- ★ Tuesday, July 26
- ★ Tuesday, August 2
- ★ Tuesday, August 9
- ★ Tuesday, August 16

There are no rain dates or refunds in the event of a cancellation.

TIMES

- ★ **Market Check-In:** 3:00-3:30pm
- ★ **Market Set-up:** 3:00-4:30pm (*Please do not arrive before 3:00pm. Cars will need to be moved before 4:30pm*)
- ★ **Market Open to Public:** 5:00-8:30pm
- ★ **Music:** 6:00pm-8:30pm (*Opening act from 6:00-6:45; Main Stage from 7:00-8:30pm*)
- ★ **Market Tear Down:** 8:30pm
- ★ **Movie:** 9:00pm (*Will vary depending on sunset times.*)

MARKET VENDOR SPACE FEES

2011 Space Rates

Individual Weekly Rate	\$50
Season Rate	\$250 <i>Sign up for all 6 nights and get the 6th night FREE!</i>

All Vendors

Website Link	\$20 <i>Link will be on website until Spring of 2012</i>
Electricity	\$10/night <i>We have limited electricity – first come, first served!</i>

Please Note: Exhibitor tables, tents and chairs are not provided. Market fees are not refundable after acceptance.

APPLICATION DEADLINES

July 01, 2011 *Application and payment are due by July 1st.*

NOTES & REMINDERS – ALL VENDORS

- ★ Check-in is from 3:00-3:30pm. Please do not arrive before 3:00pm.
- ★ Participants are required to complete set-up by 4:30pm and remain open until 8:30pm. No vehicles are allowed in the parking lot after 4:30pm or before 8:30pm.
- ★ Vendors must staff their booths during all event hours.
- ★ Vendors who are unable to attend must call or email the Summer Tuesdays committee. Telephone numbers will be provided at a later date. 24-hour notification is requested so that we may make necessary changes and/or fill the space with a vendor from our waiting list. Noncompliance may result in exclusion from future events.
- ★ Vendors must supply their own tent and/or awning with weights, table(s), chair(s), banner(s), and other supplies. Summer Tuesdays only supplies physical 10'x10' space.
- ★ Summer Tuesday, Inc. has the right to refuse booths with tents that do not have weights.
- ★ Each vendor is responsible for providing, assembling and disassembling his or her own booth.
- ★ The Summer Tuesdays committee reserve the right to reject applications. Past acceptance does not guarantee future acceptance.
- ★ Vendors name and address must be displayed on the booth at all times.
- ★ All vendors are required to clean their area at the end of the market. This includes sweeping and garbage collection as necessary. Vendors MUST remove all cooking oils or other liquid materials from premises.
- ★ Vendors must have liability insurance and provide proof with this application.
- ★ All vendors must have and provide a Minnesota sales tax identification number.
- ★ Vendors are responsible to charge and pay sales tax as required by law. Please check the Secretary of State's website at www.taxes.state.mn.us for current tax information for our area.

NOTES & REMINDERS – FOOD VENDORS

- ★ All food sold by vendors must be produced in a licensed and inspected kitchen or prepared on-site in compliance with all Washington County Health Department regulations.
- ★ All food vendors must be licensed to sell food products and provide proof of one of the following licenses by July 12, 2011 or 1st date of participation:
 - Washington County Special Community Event License
 - Department of Agriculture License
 - Mobile Food License from the State of Minnesota
- ★ Farmers must grow or produce items sold. The resale of commercially available produce is expressly prohibited.
- ★ Any vendor displaying “organically grown” signs must have certificate in their possession at the time of sale.
- ★ Any and all required by Washington County inspections of food, meat or produce items for sale must be in compliance.

SUMMER TUESDAYS RECYCLES!

Summer Tuesdays will provide appropriate collection containers and disposal provisions for vendors and guests. All vendors should concentrate on using degradable, reusable, or recyclable products.

MENU

Please list all items to be sold or a sample menu. Only those items pre-approved by the Summer Tuesday committee may be sold. Beverages & popcorn may not be sold. The Summer Tuesday, Inc. booths will be selling these items exclusively in their booths to raise money for Summer Tuesdays and for local charities.

HEALTH PERMIT

Food vendors are responsible for receiving and complying with all required permits. Please contact the City of Stillwater for additional permit requirement information.

FIRE SAFETY

In compliance with our Minnesota State Fire Code, we require the following items:

- ★ If your booth is contained within a tent structure, that structure must have proof being flame resistant.
- ★ If you use LP gas, the tank must be securely fastened in place to prevent unauthorized movement.
- ★ All fire extinguishers must be properly certified; including K-Class for cooking vendors and current tags on all others.

Stillwater Fire Department, or appropriate authority, will inspect all vendors prior to operation. For vendors cooking under tents, if tents do not show adequate proof of fire retardant as determined by the Stillwater Fire Department or appropriate authority, the booths will not be allowed to open. For more information on local fire regulations, please contact:

Stillwater Fire Department
216 4th St. N.
Stillwater, MN 55082
651.351.4970

The Summer Tuesday committee is not responsible for lost time or income if booths are not allowed to open until codes are met.

ELECTRICITY

Due to a limited amount of electricity available to us, we will take reservations of electric on a first come, first served basis.

2011 Summer Tuesdays – Food Vendors

Summer Tuesday, Inc.

MARKET VENDOR APPLICATION

Business Name: _____

Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Mobile or Alternative Phone: _____

E-mail: _____

Website: _____

MN Tax ID Number: _____

Insurance Provider & Policy #: _____

Dates Requested: Entire Season, 6 Weeks, July 12 – August 16

Specific Weeks, as indicated below.

- Tuesday, July 12
- Tuesday, July 19
- Tuesday, July 26
- Tuesday, August 2
- Tuesday, August 9
- Tuesday, August 16

Do you require electricity? ___ No ___ Yes

Items to be Sold or Promoted: _____

BOOTH PAYMENT – CHECK OR CASH PAYMENTS ACCEPTED

Booth rental cost: \$50/night or \$250/6 nights \$ _____
Website Link: \$20 will be up until Spring 2012 \$ _____
Electricity: \$10/night \$ _____
Total Submitted: \$ _____

APPLICANT CHECKLIST

All items required before application can be accepted.

_____ Completed Application _____ Payment
_____ Insurance Certificate _____ Food License (*if required – must be displayed in booth.*)

All Payment & Application to:

Summer Tuesday, Inc.
c/o Water Street Inn
101 Water Street S.
Stillwater, MN 55082

Credit Card Info:

Name on Card: _____
Expiration: _____ Verification Code (located on back of card): _____
Circle One: Visa MC

If paying by check, they must accompany this form and be made payable to: Summer Tuesday, Inc.

PARTICIPATION AGREEMENT

Submission of this application assumes acceptance of all conditions listed herein. Neither Summer Tuesday, Inc., nor its representatives shall be held responsible for any damage or loss incurred from any cause, including inclement weather. I understand that if I or any representative of my group do not meet and abide by the regulations I will be asked to stop operations and will not be eligible for a refund. No refunds will be made for any reason after I have been accepted for participation.

I understand that other Market Food Vendors may offer products, services, or information similar to those available in my Market Food Booth.

Application requirements may be changed or updated without prior notice, Summer Tuesday, Inc. will notify of any changes. I accept the rules and requirements of the 2011 Summer Tuesdays event and agree to abide by them.

Signature: _____ Date: _____

Please send me additional information on sponsorship opportunities available for Summer Tuesdays 2011