Vendor Application (Excelsior Christkindlsmarkt Festival)

November 24th, 25th, 26th 2023
Excelsior East Public Parking Lot on Mainstreet

For assistance, call or email *Myrle Mackenzie* at **(952) 292-8898** or **Myrle@ExcelsiorChristmas.com**

Optional Field

Basic Information

Contact Name (First, Last):			Legal Business Name:
*Marketable Name (If different):			Minnesota Tax ID:
Address:			Returning Vendor? ☐ Yes ☐ No
City/town:	State: Minnesota	Zip:	Website:
*Business Phone:	Cell Phone:		Email Address:
*Social Media Handles:			Number of booth attendants (for event entry)

Vehicle Information

Make:	Model:	Year:	Is this Vehicle a Food Truck? ☐ Yes ☐ No
*Trailer Dimensions (Ft):	Length:	Width:	Handicap Permit? ☐ Yes ☐ No

Food Vendor Information

I will be serving food at Christkindlsmarkt: ☐ Yes ☐ No	The food will be prepared: ☐ At the Festival ☐ In an off site kitchen
I will be offering packaged food at Christkindlsmarkt: ☐ Yes ☐ No	I am interested in offering demos: ☐ Yes ☐ No

All Vendors

<u>Please list all items</u> that you will be selling as ALL products need to be approved:

Specific Requirements

Booth Selection

Please select a booth size: ☐ 10x10 booth $675 ☐ 10x20 booth $1280 ☐ Food Truck $725

Electrical Requirements

Our booth will require power: ☐ Yes ☐ No

☐ *Shared 120v **included** ☐ Dedicated 120v $60 ☐ 220v $100

***Vendors must bring a surge protector to connect to electricity**

Optional Add-ons

I would like to rent the following add-ons for the duration of the festival:

☐ 8' Table $25 each
☐ 6' Table $20 each
☐ Pipe & Curtain $5/foot
☐ 10' Sign Holder $50
☐ 20' Sign Holder $90

Please bring 2x4 lumber to fit inside your tent. These can be attached to the base of the tent wall to help hold the wall against cold air and keep in the warmth.

Vendor Parking Only: Behind Wells Fargo & Excelsior Elementary

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Rules

I agree to the following rules, and understand that a failure to follow could result in fees or expulsion with no rights to recover the entry fee.

- This application is a commitment to show. No refunds are guarenteed.
- Vendors must feature the business/craft primarily presented on your application.
- Vendors must have staff at booth knowledgeable regarding the products for sale in the booth
- Vendors must decorate their booth with a Christmas theme, with decor and static LED lights. Please no neon, incandescent, or blinking lights.
- Vendors must not have any articles (chairs, tables, demonstrations, or items for sale) outside the parameters of their booth. This will be enforced unless requested by committee.
- Vendors must be open during ALL the market hours. No early closures on any day.

In case of emergency, call Myrle at (952) 292-8898.

- Vendors must be set up at 7:00 AM Friday and be ready for Fire Department inspection; if a representative is not at the booth and ready, a $100.00 fine will be levied.
- Please ensure that all aspects of your booth are correctly assembled and notify organizers of any issues before festival opening,
- Do not not use electrical heaters or connect to any unauthorized electrical lines. Electricity is provided for LED lights and not for cash registers, computers or heat units of any kind.

- The only allowed heater is Mr. Buddy Heater fueled with 1lb or 20lb propane cylinders. No starbursts allowed. Please safely secure 20lb cylinders.
- Vendors and staff must park in the Excelsior Elementary parking lot behind the library. There is access next to Wells Fargo. There is **no** parking at site or on the streets. If you need handicap parking, contact (952) 292-8898 for a pass. These are limited.
- **DO NOT** fill up visitor trash bins. Please take all your trash to the dumpster. Boxes must be broken down and put in the dumpster. Help us keep the site clean.
- Vendors will not need an additional vending permit from City to conduct business during the Chriskindlmarkt. Vendors will be solely responsible for obtaining any necessary state and local health permits.
- Vendor must provide proof of insurance. Please email to Myrle@ExcelsiorChristmas.com
- Vendor MUST provide their own security during market hours and secure items at the end of each day. After hours security will be provided Wednesday through Saturday from 10pm to 6am.
- Booths are erected on Tuesday by the tent company. There will be lighting on interior of booth. You may want to add your own LED lighting. Please ensure everything is correct before the festival opens, and notify organizers of any issues.
- Vendors may set up Wednesday 11/22 and Thursday 11/23 , 10-5p. Please call to alert us when you will be arriving. Bring your decor to your booth and setup items. You may also bring products if they are not temperature sensitive
- The festival closes (11/24, 11/25) at 7:00pm. No closing early. Close your booth with the tent sidewalls and secure shelving and breakables to protect the product.
- The festival closes 11/26 at 5:00pm. No vehicles are allowed on site until after 5:30pm. Take all trash to the dumpster leaving your booth area clean.

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Food Truck Certification

Food Trucks: Please provide the following photos of your food truck with your application submission.

- All four sides of vehicle
- Selling windows
- Hitch
- Electric plug in / generator
- Electric inspection form
- Fire extinguisher with inspection tag
- Food license
- Insurance forms.

☐ I have included all of the required photos with my application

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Vendor's Signature

Hold Harmless Statement

I hereby agree to indemnify and hold harmless the City of Excelsior, Excelsior Chriskindlsmarkt, its agents, assigns, and employees with regards to any damages, and causes of action resulting from weather problems, storm damages, negligence, willful conduct of the vendor or its agents, assigns, or employees for/as the result of the use of vendor's product or equipment in the displa\y or sale of products.

_____
Vendor's Signature

Please ensure you include 2-5 color photos, MN Form ST19, and a CURRENT certificate of insurance with your application.

Please ensure ALL required fields are completed. Incomplete applications will not be accepted.
By sending this application, I certify that everything on it is up to date and accurate.
Failure to comply could result in expulsion.