

ARTISTS' CIRCLE



*Artists creating opportunities for artists
in the Twin Cities*

Business Name

Contact Person

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number

Area Code

Phone Number

Cell Phone Number

Area Code

Phone Number

Email

example@example.com

MN Tax ID #

State of MN Food Vendor License #

Insurance Co Name and Policy #

(Required amount is \$1,000,000, listing Artists' Circle and St. Catherine University as coinsured) (Note: You must have a Food Truck license or Special Event license/permit from the State of Minnesota Department of Health (MDH). You are responsible for obtaining your own permits from the State of Minnesota as well as proof of insurance. You will forfeit your fee if your paperwork is not in order. Also note that the event takes place even in inclement weather. No refunds will be given for "no shows")

List of All Menu Items

(We have the right to approve menu items so that menus do not overlap/conflict with other food vendors)

For more information contact Emily at 651-399-7073 or emilychesick@gmail.com

Return completed contract and two checks: \$225 Vendor Fee and \$225 Damage Deposit to: Emily Chesick
1958 Kenwood Dr. W.
Maplewood, MN 55117

Vendors agree to the following terms:

Vendors may only sell in the space designated by Artists' Circle and may only sell items listed and pre-approved in this contract.

No electricity will be provided. Generators must be 72 decibels maximum. Vendors who do not comply with this will be asked to move their set-up away from artists' booths to a less-trafficked area.

Vendors must keep their area presentable during the art fair and clean their area completely before leaving at the end of the art fair. Special attention must be taken to prevent oil spills and/or dumping. Failure to comply will result in the loss of the damage deposit.

Vending vehicles must remain on the pavement and should bring leveling devices if needed.

Vendors are responsible for compliance with all relevant city and state codes and licenses including proper disposal of refuse and garbage. Vendors must supply trash receptacles for the disposal of customers' refuse.

Vendors must have the appropriate seasonal food permit or food truck permit.

Vendors must supply proof of insurance showing the Artists' Circle and St. Catherine University as coinsured.

Food trucks must park on road around the triangle. All other vehicles belonging to the food vendor and its employees must be removed and parked elsewhere; no parking is allowed in the triangle or in front of the chapel but other lots on the University grounds are available. No one will be allowed to drive off the road onto the grass.

Artists' Circle and St. Catherine University assume no responsibility for any financial loss, theft, or injury. Vendors shall fully indemnify and hold harmless Artists' Circle and St. Catherine University from any actions, suit, claims, payment, costs, or damages which may be brought against them arising from participation in Art at St. Kate's.

Food vendors must remain from 10:00 A.M. – 4:30 P.M. We want you to leave before the artist load out time of 5 P.M. (it may get difficult to leave after that time).

This document is a contract between vendor and Artists' Circle. Upon acceptance, this document will serve as a contract between Artists' Circle and vendor. All vendors must abide by this contract. Failure to comply with terms listed will result in cancellation of your participation in the Art at St. Kate's and forfeiture of your damage deposit and booth fee.

Date Signed



Month Day Year