



Lake Bemidji Dragon Boat Festival

July 31st – August 3rd 2024

Food Vendor Space Rental Application

Please complete and return this form by **April 30, 2024** to be considered for participation in the **2024 Lake Bemidji Dragon Boat Festival** by mailing to:
Lake Bemidji Dragon Boat Vendor Committee PO Box 279 Bemidji, MN 56619

COMPLETION OF THIS APPLICATION does **not** guarantee the applicant will be offered a contract to provide food at the Lake Bemidji Dragon Boat Festival. A contract may be offered if the food to be provided satisfies the needs of the Festival and the vendor's requested space and utility needs can be met. Please see General Terms and Conditions for more information. A limited number of vendors will be accepted.

Upon acceptance, the Vendor Rental Fee is \$500.

Company Name: _____

Contact Person: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Vendor Specifications & Required Needs: *Please be specific as it may cause confusion at set up time.*

Electricity: __ 120 volt __ 240 volt __ 50 amps __ 20 amps (*We can only accommodate these volts and amps*)

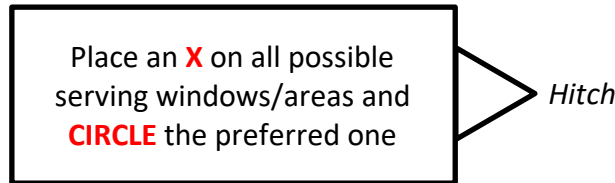
Water access: __ Yes __ No

Serving Vehicle/Unit:

Type: i.e. booth, trailer, tent, etc. _____

Size: *including hitch, stairs, etc.:* (*This will be used to determine your space size*)

_____ Length _____ Width _____ Parallel or _____ Perpendicular



List your proposed items along with the sale price. (*Please refer to the General Terms and Conditions prior to specifying your selections*):

Item: _____ \$ _____	Item: _____ \$ _____	Item: _____ \$ _____
Item: _____ \$ _____	Item: _____ \$ _____	Item: _____ \$ _____
Item: _____ \$ _____	Item: _____ \$ _____	Item: _____ \$ _____

Vendor Signature _____ **Date** _____

LBDBF Food Vendor – Space Rental General Terms and Conditions

1. Food Vendors interested in selling food and beverage at the festival must complete and submit a Food Vendor Space Rental Application form.
2. Festival organizers reserve the right to select vendors based on proposed food and beverage items to be sold, sale price, space and utility needs and past experience working our festival as well as other local events.
3. Festival organizers will approve all food selections and attempt to avoid duplication of food products between vendors, where possible. **However, there is no guarantee that each food item will be exclusive.**
4. Once food items are selected and agreed upon, those food items will be the only items allowed to be sold without express written consent from the LBDBF. All selections and agreements must be reached **prior to set up** on Wednesday.
5. Only Vendors who have received a fully executed Food Vendor – Space Rental Agreement will be allowed to sell food at the Lake Bemidji Dragon Boat Festival Site.
6. Following the application review process, selected vendors will receive two original agreement forms which must be signed & returned, along with a certificate of general liability insurance naming the Bemidji Area Chamber of Commerce & Bemidji Rotary Club as additional insured, 100% of the fee (\$500) by **June 1**.
7. If payment, certificates and agreement forms are not received by **June 15**, space will be sold to another vendor. There will be no refunds once payment is made.
8. One fully executed agreement will be returned to the vendor. The agreement takes effect when both parties receive their copy and 100% of the fees have been paid along with a certificate of general liability insurance naming the Bemidji Area Chamber of Commerce & Bemidji Rotary Club as additional insured.
9. Electric hookup is limited to the number of connections and total load identified on the front of this application form under vendor specifications. The reliability of electrical service provided to the vendor is not guaranteed and failure of service for any period of time does not constitute a breach of agreement by the Lake Bemidji Dragon Boat Festival, and no refund of rent will be made in cases of such occurrence.
10. Vendors agree to be on site with all equipment set up and operational by noon on Thursday and agree not to tear down until Sunday morning. Late arrivals may be turned away at the discretion of the festival management with no refund of any fees paid.
11. Vendor agrees to be open for sales at a minimum the following hours: Thursday, from 4 pm to 8 pm, Friday, from noon to 9 pm, and Saturday, from 10 am to 9 pm.
12. Food Vendors must maintain strict compliance with all food related state and county health codes and must provide upon request a copy of their vendor license. This includes proper disposal of waste products. The Festival will designate a Food Vending Festival Inspector who will have the authority to request changes in operation or equipment. Health code concerns identified by the Festival Inspector must be corrected immediately. Failure to correct cited violations will result in cancellation of food vendor agreement, shut down of booth, notification of state and county regulatory authorities and loss of future vending agreements with the Lake Bemidji Dragon Boat Festival.
13. The Lake Bemidji Dragon Boat Festival reserves the right to amend or adopt general conditions at any time.

Updated and Adopted: 8-24-2022