



Shakopee Derby Days Inc.  
501(C)(3) Non-profit Organization

## Welcome to Shakopee Derby Days 2008.

My name is David McGovern. I am the Concessions Chairperson for Derby Days. I am a Minnesota Dept. of Health Certified Food Manager. This letter is being sent to inform you we are now accepting registration for Food Vendors during Shakopee Derby Days, which is being held [July 31<sup>st</sup> – Aug. 2<sup>nd</sup>](#).

NEW LOCATION THIS YEAR- We are locating all events down to Huber Park- Downtown Shakopee. All Food Vendors will be located in the Food Court area. We have lots of changes in store. The Beer Garden will be open on Thursday night. ALL events will be located in the same area! We are also looking at moving the Fireworks to Saturday night down at Huber Park, so get ready for a super busy night!

We are looking for something different that isn't offered by the fast food chains or at least a few notches better. We will require you to send a picture of the food items along with the prices. If you are selling your entrée as a complete lunch, which will include chips or french fries, make sure you add this to your list. We will be allowing each vendor to sell carbonated beverages and bottle water in both areas. (NO GLASS PLEASE)

***We will also require you to send a picture of your selling tent or trailer. Include how much space you will need. We have 10 spaces in the Food Court area.***

YOU WILL NOT BE ALLOWED TO SELL ANY ITEM THAT HAS NOT BEEN APPROVED BY MYSELF OR THE DERBY DAY'S COMMITTEE. Any change of food items requires prior written permission from the Derby Day's Committee or myself.

If you have any questions, you can contact me at any of the below numbers.

Again, thank you for your interest and hope to see you at the Fair!

David McGovern

Work  
Home 952-445-7413  
E-mail

REFER ANOTHER VENDOR AND TAKE \$50.00 OFF YOUR ENTRY.  
If you can get another vendor to book with our event, you can take \$50.00 off your entry!

# VENDOR CONTRACT

Please enclose a copy of your certificate of Insurance, Minnesota Dept. of Health certificate and an updated electrical inspection (this is due to many changes in codes this year)

ORGANIZATIONS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FOOD ITEMS REQUESTING TO SELL AT DERBY DAYS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I would like to reserve one exhibit space NO electricity needed. Fee is \$200.00.

\_\_\_\_\_ I would like to reserve one exhibit space with electricity. Fee is \$250.00.

NEW\*\* \_\_\_\_\_ I am interested in ALSO selling on **Thurs. July 31** after 7:30 p.m.  
**Cost \$25.00 extra**

Amperage required: \_\_\_\_\_

MAKE CHECKS PAYABLE TO SHAKOPEE DERBY DAYS.

I release and hold harmless all Derby Day's Committee, Shakopee Jaycee's, City of Shakopee, employees and volunteers from any damage, theft, loss or personal injuries sustained during the Derby Days celebration.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please mail contract/certificates/pictures/check by **July 15** (add \$100.00 late fee if received after July 15) to:

David McGovern  
Concession's Chair Derby Days  
125 10<sup>th</sup> Ave W  
Shakopee, MN 55379

**REFER ANOTHER VENDOR AND TAKE \$50.00 OFF YOUR ENTRY.**

If you can get another vendor to book with our event, you can take \$50.00 off your entry!

## SPACE DESCRIPTION

- \*Booth space will be 8' x 25'.
- \*All Exhibitors must provide their own selling unit, tables and chairs.
- \*All vendor fees include water. Electricity is an extra charge. You will need State of MN approved electrical cords and water hoses.
- \*This year, there will also be a State Certified Food Manager on site to go through a daily inspection as required by the MN Dept. of Health.
- \*Exhibitors are expected to maintain a clean environment around their booths at all times.

### FOOD SALES:

Exhibitors are prohibited from selling items not approved on their contract. Any changes to this contract must have written approval by the Derby Days Committee or myself BEFORE the event.

### SET-UP AND TAKE DOWN TIMES:

Thursday, Friday and Saturday Exhibitor's: (July 31 – Aug. 2nd) Set up times: Wednesday night July 30 6:00 p.m. to 9:00 p.m. (NO LATER).

Friday and Saturday Exhibitor's: (Aug. 1-2) Set up times: Wednesday night July 30 6:00 p.m. to 9:00 p.m (NO LATER) or Friday morning Aug. 1st 8:00 a.m. to 11:00 a.m.

Take down times: All booths must be taken down and areas clean by Sunday Aug. 3rd, 2:00 a.m. NO LATER!

### TIMES OF FOOD SALES:

Thursday- 7:30 p.m. till 12:00 am

Friday- 10:00 a.m. till 12:00 am (You don't have to sell during the day on Friday. It's your choice, but we would like your booth up and running by 4:00 pm for the evening crowd)

Saturday- 8:00 a.m. till 12:00 am

Registration deadline with payment must be received by **July 15** (add \$100.00 late fee if received after July 15). Please fill out the Vendor contract form in its entirety. Remember to include **your certificates, photos of both your food and selling tent or trailer.** Confirmation returned with food item approval by July 10th. Refusals will be notified by mail within 10 days.

DERBY DAY'S WILL NOT BE CANCELLED BECAUSE OF BAD WEATHER CONDITIONS

<p><b>REFER ANOTHER VENDOR AND TAKE \$50.00 OFF YOUR ENTRY.</b> If you can get another vendor to book with our event, you can take \$50.00 off <u>your</u> entry!</p>
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