

2021 Ham Lake Freedom Festival

Business Expo and Artisan Market Vendor Application

Saturday, July 3, 2021

3:00pm to 8:00pm

Ham Lake Lions Park
1220 157th Ave NE, Ham Lake, MN

Name of Company: _____

Name of Primary Seller: _____

Address: _____

City, State and Zip: _____

Phone: _____

Email: _____

Please provide a description of your business or all products you would like to sell at the market.

Do you produce all items offered for sale? _____ If no, please explain:

Do you currently hold food related licenses? _____ If yes, please provide copies with this application.

Will you use a generator? _____ (please note, electricity is not available)

Booth/Stall Fees: All fees must be paid in advance of the event.

_____ \$40.00 for a single space approximately 10x10

Payment Options:

_____ Send me an online invoice _____ Pay by check

Required to Register

Please email or mail the following to kari@hamlakecc.org or via mail to: Ham Lake Area Chamber of Commerce, 15544 Central Ave NE Ham Lake MN 55304

- **Completed Application**
- **Payment (online invoice or check made payable to Ham Lake Area Chamber of Commerce)**
- **Completed Minnesota Department of Revenue Form ST19**
- **If applicable, copies of any Cottage Food producer or any food related licenses**

Market Rules and Guidelines:

- This is a rain or shine event, and refunds are not available. In the event of inclement weather, the event will still go on.
- Booth space will be approximately 10 feet wide and 10 feet to fit a standard canopy. Each vendor is responsible for keeping their products, canopy, table, signage, etc. in their designated space.
- Each vendor is responsible for providing their own table, canopy, weights, display materials, change, etc.
- Selection of vendors is made at the sole discretion of the Ham Lake Area Chamber of Commerce. It is recommended that completed applications be turned in as quickly as possible.
- Vendor locations will be at the sole discretion of the Ham Lake Area Chamber
- Booth space is not transferrable.
- Canopies must be sufficiently and safely secured by attaching the canopy to weights on the ground. Weights should be smooth without rough edges or sharp corners. High wind is to be expected and prepared for by vendors.
- Lost or damaged booth items or product is the responsibility of the vendor.
- Customer walkways must be kept open.
- Sandwich board or yard signs advertising specific items for sale may be used.

Set-Up and Take Down:

- Vendors may begin setting up at 2:00pm. The Market Coordinator will be available at 2:00pm to answer questions.
- Vendors must have vehicles out of the walkway by 2:50pm.
- **Vendors must remain until the market closes at 8:00pm and should not begin teardown before closing time unless approved by Ham Lake Area Chamber of Commerce.**
- You may stay later if you choose. Our full event ends at 10:00pm.
- Vendors must remove all materials including bags, boxes and debris upon leaving. All trash must be disposed of properly.

Incident Report:

- Any accident, injury or other complaint that is made know to the Ham Lake Area Chamber of Commerce Director shall result in an Incident Report being completed and filed. The report will include the date and time of the incident, location, witnesses, description, action taken and contact information for individual.

Insurance:

- Vendor are recommended to carry general liability and product liability insurance as the Ham Lake Area Chamber of Commerce does not provide this coverage.

Licenses, Permits, Labeling and Taxes:

- All permits and licenses required by Anoka County, Minnesota Department of Agriculture (MDA) and/or the United States Department of Agriculture (USDA) are the sole responsibility of the vendors.
 - If you are required to have a permit or license, please submit a copy with your market application.
- Complete a copy of the ST19 form and submit with your market application. This form is required. If not submitted, your vendor application cannot be completed. This form must be submitted each year.
- Any vendors required by law to carry a food handler's license or other licensing must have them posted at their vendor stall.
- Labeling, packaging or identification required by the Minnesota Department of Health, MDA or USDA are the responsibility of the vendor.
- Each vendor is responsible for sales tax collection, where applicable.

Acknowledgements

I, the undersigned, agree to the following:

- I have reviewed the guidelines above and I agree to abide by the 2021 Ham Lake Freedom Festival Market Rules & Guidelines.
- I understand that I am responsible for complying with any and all local, state, or federal regulations governing the products I sell.
- I agree that the Ham Lake Area Chamber of Commerce, City of Ham Lake are not liable for any injury, illness, theft, loss or damage of any kind to the buyer, seller or seller's property arising out of or pertaining to participation in, use or consumption of products bought, sold or provided at the Ham Lake Freedom Festival Market. Furthermore, the seller agrees to indemnify and hold harmless the Ham Lake Area Chamber of Commerce, its sponsors, organizers, and volunteers, or the City of Ham Lake for any liability of any kind arising out of the undersigned's participation in the Ham Lake Freedom Festival Market.
- I understand it is recommended to carry my own general liability and product liability insurance as the Ham Lake Area Chamber of Commerce does not provide this coverage.

SIGNED: _____ DATE: _____

If you have questions, contact Kari Lund at kari@hamlakecc.org or 763-434-3011.