St. Cloud Rotary's Summertime by George!
Information & Guidelines for the 2013 Series
Wednesdays, 5:00 – 9:00 pm
June 12 – August 28, 2013
www.summertimebygeorge.com

We are thrilled to announce that the St. Cloud Rotary will once again host **SummerTime by George!** in 2013 starting June 12th. The event series was so well received. We are grateful to the entire community for embracing this summer festival.

If you want to participate as a vendor in the Middle Town Market, please read through the following information, complete the enclosed application and return it to: **Rotary's Summertime by George! at PO BOX 1212, St. Cloud, MN 56302 or deliver it in person to the United Arts office in the Paramount Theatre, 913 West St. Germain, downtown St. Cloud, MN 56301**.

Once we review your application and receive payment, we will send you a confirmation as a vendor. If we do not accept your application for some reason, we will return your application and payment. If you have any questions, please **feel free to call Cindy at (320) 257-3116.**

Application & Fees:

- Those wishing to participate must complete an application form and return it with the appropriate fee to St. Cloud Rotary in order to be considered as a participant. **Submission is not a guarantee that you will become a vendor**. If you do not receive a vendor confirmation, double check that it has been received and accepted by emailing c.hawker@unitedartscm.com or call (320) 257-3116.
- The SBG Vendor Committee shall review and approve all vendor applications before a vendor can participate. Selection will be based on space available and the items a vendor offers.
- During the selection of a vendor, the Committee shall not discriminate on the basis of race, color, creed, religion, ancestry, national origin, gender, sexual orientation, disability, age, marital status or status with regard to public assistance.
- Fees for unaccepted applications will be returned.
- St. Cloud Rotary reserves the right at any time to cancel. Vendors will not be reimbursed for rain or for not showing up. **Cancellation notifications will be handled via email.**
- SBG does not allow fundraising activities and will not accept applications from non-profit organizations for that purpose.

Please read through ALL materials VERY carefully

Middle Town Market Vendors' Products:

- All items must be prepared, displayed and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health and City of St. Cloud Health and Licensing Department guidelines.
- All producers of processed items (cheese, meats, jams, jellies, syrups, baked goods, etc.) are required to adhere to all state and local laws pertaining to the production and selling of such goods.
- Processed food items should be sold with a valid processing license or comply with Minnesota labeling law requirements.
- Any Vendors selling beverages must use Coke products.
- Produce sold as organic must have originated from an organic grown Certified Farm and be labeled as organic.
- Farmers/growers that are not Certified Organic can advertise or sell produce as "Chemical Free" if they practice chemical free farming.
- Vendors may not sell any item not approved or shown in their application. The SG Vendor Committee has the right to ask vendor to remove products.
- Fireworks may not be sold or any items that is inappropriate for children such as t-shirts with vulgar gestures or words.
- Set-up may begin at 3:00 pm; do not start selling before **5pm** (except to other vendors or volunteers).

Websites that may be helpful to you include the State's at www.state.mn.us
MN Dept. of Agriculture at www.mda.state.mn.us
MN Dept. of Health at www.health.state.mn.us/divs/eh/food/code/index.html;
and the City of St. Cloud at www.ci.stcloud.mn.us
Your best first step as a food or produce vendor would be to email Jim.Schloegl@ci.stcloud.mn.us.
If you do not have access to email, you can call Jim at (320) 255-7214.

General Guidelines:

- Be ready to sell promptly at 5:00 pm (unless different time negotiated ahead of time).
- SBG may be cancelled due to severe or inclement weather. If this occurs, vendors will be notified via email by 10am on the morning of the event.
- Each vendor will be provided with one 11' X 11' space for each space assigned. If you need additional space, please indicate needs on the application. Stall space will be assigned by SBG Vendor staff.
- Any larger space needs must be approved in advance by SBG Vendor staff.
- **Vendors are responsible for providing tables, chairs, a tent, water and any other items needed for their display.**
- **If you are using a generator, they need to be the quiet generators**
- **Tents are required along with weights for securing**. NO STAKES ALLOWED!
- SBG Vendor staff has the authority to move and reassign stall space to enhance or facilitate operations.
- All displays must be neat and tasteful.
- All vendors must have signs displaying their name
- Alcoholic beverages and smoking are prohibited
- Pets are not allowed within 300 feet of any food vendors
- General cleanliness is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- Vendors should represent themselves in an appropriate manner, dress and state of cleanliness. Shirts and shoes must be worn.
- Any children coming with vendors must be supervised at all times.
- Price, terms of sale, etc. are between buyer and seller only.
- All vendors agree to abide by fair business practices.
- Any required sales tax collections and remittances are the sole responsibility of the sellers/vendors.

Permits:

- All permits and licenses required by the City of St. Cloud, Stearns County, the State of Minnesota or the Federal Government are the sole responsibility of the vendor.

Setup/Tear Down:

- Vendors may begin setting up at 3:00 pm on SBG event days. SBG Vendor Staff will be at Lake George at 3:00 pm to check in vendors and assist with any questions they may have about setting up.
- Vendors must be ready to start selling at 5:00 pm and must remain until 9:00 pm (unless agreed upon by both parties)
- Tents must use weights for securing. NO STAKES ALLOWED!
- Vendors must remove all materials including paper, bags, boxes or miscellaneous debris as a result of their sales from the area by 9:30 pm.
- Vendors are required to take home and dispose of any spoiled, unusable, and unsold products. Incidental garbage, such as paper items, soda cans, etc. can be disposed of in the trash receptacles provided.

Acknowledgement:

Please indicate that you have read, understand and agree to abide by the guidelines for the 2013 SummerTime by George! by signing, dating and mailing this page to:

Rotary's Summertime by George, C/O United Arts, 913 W. St. Germain Street, PO BOX 1212, St. Cloud, MN 56302.

Date: _____ Signature: _____

Business: _____ Phone: _____

Email: _____

Thank you!

We are thrilled that you are interested in participating as a vendor!

St. Cloud Rotary
2013 FARMER, FOOD, RETAIL, ARTISAN AND GENERAL VENDOR APPLICATION FORM

Name of Business: _____

Address: _____

Contact Person: _____ _____ Phone_____

Email: _____[required]_____Website: _____

ITEMIZED VENDOR SELLING LIST

1)_____ 4)_____
2)_____ 5)_____
3)_____ 6)_____

Use an additional sheet to itemize, if necessary. Food vendors must itemize each item on their menu. Once approved, menu items cannot vary unless approved by the Vendor Selection Committee.

Business Owner or Principal Officer: _____

Type and Dimension of Vending Unit: _____
[if you require more than a 11' X 11' space, you will need to pay for two (2) spaces]

Vendor Options

Please indicate your primary vendor type: ❒ FOOD ❒ FARMERS MARKET ❒ ARTISAN ❒ RETAIL

Cost by Vendor Type:	Food	Farmers Market	Artisan	Retail
Entire 12-week Series	$500	$250	$250	$250
Fewer than 12 weeks	$50 per week	$25 per week	$25 per week	$25 per week
If submit AFTER June 1st	$60 per week	$40 per week	$40 per week	$40 per week

Vendors will not be reimbursed for not showing up. Vendors will not be reimbursed due to a rain cancellation.

I am signing up for the following Wednesdays, 5:00 – 9:00 pm:

❒ Wednesday, June 12
❒ Wednesday, June 19
❒ Wednesday, June 26
❒ Wednesday, July 3
❒ Wednesday, July 10
❒ Wednesday, July 17
❒ Wednesday, July 24
❒ Wednesday, July 31
❒ Wednesday, August 7
❒ Wednesday, August 14*
❒ Wednesday, August 21
❒ Wednesday, August 28

I am signing up for _____ space(s) for _____ weeks X vendor fee $_____ = $_____

* Before the concert and evening activities begin, there is an ART FAIRE on August 14 starting at 1:00 PM.
If you would like to set up early and be ready to vend at 1 PM, there is no extra charge.
_____YES! I would like to be part of the ART FAIRE.

My check payable to ***St. Cloud Rotary*** is enclosed for a total of $_____

Mail to: St. Cloud Rotary, C/O United Arts, 913 West St. Germain Street, St. Cloud, MN 56301

PLEASE NOTE:
Applications and payment must be RECEIVED and approved no later than noon the Friday preceding the week you'd like to vend.

In Addition

- ❒ I understand that payment must be received by noon on the Friday before the Wednesday event in order to set up.
- ❒ I understand that if necessary, I will obtain any and all proper permits from the City, County and State to participate in *Summertime by George*! My MN Sales Tax # is _____
- ❒ I have attached a copy of my insurance policy. [required]
- ❒ I have read, understood and will abide by the vendor guidelines.

I understand that this document serves as a contract between my business and the St. Cloud Rotary. I have read, understand, and agree to conform to the conditions stated in this application and rules attached and have provided truthful and comprehensive information on this form. I agree to indemnify and hold harmless the St. Cloud Rotary and the City of St. Cloud from any and all claims for damage to persons or property in any matter related to my use or occupancy of the parking lot at Eastman Park / Lake George where the *Summertime by George* is held. I release the St. Cloud Rotary and the City of St. Cloud from any liability for loss, damage, or theft of my property including damage or destruction to my booth.

Signature _____

Print Name _____ Date _____

St. Cloud Rotary Summertime by George

C/O United Arts of Central MN

Attn: Cindy Hawker, Middletown Market Coordinator

Mailing Address: PO BOX 1212, St. Cloud, MN 56302

Street Address: 913 West St. Germain Street, St. Cloud, MN 56301

320-257-3116

c.hawker@unitedartscm.com