



# SHAKOPEE DERBY DAYS

*Creating and celebrating community pride since 1987*

A 501(c)(3) Non-Profit Organization

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## **Welcome to Shakopee Derby Days!**

**August 3-7, 2011**

My name is David McGovern, concessions chair for Shakopee Derby Days and Minnesota Department of Health certified food manager. Derby Days, which is being held August 3-7, is now accepting registrations for both returning and new food vendors.

Derby Days events will be held in picturesque Huber Park, on the Minnesota Riverfront in downtown Shakopee. Food vendors will be located in the designated food court area. Derby Days seeks food vendors that offer unique, interesting, and crowd-pleasing offerings that may differ from what one finds at a local fast food chain.

Please complete the attached food vendor contract and submit with the non-refundable payment no later than July 1. A \$100 late fee is applicable if after July 1. If you refer an additional vendor to participate, you will receive \$50 off of your entry. Derby Days requires that pictures, pricing and other information be submitted (see contract checklist) with the payment and application. No application will be considered without all items in the contract checklist submitted correctly. Items for sale must be approved by the concessions chair and/or Shakopee Derby Days, Inc. Any change of food items requires prior written permission. Confirmations returned with food item approvals will be sent by July 10. Refusals will be notified by mail within 10 days.

We hope that you join us for another great year at Shakopee Derby Days. Thank you for your interest and hope to see you in August!

David McGovern  
Shakopee Derby Days Concessions Chair  
(952) 445-2602

Jack McGovern  
Shakopee Derby Days Board President  
(952) 445-5791



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## Space Description

- 8' x 25'
- Includes water and electricity.

## Food Vendor Provisions

- Provide own State of Minnesota-approved electrical cords and water hoses.
- Provide own selling unit, tables, and chairs.
- Communicate with State-Certified Food Manager on-site to go through a daily inspection (as required by the Minnesota Department of Health).
- Be prepared for a possible visit from State Inspector.
- Maintain a clean environment in designated space at all times.

## Food Sales

- All items must be approved by Shakopee Derby Days, Inc.
- Changing of food items requires written permission.
- Cash sales only – no ticket system.
- Shakopee Derby Days is a rain-or-shine event.

## Set-up

### ***If vending 3 days: Thursday, Friday, and Saturday (Aug. 4-6)***

- Tuesday, August 4, 6 p.m. – 9 p.m.
- Wednesday, August 5, 9 a.m. – 3 p.m.\*\*
- Thursday, August 6, 9 a.m. – 3 p.m.\*\*

### ***If vending 2 days: Friday and Saturday (Aug. 5-6)***

- Any of the above listed dates/times
- Friday, August 5, 8 a.m. – 11 a.m.\*\*

\*\* Call Jack at (952) 445-5791 or (952) 237-6669 (cell).

## Take-Down

- Areas clean and vacant by Sunday, August 7, 2:00 p.m. NO LATER!

## Times of Food Sales

- *Thursday* – 5:00 p.m. until 10:00 p.m.  
**We will allow you to sell during the Taste of Shakopee.**
- *Friday* – 10:00 a.m. until 12:00 a.m. (Daytime sales optional. Up and running by 4:00 p.m.)
- *Saturday* – 8:00 a.m. until 12:00 a.m.

# Shakopee Derby Days 2011 Food Vendor Contract

Vendor Name: \_\_\_\_\_ Main Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Food Items and Prices Requesting to Sell at Derby Days** (include entrées/meals that include accompaniments. All vendors may sell carbonated beverages and bottled water):


- I would like to sell Thursday, Friday, and Saturday. Fee is \$300.00.
- I would like to sell Friday and Saturday only. Fee is \$275.00.
- I have referred a new vendor to Derby Days. \$50 off fee                      Name of referred vendor: \_\_\_\_\_

**Amperage required (no changes in power needs allowed once contract approved):** \_\_\_\_\_

**List equipment, quantity, and power needs for equipment requiring power:** \_\_\_\_\_

## Contract Checklist (include items w/submitted contract):

*No application will be considered without all items in the contract checklist submitted correctly.*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Payment/Check                  | <input type="checkbox"/> Electrical Inspection  | <input type="checkbox"/> Picture of selling tent or trailer  |
| <input type="checkbox"/> Certificate of Insurance**     | <input type="checkbox"/> Pictures of Food Items | <input type="checkbox"/> ST19 Form (available at <a href="http://taxes.state.mn.us/sales/Documents/forms_st19.pdf">http://taxes.state.mn.us/sales/Documents/forms_st19.pdf</a> ) |
| <input type="checkbox"/> MN Dept. of Health Certificate | <input type="checkbox"/> Food Item Pricing      | <input type="checkbox"/> Dimensions of trailer/booth***: _____' x _____'   |

\*\* Certificate of Insurance must explicitly state, "Shakopee Derby Days, Inc. is listed as additional insured." General Liability coverage must be a minimum of \$1,000,000. Certificate Holder must be: Shakopee Derby Days, Inc., PO Box 312, Shakopee, MN 55379. The policy must cover the dates of the festival, August 3-7, 2011.

\*\*\* Be sure to include trailer hitch in dimensions calculation.

Make checks payable to *Shakopee Derby Days*.

I further agree to defend, indemnify and hold harmless Shakopee Derby Days, Inc., the City of Shakopee, its officers, employees, insurers and self-insurance pool, from and against all liability, claims and demands, including any third party claim asserted against the Shakopee Derby Days, Inc. or the City of Shakopee, its officers, employees, insurers or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other kind of loss of any kind whatsoever, which arises out of or are in any way, related to the above described activities. Whether or not caused by my act, omission, negligence, or other fault of Shakopee Derby Days, Inc. or the City of Shakopee, its officers, its employees, or by any other cause Vendor also agrees to reimburse Shakopee Derby Days, Inc. for all costs and damages associated with any damages to the premises and/or its equipment as a result of the activities of vendor and/or failure to comply with its obligations herein.

I have read through the entire Food Vendor packet and agree to abide by these terms.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail contract, certificates, pictures, ST19 form, and check by **July 1** (add \$100.00 late fee after July 1 – **no exceptions!**) to:

David McGovern  
Shakopee Derby Days Concessions Chair  
125 10<sup>th</sup> Ave. W.  
Shakopee, MN 55379