



Madelia Area Chamber & Visitors Bureau  
PO Box 171, 127 W. Main St. Madelia MN 56062  
(888) 941-7283 email: [chamber@madeliamn.com](mailto:chamber@madeliamn.com)  
[www.visitmadelia.com](http://www.visitmadelia.com)

**MADELIA PARK DAYS**  
**VENDOR INFORMATION**  
**JULY 7-10, 2011**

We are in the process of arranging our food/craft vendors for our annual Park Days event and would like to have you join us this year. We offer this opportunity to vendors on a first come first serve basis and try to offer a wide variety of options so that each vendor makes a good profit.

Our fee for Non-Chamber member food vendors is \$75.00 for the entire event. Craft or flea market vendor fee is \$50.00. The fee for Chamber member vendor is FREE. If you are only interested in attending for one day the cost is \$25.00. We do require full payment with a complete application prior to the weekend. (Priority will be given to those vendors that will be in attendance all three days.)

We will confirm your spot by mail as the date gets closer and will mark your spot in the park with your name so you know where to set up. If you will be setting up prior to Thursday, July 8<sup>th</sup>, please let me know that as well. (Note, there are many events going on all day on Saturday and Sunday and more events are in the works!)

Thank you so much and we look forward to working with you!

**A COMPLETE application must have the following:**

- \_\_\_\_\_ 1. Completed and Signed application/release form. (Pages 3 & 4)
- \_\_\_\_\_ 2. Full payment of booth fees - If applicable  
(Check/money order made payable to the *Madelia Area Chamber of Commerce*.)
- \_\_\_\_\_ 3. Completed Minnesota Operator Certificate of Compliance (ST19)
- \_\_\_\_\_ 4. Copy of Special Event food stand license from the Minnesota Dept. of Health.  
(For Food Vendors only)
- \_\_\_\_\_ 5. Proof of insurance form.

***Mail completed information to:  
Madelia Area Chamber of Commerce, PO Box 171, Madelia, MN 56062***

Courtney Hennis, Executive Director  
Madelia Area Chamber of Commerce

# Madelia Park Days 2011

## RULES AND REGULATIONS

1. To insure variety and to eliminate repetition, the Madelia Area Chamber of Commerce will limit the kinds of food served/merchandise sold. The selection of the vendors will be primarily determined by the type and price of food/merchandise that is specified in the application and offered for sale during the event.
2. The sale of alcoholic beverages of any kind is strictly prohibited.
3. Consumption of alcoholic beverages by vendors at their booth is prohibited.
4. No offensive, racial or drug related merchandise will be displayed, sold or distributed. This will be monitored and any objectionable merchandise will be removed from booths immediately. Failure to comply will result in immediate closure of booth.
5. No weapons are permitted on the premises, either personal or for sale.
6. No loud or offensive music will be tolerated at booth.
7. No political signs are permitted.
8. The vendor will be responsible for all set-up equipment needed for their booth including tents, tables, chairs, banners, etc, and equipment and other necessary items to provide service.
9. The vendor will be responsible for supplying UL listed extension cords, if needed. The vendor will be responsible for construction, dismantling, and clean-up of their booth area.
10. All areas are to be kept neat, clean and orderly at all times. No dumping of liquids, water, grease or food waste is allowed. Use of storm drains is prohibited. Vendor will be responsible for all fines resulting from code violations.
11. If more than reasonable clean-up is required after the vendor departs, a bill for \$50 for clean-up charges will be sent to the vendor and vendor will not be invited to participate in the Madelia Park Days again.
12. The vendor is responsible for collecting and paying sales tax to the State of Minnesota for the food or products sold, and meeting all state, county and city code requirements.
13. This is a Rain/Shine event. There will be no Rain/Weather refunds. Please come prepared for the possibility of wind and rain.
14. All booths are assigned on a "first come, first served" basis and absolutely no booth space will be held without payment of space rental.
15. Applications must be legible, signed and all information included.

Failure to comply with these terms/rules may cause dismissal from the property and exclusion from participation in future events.

### Liability and Security

The Madelia Area Chamber of Commerce, its board of directors and its staff will not be responsible for losses of any kind, whether by fire, theft, physical violent, elements of nature or any other causes whatever their origination. Madelia Park Days will provide minimal security during the event; however vendors will be responsible for their own merchandise and equipment, its protection and its insurance.

### Insurance

All entries must have insurance. Certificates of Insurance, naming the Madelia Area Chamber of Commerce Park Days may be required at the discretion of the Park Days Committee.

### Health Inspection

Food Vendors must obtain a special event food stand license from the Minnesota Department of Health - Brown Nicollet Environmental Health. This license must be available on site. (Please allow a minimum of one week for processing this license.) Dept. of Health regulations must be followed during the event. They have the authority to close down any food booth not meeting requirements. The Madelia Area Chamber of Commerce is not responsible for any refunds due to such a closing. Any questions regarding special event food licenses should call the Brown/Nicollet Environmental Health Dept. at: 1-800-931-4140, or visit their website at: <http://www.co.nicollet.mn.us/departement.aspx?Id=810207f2-64a6-4c1a-8a4d-1dcccdfc0bd5d>

# Madelia Park Days 2011

## VENDOR APPLICATION FORM

Vendor Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Days we will be selling: Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
*(please check all that apply)*

Menu Items/Merchandise Items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Electricity needed? Yes / No (Circle one)

Type of electric power needed: 110 volt / 220 volt (circle one)

Number of outlets required \_\_\_\_\_

Water hookup needed? Yes / No (Circle one)

Other requirements/requests \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Application deadline: June 15, 2011**  
**Please make checks payable to the Madelia Area Chamber of Commerce**

## RELEASE OF LIABILITY

### Indemnification

I have read the Madelia Area Chamber of Commerce vendor policies, procedures, rules, regulations and requirements for application to participate in Madelia Park Days and agree to abide by such. I agree to and hereby assume any and all risks of personal injuries to myself including death and damages to my property caused by or arising from participation in this event.

I agree to defend, indemnify and hold the Madelia Area Chamber of Commerce and the City of Madelia harmless from and against any claim, demand, suit, loss, causes of action, damages, liabilities, obligations, costs, expenses and judgments (including without limitation, death and damages to property), caused by my acts or omissions or failure to abide by the rules and conditions contained therein.

The Madelia Area Chamber of Commerce, as official promoters and organizers of the event, retains the sole propriety over all aspects of the event, which includes posters, other memorabilia, vendor selections, and reserves the right to final interpretation of all rules.

**Photo and Publicity Release:** I hereby grant permission for any photographs or publicity while a participant in the Madelia Park Days to be used in conjunction with publicity for Madelia Park Days.

Submission of this application and payment of fee does not guarantee a space.

**I HAVE READ AND UNDERSTAND THE ABOVE RELEASE AND INDEMNIFICATION.**

Signature \_\_\_\_\_ Date \_\_\_\_\_