

St. Paul Park, Minnesota...It's the place to be!
And it's all about community and keeping the dream alive!



2024 FOOD VENDOR APPLICATION Participant Guidelines and Requirements

Plans for the 2024 St. Paul Park Heritage Days Festival are going strong and we would like to invite you to participate in this years' concessions at the festival! The Festival will be held at Heritage Park, 1346 Laurel Avenue, St. Paul Park on **August 16 - 18, 2024.**

ELIGIBILITY

All local food vendors must have a valid Minnesota State Tax Identification Number. If you do not have one, one may be applied for by calling Minnesota Sales Tax and Excise Division at 800.657.3777 or 651.296.6181. All food vendors must collect and pay taxes on each taxable sale made at the Heritage Days Festival. **A Minnesota Form ST-19 must be completed and returned with your application fee before any sales can be made.** The Heritage Days Festival reserves the right to jury entries and to ask a vendor to leave the Festival should their behavior be deemed inappropriate by the Festival Committee. The Heritage Days Festival Staff reserves the right to refuse or stop sales or give away of products before or during the Festival, which it deems inappropriate to the Festival.

FOOD LICENSE

All participants who are providing or selling food at the event are required to have a Special Event Food Stand License from the Washington County Department of Public Health, Minnesota Department of Health Mobile Food Unit, Minnesota Department of Agriculture Food License or have a Seasonal Temporary Food Stand. A Health Inspector will be at the event to inspect all vendors. **A copy of your Special Event Food Stand License MUST accompany this application and you must have your license posted at time of service.** No one providing or selling food will be allowed to participate without a Special Event Food License. For your convenience, we have attached a Special Event License Application. If you have any questions about obtaining a license, contact Eric Jensen at 651.430.4044 or by e-mail at eric.jensen@co.washington.mn.us

LOCAL FOOD ESTABLISHMENTS WITH EXISTING FOOD LICENSE

If you currently have a permanent food license issued through any of the departments mentioned above, you are allowed to sell food under your current license three (3) times per year. Although you are licensed, you are REQUIRED TO FOLLOW AND COMPLETE the Minnesota State Special Event License standards and all guidelines. If these standards and guidelines are not followed, you will be shut down by the Health Inspector. Therefore, please read through all of the enclosed information to make your food booth successful!

FOOD VENDOR SPACE

The St. Paul Park Heritage Days Festival will allot space for each vendor in the designated area that has been deemed appropriate. Space will be reserved on a first come, first served basis. Payment of the application fee must accompany each application in order to reserve a space. Applicant must supply their own power, electrical cords, tents, tables, chairs, cleanup, safety rope, lighting, etc. Generators or other portable power supply units may need to be inspected by the State Electrical Inspector. It is the vendor's responsibility to contact the Electrical Inspector, William Dietrich at 651.493.1599 to arrange for an inspection, if required. Each vendor is responsible for his/her equipment and the security there of while involved in St. Paul Park Heritage Days. We will not be liable for anything which may happen to equipment. Each vendor is responsible for clean-up of their assigned area daily and shall provide a minimum of one trash container.

FOOD VENDOR HOURS

Events on Broadway will run from 8:00 a.m. to 11:00 p.m. on Saturday, August 17th. Vendors will have the opportunity to be part of the St. Paul Park Heritage Days Festival which is a free event to the public on Saturday. Live music will begin on Saturday afternoon from 1:00 p.m. to 11:00 p.m.(or TBD) Vendors must have their area torn down by 11:00 p.m. on Saturday when the street reopens. **SETUP BEGINS AT 7:00 A.M. AND MUST BE DONE BY 9:00 A.M. ON SATURDAY, AUGUST 19TH DUE TO THE PARADE.**

INSURANCE

Vendors must provide a Certificate of Insurance with Liability Limits of at least \$500,000 with application. The effective dates of your policy must cover the dates of the event. Insurance certificate must list the following entities as "**additional insured**": City of St. Paul Park, 600 Portland Avenue, St. Paul Park, MN 55071 and St. Paul Park - Newport Lions Club, 321 Broadway Ave, St. Paul Park, MN 55071.

INDEMNITY

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the St. Paul Park/Newport Lions Club, the City of St. Paul Park and the St. Paul Park Heritage Days committee and their respective volunteer staff against all claims, losses, damages to persons or property and costs (including Attorney's Fees), arising out of and/or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy and/or use of city premises and/or a part thereof.

WARRANTIES

While the Committee of the St. Paul Park Heritage Days Festival will make every effort to produce a successful Festival, they cannot warrant the level of attendance, weather conditions, sales and/or any circumstances beyond their control.

Please direct any questions you may have to Tony Flandrich at 651.769.3255 or via email at flandricht@gmail.com



St. Paul Park Heritage Days Festival
2024 FOOD VENDORS APPLICATION

August 16 - 18, 2024 8:00 a.m. - 11:00 p.m.



Please complete the vendor information and mail the completed application with required fee and documentation to the address listed.

BUSINESS/ORGANIZATION NAME: _____

Contact Person: _____ Phone #: _____

Email Address: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip: _____

LIST THE FOODS WHICH YOU PLAN ON SELLING AT THE HERITAGE DAYS FESTIVAL (REQUIRED): Include everything (all food and beverages, etc.) that you plan on selling at your booth/stand. We reserve the right to limit multiple vendors of same item(s).

SPACE SIE REQUIREMENTS AND FEES: Fees are non-refundable. All Non-Profit organizations must provide proof of Non-Profit status (CERTIFICATE REQUIRED - NO EXCEPTIONS) at the time of this application.

___10 x 10	\$250	\$125 Non-Profit	___10 x 20	\$300	\$150 Non-Profit
___10 x 30	\$350	\$175 Non-Profit	___10 x 40	\$400	\$200 Non-Profit

BY SIGNING BELOW, YOU ARE STATING YOU HAVE READ THE PARTICIPANTS GUIDELINES AND REQUIREMENTS AND ACCEPT THESE RULES:

Name of Business/Organization: _____ Title: _____

Authorized Signer: _____ Date: _____

RETURN YOUR COMPLETED APPLICATION BY AUGUST 1, 2024. IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED COMPLETE, IT MUST INCLUDE ALL ITEMS LISTED BELOW:

- Signed and Completed Application
- Copy of Non-Profit Status - CERTIFICATE REQUIRED
- Copy of Special Event Food Stand License
- Certificate of Liability Insurance
- ST-19 Form (All vendors must include this form)
- Check - Payable to St. Paul Park - Newport Lions Club
- Mail to: City of St. Paul Park - Heritage Days, Attn: Food Vendors, 600 Portland Avenue, St. Paul Park, MN 55071

For more information, please contact Tony Flandrich at 651.769.3255 or via email at flandricht@gmail.com



2024 Special Event Food Service License Application

A special Event food service establishment which is used in conjunction with celebrations and special events, and which operates no more than ten days each calendar year.

APPLICANT INFORMATION-PLEASE PRINT CLEARLY.

Food Stand Name: _____
 Owner Name: _____
 Owner Email: _____
 Mailing Address (city/state/zip): _____
 Telephone: _____ Alt. Phone: _____

EVENTS PARTICIPATING IN 2024 *(please list all events for 2024)*

Name of Event	Event Location/City	Date(s) operating	Time(s) Operating
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Is this your first special event application in 2024? Yes No

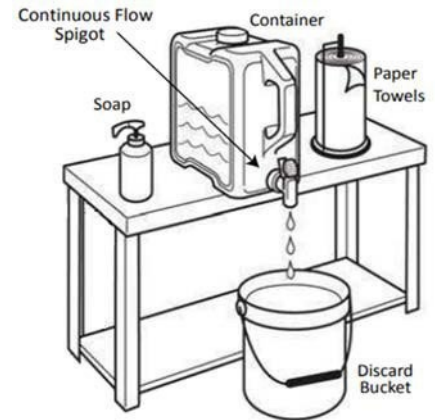
LICENSE FEE SCHEDULE:	
Food Establishment—first day of 2024	\$94
Additional days—number: _____	\$32 each
Beverage only—no on-site preparation, one-time fee	\$54
Non-profit—please present proof of status if requested	\$0
Late fee if 3 days or less before the event	\$30
TOTAL	\$_____

Fees are non-refundable and non-transferable. Washington County accepts, cash, checks and credit cards (Visa, MasterCard & Discover). Online payment is available at: www.co.washington.mn.us/payonline

Application approval and a posted license are required for all the above categories, including non-profit establishments.

HANDWASHING *Hand washing facilities are required. Choose one of the following methods:*

- Gravity device supplied with running water, a faucet, soap, and paper towels.
- Sink available in stand with running water, soap, and paper towels.



How will you minimize direct hand contact with ready-to-eat foods?

WATER SUPPLY & WASTEWATER

Water supply may not come from a residential well. It must be obtained from an approved public water supply system. Water can NOT be supplied through a garden hose. Water must be supplied with a food-grade hose that is approved for drinking purposes. The hose must be flushed and sanitized before use. The water inlet must be protected from contamination and designed so a non-potable service connection cannot be made. Wastewater shall be discharged into a sanitary sewer system or approved septic system. Disposal by throwing or dumping the wastewater on the ground or storm sewer is NOT permitted.

What is the source of water supply for the event? _____

What is the method of disposal for wastewater at the event? _____

FOOD / BEVERAGES SERVED

List all items on menu. Identify source, for example, name of grocery store. Home prepared food are NOT permitted. Attach additional sheet if more space is necessary. Attach menu if available.

Menu item:	Source:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Food preparation, such as washing or cutting of produce, is NOT permitted on-site, and must be done in a licensed or approved facility such as a restaurant, school, or church.

When and where will the food be prepared? _____

How will the food be transported? _____

FOOD & BEVERAGES SERVED CONTINUED





COLD HOLDING EQUIPMENT: (List and Describe) *Potentially hazardous food must be held and delivered at 41°F or less. Mechanical refrigeration is required for events longer than 4 hours. Dry ice/blue ice may be used for events shorter than 4 hours.*

COOKING EQUIPMENT: (List and Describe) *Potentially hazardous foods must be cooked to a minimum internal temperature of: Fish 145°F, Beef/Pork 155°F or Poultry 165°F. A thermometer must be available to verify temperatures.*

HOT HOLDING EQUIPMENT: (List and Describe) *Hot, potentially hazardous foods must be cooked to proper temperature and held at 135°F or above. Crock pots are prohibited for cooking and/or hot holding. A thermometer must be available to verify temperatures.*

WAREWASHING

Only single service, disposable eating and drinking utensils may be used unless approved permanent dishwashing facilities are available. Provide three basins for utensil washing. The procedure for manual utensil washing is:

<p>WASH in warm soapy water</p>	<p>RINSE In clear water</p>	<p>SANITIZE at least one minute in sanitizing solution</p>	<p>AIR DRY towel drying is prohibited</p>
			

Choose one of the following wares washing methods

Three (3) Bucket System

Three (3) Compartment Sink located **IN-STAND**



GENERAL MATERIALS

HAIR RESTRAINTS: List and Describe

SANITIZER BUCKETS: List and Describe

TOILET FACILITIES: List and Describe

FLOOR and CEILING: List and Describe

APPLICANT SIGNATURE

Based on the information provided herein, I understand that a temporary food license is required for this event. I further understand that my application will be considered only for the food and beverages specified. The **DEPARTMENT** must be advised of any deviations or changes to the menu.

Applicant Signature: _____ **Date:** _____

Standards for a Special Event Food Stand Operation

A Special Event Food Stand (SEFS) is a food and beverage service establishment that is used in conjunction with celebrations and special events, and which operates for **no more than ten total days in the current calendar year**. Examples include, but are not limited to carnivals, festivals, sporting events, city sponsored celebrations, cook-offs, farm-to-table, and food & drink sampling.

Food and beverage establishments in Minnesota carry different licenses, depending on the establishment's menu, location, and facilities. To find out which license is best for you, visit the [Washington County website](#).

If you are planning to operate at a special event in Washington County, you will need to apply for a Special Event License [here](#). The fees can be paid at www.co.washington.mn.us/payonline. Please note that a \$30 late fee will be assessed if the application is received three calendar days or less before the event. The fee for a non-profit organization will be waived.

The standards listed below do not apply to Mobile Food Units. A Mobile Food Unit is defined as a vehicle-mounted unit that is either motorized or trailered, and readily mobile without disassembling for transport to another location. If you have further questions about this, please contact 651-430-4037.

The Department has the authority to restrict the type of food served or the method of food preparation, based on equipment limitations or climactic conditions. The Department may close a food service operation if the inspector deems it necessary to protect the public's health.

MN Rule 4626 sets the standard for all food service operations. This includes Special Event operators. The standards listed below are important parts of the rule that apply to Special Events.

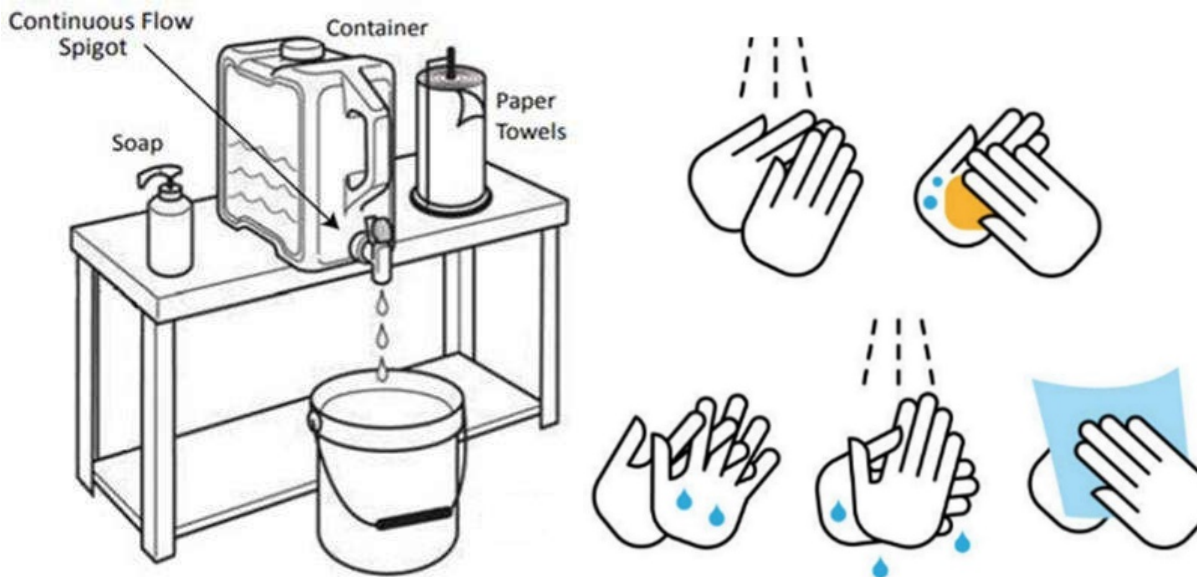
PERSONNEL

- There shall be a person in charge and present during all hours of food preparation and service. This person must be able to demonstrate knowledge of foodborne disease prevention, proper food temperature; cooking and holding, proper personal hygiene, proper utensil washing procedure, and correct sanitizer concentrations.
- Employees shall maintain their hands in a clean, sanitary condition and wash hands immediately after using the toilet, handling raw food, eating, smoking, or otherwise soiling their hands.
- No employee shall engage in food preparation or service activities if that person has a communicable disease, gastrointestinal illness, sore throat, or discharging wound.
*Employees who have been ill with diarrhea/vomiting cannot return to work for at least **24 hours after their symptoms end**.

- No tobacco use of any form while on duty.
- Eating is not permitted in the food stand. If a beverage is consumed, it must be in a closed container with a straw and stored away from food and not on any food preparation surfaces.
- An employee's outer garments shall be clean. Hair restraints (hairnets, caps, etc.) should always be worn.
- An adult shall be responsible for the operation and supervision of any children working in the stand.

HANDWASHING

- Handwashing facilities shall be provided within the stand and must consist of one of the following:
 - A hand wash sink with running water.
 - A device where running water is supplied by gravity to a faucet or spigot.
- If using gravity supplied water, a catch basin must be provided.
- Facilities must provide soap, paper towels, and discard bucket.



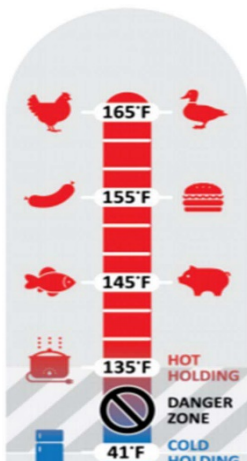
COOKING TEMPERATURE CHARTS

FOOD, BEVERAGE, AND UTENSIL HANDLING AND STORAGE

- All ice and food shall come from an approved commercial source. **Food may NOT be prepared and/or stored in a home.**
- Potentially hazardous foods kept cold must be maintained at **41°F or below.**
- Potentially hazardous foods not being maintained by mechanical refrigeration, dry ice, or cold packs must be labeled with the date and time that the food was removed and **discarded within 4 hours.**
- Potentially hazardous foods kept hot must be maintained at **135°F or above.**
- When reheating previously cooked food for holding, an internal temperature of **165°F must be reached within 2 hours**; Discard any food remaining at day end.
- Cook and refrigerated food that has been prepared for immediate service (such as roast beef sandwich with au jus) may be served at any temperature.
- Single service disposable plates and utensils shall be clean, dry, and stored a minimum of 6" off the floor.
- Single service utensils and self-service foods and condiments (ketchup, mustard, etc.) shall be individually packaged or dispensed from an enclosed dispenser.
- Canned and bottled beverages (except milk) may be chilled on ice. The holding container/bin must have an **open drain**. The ice cannot be used later in a food product. Milk must be mechanically refrigerated.
- Ice must be crushed or cubed and sealed in a bag at the point of manufacture. **Ice is food** and must be handled as food.
- Store all chemicals away from and/or below food, utensils, or food prep services.

DISHWASHING FACILITIES, PROCEDURES AND EQUIPMENT CLEANING

- Only single, disposable, eating and drinking utensils may be used unless approved permanent dishwashing facilities are available.
- Wash and sanitize utensils immediately prior to the event and as often as necessary during the event. Enough cooking/serving utensils must be on site to ensure a clean one is available, should the current one become soiled.
- Utensils may be washed off site (in approved facility). Utensils must be covered when transported.
- Three basins must be provided for utensil washing, along with space for drying. The



Food Type	Cooking Temp
Packaged fully cooked meats (e.g. hot dogs/brats)	≥135°F
Fish, shrimp, beef steak, lamb, pork, ribs	≥145°F
Ground beef, sausage, gyro meat, raw brats	≥155°F

procedure for manual utensil washing is: (1) wash in warm, soapy water, (2) rinse in clear water, (3) sanitize for one minute in a sanitizing solution of proper concentration (e.g. 1 tablespoon of liquid bleach per two gallons of water), (4) allow to air dry. **Towel drying is prohibited.**

- Towels used to wipe equipment and counters shall be stored in a sanitizing solution between uses.



Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type	Name of Business Selling or Exhibiting at Event		Minnesota Tax ID Number	
	Seller's Complete Address		City	State ZIP Code
	Name of Person or Group Organizing Event			
	Name and Location of Event			
	Date(s) of Event			

Merchandise Sold	Describe the type of merchandise you plan to sell.	

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.	
	<input type="checkbox"/> I am selling only nontaxable items.	
	<input type="checkbox"/> I am not making any sales at the event.	
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is	
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:	

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).

_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of Seller	Print Name Here
	Date	Daytime Phone

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.