



Vendor Application
Application needs to be submitted three weeks prior to event.

BUSINESS NAME: _____
CONTACT NAME: _____
STREET ADDRESS OR PO BOX: _____ CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ BUSINESS PHONE: _____
FAX: _____ E-MAIL ADDRESS: _____

See Concession Policy for booth fees, sales tax and other pertinent information.

PERMIT REQUESTED:

___ Concession ___ Rides/Amusements ___ Novelties ___ Fundraiser
___ Other: Please Describe: _____

REQUESTED LOCATION: _____

VENDING UNIT:

Describe proposed vending unit: _____

DIMENSIONS OF YOUR VENDING UNIT (Please enclose a photograph)

IF YOUR MEASUREMENT IS NOT ACCURATE, YOU MAY NOT FIT INTO LOCATION ASSIGNED TO YOU. PLEASE MEASURE CAREFULLY!

- WIDTH? _____ Be sure you include serving window overhang.
- LENGTH? _____ Be sure you measure end to end and include tongue in this measurement.

WHAT MENU/MERCHANDISE ITEMS DO YOU PREFER TO SELL?

Please be sure to give both 1st and 2nd choices. ***We are not always able to accommodate your first choice, given so many applications with many similar items. The more unique and original the menu, the more likely it will be considered and approved.***

First Choice _____ Second Choice _____

First Choice _____ Second Choice _____

First Choice _____ Second Choice _____

First Choice _____ Second Choice _____

ELECTRICAL NEEDS

Do you need access to electricity: (Please Circle): YES NO
Skip to SPECIAL NEEDS if you answered NO.

We need to know EXACTLY what you need in order to properly prepare the site. PLEASE BE ACCURATE.

- OUR HOOK UPS ARE PLUG-IN/SINGLE PHASE ONLY. Only 20 amp 110 receptacles are available in park sites.
- AMPERAGE REQUIRED TO START YOUR UNIT: _____

SPECIAL NEEDS

1. DO YOU HAVE ANY SPECIAL REQUIREMENTS THAT NEED TO BE CONSIDERED IN OUR ASSIGNMENT OF SPACE TO YOUR BOOTH? *Important note! Water is NOT available to vendors on site. If water is required you must bring it in with the unit.*

2. If requesting specific booth location, please list here (be specific) _____
3. Location of service window (front, back, drivers side, passenger side) _____
4. Location of Tongue _____ Is it removable? _____
5. WILL YOU BE BRINGING A STORAGE UNIT? _____ (NOTE: Storage units may not be allowed next to vendor’s unit at certain park sites.)

Description _____
 What are its dimensions? Width _____ Length _____
 Type of power required for unit: Voltage _____ Amperage required _____

INSURANCE – VERY IMPORTANT

ALL VENDORS are required to carry their own insurance.

- ✓ Each food vendor is required to carry their own insurance of at least **\$1,000,000 FOR PRODUCT LIABILITY AND GENERAL LIABILITY TO YOUR CUSTOMERS.**
- ✓ Non-Food vendors are required to carry a minimum of \$1,000,000 General Liability Insurance.
- ✓ Your Certificate of Insurance must accompany your application and must clearly show expiration date, and the amount of coverage. The coverage should be at least \$1,000,000 or more for each occurrence.
- ✓ All vendors are required to list the Fargo Park District, as the additional insured. Certificates with any other listings will be rejected.
- ✓ If vendors are not in compliance, they will not be allowed to set up at event.

SALES TAX

All vendors are responsible for collecting North Dakota Sales tax on all sales made. Vendors may find forms and information at <http://www.nd.gov/tax//salesanduse/forms> or call 1-701-328-7088. Following the event, all vendor’s names will be submitted, as required, to the State of ND Tax Commissioner.

REFUNDS, CANCELLATIONS, RULES AND REGULATIONS

A Concession Policy is available and should be read with this application. These rules and regulations pertain to all vendors and must be adhered to. Be sure to read the Concession Policy, which explains the City and State permit requirements and other ND regulations.

Do not send payment with this application. The permit fee will be set by the Fargo Park District depending on the amount of time you will be using the park facility and other required fees. In addition a damage/security deposit may be required. This deposit shall be submitted as a separate check from the fee payment and will be returned at the completion of the contract if no damage has occurred during the event/activity.

Please return this application to Fargo Park District, 701 Main Avenue, Fargo ND 58103
Applicants will be notified of the permit decision within three weeks of applying.

Final notes before you mail this application:

- Is the application filled out completely and signed?
- Are all measurements exact?
- Are all electrical requests accurate?
- Have you enclosed a Certificate of Insurance?
- Have first and second choice menu items been listed?
- Have you included a picture of your unit?

If you have further questions:

Call Sam Larson-Frobig, (701) 499-7781, slarson-frobig@fargoparks.com, for events held at Fargo Park District parks and facilities.

The applicant agrees to indemnify and hold harmless the Park District of the City of Fargo, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees.

Any misrepresentation in this application or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit.

I have read and agree to the Concession Policy enclosed.

Signature of Vendor

Date

Received: _____	Check Amount: _____
Vendor to Contact Health Dept.: _____	Check Number: _____
Proof of Insurance: _____	Security Deposit Required: _____
Accepted: _____	Keys Required: _____

VENDOR POLICY: RULES AND REGULATIONS

1. Each food vendor must work under signed contract, which is non-transferable. The contract limits the Vendor to the exact space, size, location, menu items and other requirements as established by the District.
2. Vendors must have all fees paid in full, submitted a certificate of insurance, and provided all other information required by event on the due dates. Vendors may sell only menu items approved for the event.
3. All food vendors must adhere to festival hours. Vendors must be ready for business at the opening times and not close until after the closing time as agreed upon in the contract.
4. Each vendor must comply with all City and/or State Regulations.
5. Food vendors must secure a restaurant license from the City of Fargo **AT LEAST ONE WEEK PRIOR TO SET UP**. The Health Department will inspect your license and certify your booth. Proof of License and Insurance must be available upon demand of the Health Department as well as staff of the Fargo Park District. Contact the Fargo Environmental Health Department: at 701-241-1360, 401 3rd Avenue N. Fargo ND 58102 (located corner of 3rd Avenue and 4th Street, across from the Fargo Police Department) for your license.
 - Follow the requirements of the City of Fargo Health Department. If they require you to wear hairnets and gloves, and disallow smoking in the food booths, you must comply or you will be required to close your booth.
6. Smoking is not permitted in any booth. Everyone must wash his or her hands properly especially after using the restroom.
7. Everyone **MUST WEAR GLOVES AT ALL TIMES WHEN IN THE FOOD BOOTH OR CONTACT WITH FOOD.**
8. All vendors must use cords and hook ups that meet codes. **NO DIRECT HOOK UP WILL BE AVAILABLE AND VENDORS WITH 220V POWER NEED A 220 V PLUG CONFIGURATION.** (See application)
 - You will need 75 to 100 feet of 12-3 Grade for 110v, 14-2 Grade for 220.
 - No household cords will be allowed. All cords must be secured with duct tape. No cords will be allowed in crosswalks at any show. (Bring duct tape.)
 - Vendors will assume all extra charges for hook up if not regular plug in type hook up.
7. All vendors are required to:
 - Have a working Fire Extinguisher.
 - Provide 3 (three) 60-gallon refuse containers for public use in front of your booth. Volunteers will pick up public refuse only.
 - Vendors are responsible for their own garbage. **Vendors are expected to transport and place garbage in the proper receptacles.** Keep area around your booth clean and trash picked up.
8. All vendors and their help must be neat, clean and tidy in their dress and the appearance of the booth. Nonconformance to this rule could cause the vendor to be closed.
9. There will be no radios, TV, CD players, etc. or music in any vendor booth, unless permission is given.
10. Alcoholic beverages are not allowed in any booth to be sold or consumed by the working staff of the booth. Anyone found to be under the influence of drugs or alcohol will be asked to leave the event immediately and the booth may be closed.
11. Any violations to the policies will result in forfeiture of vendor's booth fee and participation in current show and future shows.