

ENTERTAINMENT VENDOR FORM

IF YOU ARE A FOOD VENDOR PLEASE COMPLETE THE FOOD VENDOR FORM, THANK YOU!



2018 RED WHITE & BOOM CELEBRATION

Wednesday, July 4
Mississippi Riverfront
www.mplsredwhiteboom.com



Minneapolis
Park & Recreation Board

VENDOR INFORMATION

We are excited to open applications for vending during Minneapolis' annual Fourth of July celebration. The Red White and Boom fireworks Celebration will take place on Wednesday, July 4 from 5-10:30 pm. The Red White and Boom event attracts more than 75,000 people for live music, family activities and fireworks.

If you're interested in being part of one of Minnesota's largest Fourth of July celebrations please complete and sign the attached agreement. Please return the completed agreement and all payments to Minneapolis Park and Recreation Board (MPRB) before Friday, March 23, 2018 to receive an early-bird discount. **If you have any questions contact Event Coordinator, Erica Chua at 612-230-6479 or echua@minneapolisparcs.org.**

Vendors will be selected based on the order in which the application was received (first come, first serve), previous event experience, level of professionalism as well as type and price of products and entertainment provided to insure a variety of options for event participants. Confirmation of event participation and location assignment will be sent by the week of June 4, 2018.

Below is a map of locations where activities take place, as a vendor at the 2018 Red, White and Boom you will have access to one or both of the zones to sell depending on the number of vendors that apply. **Please note: if there are multiple applications for the same category of items the MPRB reserves the right to create zones for selling rather than granting exclusive access to all event areas. Vendors would be assigned to zones on a first come, first serve basis.**





VENDOR APPLICATION FORM

Please contact Erica Chua at (612) 230-6479 or echua@minneapolisparks.org with any questions.

CONTACT INFORMATION

APPLICANT'S NAME			
ORGANIZATION		WEBSITE	
ADDRESS			
PHONE #		EMAIL	
EVENT DAY CONTACT NAME AND PHONE #			

VENDOR DETAILS (PLEASE ATTACH PHOTO WITH YOUR APPLICATION)

PROPOSED ENTERTAINMENT/PRODUCT	DESCRIPTION (if necessary)	PRICE
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MPRB producers of the Red, White and Boom, reserves the right to deny sale of any product or entertainment listed above. Vendors will be notified of changes by MPRB. Any new products or entertainment not listed must be approved in writing by MPRB one week prior to the event.

PREVIOUS EVENT EXPERIENCE (Please list previous events you have participated and a contact person for an event reference)			
EVENT	PHONE/EMAIL	EVENT	PHONE/EMAIL

*SET UP DETAILS:	HEIGHT		WIDTH	
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**Please include all aspects of your vendor set up- including space needed for storage, stages, sound systems, etc.*

SET UP TIME NEEDED		TAKE DOWN TIME NEEDED	
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COST

LOCATION <small>*SEE ATTACHED MAP</small>	DATE	TIME	COST		ESTIMATED ATTENDANCE
			BEFORE 3/23/18	AFTER 3/23/18	
<input type="checkbox"/> Roaming: ZONE 1:North Side of River	July 4	5 pm-10:30 pm	\$350	\$450	75,000 +
<input type="checkbox"/> Roaming: ZONE 2: South Side of River	July 4	5 pm-10:30 pm	\$350	\$450	75,000 +

\$75 refundable damage deposit (required)

TOTAL VENDOR FEE _____

PAYMENT: ___ CASH ___ CHECK (CHECK # _____) Make checks out to : Minneapolis Finance Department ___ CREDIT CARD

Name: _____ Card # _____ Expiration Date: _____

Cardholder Signature: _____ Billing Address: _____

APPLICATION PROCESS

Discounts apply for applications received before March 23, 2018

2018

Checklist for submitting application:

- Attached application completed in its entirety
- Photograph of your booth and surrounding area
- \$75 damage deposit (deposit is refundable)
- Vendor fee

Please mail or email completed applications and fees to Erica Chua **no later than May 29, 2018** at:

2117 West River Road **OR** echua@minneapolisparcs.org
Minneapolis, MN 55411

Please make checks out to: Minneapolis Finance Department

INSURANCE

All vendors must have insurance coverage in excess of \$1,000,000 . The Minneapolis Park and Recreation Board (MPRB) must be named as additional insured on the policy. Proof of insurance must be submitted to the MPRB by May 29, 2018. Address for the certificate is: MPRB, Attn: Erica Chua 2117 West River Road, Minneapolis, MN 55411.

CANCELLATION POLICY

If you have to cancel your commitment to us before June 4, 2018 we will retain your \$75 damage deposit and return the remainder of your fee. After June 4, 2018 there is no refund of any portion of your fee if you cancel.

SET-UP DETAILS

All food vendor vehicles will be parked in nearby parking areas NOT onsite near your booth, each vendor will be given a map of where to park. Due to limited parking we cannot guarantee a parking spot for each vendor vehicle, if you have more than one vendor vehicle you will be responsible for any parking fees. All vendors must be operational during the event hours, not before or after the hours of 5 pm to 10:30 pm. Vendors are not required to sell for the entire duration of the event, vendors can choose the hours in which they choose to sell, but must fall between 5 pm to 10:30 pm.

Vending vehicles must have plywood or other solid surface under each wheel to prevent turf and tree root damage. Any damage caused by failure to comply with this requirement will result in the forfeiture of your \$75 damage deposit.

No electricity or water will be provided. If used, generators must be muffled by appropriate means to reduce the sound and placed as directed by event coordinators at a distance of up to 100 feet from the vendor's booth. All electrical and generators must be up to MN state code in order to be used at the event.

CLEAN UP

The area surrounding your booth must be kept clean. All trash, including boxes must be removed. Trash and recycling, etc. must be placed in the appropriate containers and/or dumpsters with boxes broken down flat for recycling purposes. Incomplete clean up or improper disposal of items will result in the forfeiture of your \$75 damage deposit.

BOOTH APPEARANCE

Signage must be professional. No handwritten signs allowed. The festival reserves the right to remove inappropriate signage. No music or other auditory programming is allowed to be played from or in vendor vehicles or stalls during the event.

This agreement is not valid until both the vendor and the MPRB representative of Minneapolis Red, White and Boom sign and date this page of the agreement. I agree to indemnify and hold harmless MPRB, Minneapolis Red, White and Boom and the City of Minneapolis their affiliates, all volunteer members, contracted staff, event sponsors, and all their officers, agents and their employees for damage, injury or loss to any person or property related to my participation in Red, White and Boom. This document is a contract between the vendor and the MPRB for vending during the Red, White and Boom event. All vendors must abide by this contract. Failure to comply with the terms listed above will result in the forfeiture of your booth fee and damage deposit.

I have read, understood and agreed to the conditions stated in this application and have provided truthful and complete information.

Authorized Vendor Signature

Date

Authorized MPRB Signature

Date