



2019 Grand Old Day

Artist & Merchandise Vendor Information & Guidelines

9:00 am – 7:00 pm • Sunday, June 2, 2019

Thank you for your interest in the 46th Annual Grand Old Day 2019! Each year Grand Old Day draws 200,000 people from the greater Twin Cities area and the region. Each year event is held along Grand Avenue, Saint Paul's premier shopping, dining, entertainment district.

Vendors are invited to apply for a Grand Old Day booth along Grand Avenue to reach event attendees. Below you will find the ***2019 Grand Old Day Vendor Information & Guidelines***. Please read through all guidelines before filling out the online application.

We look forward to another fun-filled Grand Old Day! Please contact **Grand Avenue Business Association** at 651-699-0029, events@grandave.com with questions.

The Event

Grand Old Day is a rain or shine event. The Grand Avenue Business Association (GABA) plans, promotes and produces Grand Old Day as its annual fundraiser. GABA is a 501(c) 6 non-profit membership organization. Funds raised at the festival go back into the association to benefit Grand Avenue businesses and charitable organizations.

Vendor Space

- ***LAST CALL IN THE ENTERTAINMENT AREA IS 6:30PM!***
- ***VENDING IN ENTERTAINMENT AREA MUST STOP AT 7:00PM LINE OR NO LINE!***
- Vendor spaces are rented per vending unit.
- Vendors are allowed a maximum of 10 linear feet of selling space per purchased vendor space.
- Vendors using more than assigned space assigned will be charged for additional space used.
- A vendor requiring more than a single space will need purchase an additional space.
- Vendor spaces are available on a first-come, first-served basis. We reserve the right to limit "same kind" of food. Application submission does not imply application acceptance to participate as a Grand Old Day vendor.

Vendor Placement

- GABA will place vendors according to the best needs of its members and the event.
- Returning Vendors may request their same location as the previous year if all application requirements are in by April 16, 2019. Vendors are not guaranteed the same spot every year. We make every effort to keep consistency.
- GABA reserves the sole right to place vendors in any location they deem appropriate.
- All vendors (merchandise or food/beverage) will list items intended to sell at Grand Old Day on the online application. There will be a limited number of same item vendors. GABA reserves the right to limit same item vendors.

Vendor Acceptance Criteria

- The Grand Avenue Business Association staff and board of directors have the sole right to refuse any vendor. E-mail notification will be sent to those not accepted. **Non-approved vendors will not be allowed on site.**
- Application submission does not imply application acceptance to participate as a Grand Old Day vendor. All applications are subject to approval by the Grand Avenue Business Association (GABA). GABA reserves the right to refuse any product, service or vendor that does not comply with the event guidelines.
- Acceptance as a vendor by GABA does not imply endorsement or affiliation with the organization and/or individual. The views expressed by vendors are not necessarily those of the festival, GABA, its community partners or sponsors.
- Acceptance is based on submittal and compliance with all required forms, permits and payments located on the last page of this packet.

Sales Guidelines & Subletting/Sharing of Booth Space

- Vendors are **NOT** allowed to sell or distribute: stickers, alcohol, spray string, explosive products, real or realistic looking replicas of guns, knives, nunchucks, or other weaponry, snakes, smoke bombs, lighters, drug paraphernalia, sparklers, smokeless tobacco, tobacco products or related objects. No private ATM's are allowed on site. **No strolling samplers or distribution of literature is allowed without prior permission.**
- Vendors are not allowed to mobile market or mobile sell (i.e. leave their booth space to solicit attendees), unless the vendor has an Event Day Partner Agreement with GABA.
- Vendor locations are non-transferable. Vendors are not allowed to share, sublet or reassign their booth space(s) to/with another business or organization. Shared/sublet vendors will be removed from the event, no refund will be given to the applicant, and an additional \$500 fee will be assessed.
- GABA reserves the right to remove a vendor that is not in compliance with the Guidelines for Grand Old Day Vendor Participation or an unauthorized use of space. GABA will impose penalty fees and any additional fees associated with vendor removal. All fees will be paid by the vendor at the time of removal.
- Vendors are strictly prohibited from selling items outside of their vendor category. Failure to comply will result in an additional fee and potential for not being allowed to participate in 2020.
- For information on sampling, mobile marketing or sponsorship opportunities please contact **Grand Avenue Business Association at 651-699-0029, director@grandave.com.**

Vendor Space Restrictions

- Grand Old Day is sponsored by GABA under a block permit issued by the City of St. Paul, which allows GABA to control **ALL** outdoor vending within 2,000 feet in every direction of Grand Avenue from Dale to Cleveland.
- Vendor units positioned on outdoor private residential property located within 2,000 feet of Grand Avenue are subject to all Grand Old Day fees, rules and City of St. Paul licensing.
- The Grand Avenue Business Association's staff and board of directors have the sole right to refuse any vendor. Rejection e-mail will be sent to those not accepted. **Non-approved vendors will not be allowed on site.**

Vendor Rules and Regulations

- All vendors are required to display a Grand Old Day Permit in their booth. Failure to comply with required payments and permits on that day could result in eviction from the festival. All acceptance criteria must be met prior to receiving your permit. ***Non-Food Vendors will have permits mailed to them.***
- Electricity is not provided. If a non-food vendor needs electricity, you **MUST** have a representative attend vendor day to discuss generator requirements. If your booth ***DOES NOT*** need electricity, you are not required to attend Vendor Day.
- Vendors will be inspected prior to opening. Anyone not in compliance will be removed or charged additional fees. Vendors must pay any additional fees prior to the opening of the event.
- GABA does not provide parking for vendors at the festival. GABA accepts no responsibility for any citation or other related expenses to vendors that are illegally parked. Load – in will begin at 6:00am. **Vehicles are not permitted on Grand Avenue from 8:00 a.m. to 8:00 p.m. on Sunday, June 2nd, 2019.** Vendors are prohibited from breaking down their locations prior to event closing in each zone.
- Vendors must provide all equipment, tents, furniture and structures necessary for their own business location. All generators and electrical requirements are the responsibility of the vendor.
- GABA reserves the right to change a vendor location. A vendor will forfeit all application fees and NOT be allowed on Grand Avenue if the vendor arrives AFTER 8:00 am during the vehicle free time.

Vendor Booths – types, sizing & fees

Vendor Type	Description	Price Per Unit	Booth Size
Event Day Partner	Marketing opportunity for business development. Includes data collection, distribution of literature and demonstration of services & sampling	Please Contact director@grandave.com	10'x10'
Artist -It's Local Section	Selling non-food items that are handmade and are the vendors' original works.	\$200	10'x10'
Merchandise (In Family Zone)	Selling non-food items such as apparel or jewelry.	\$150	10'x10'
Artist/Merchandise (In Family Zone)	Selling non-food items that are handmade and are the vendors' original works.	\$90	10'x10'
Merchandise Vendor- Entertainment District	Selling non-food items such as apparel or jewelry.	\$500	10'x10'
Merchandise	Selling non-food items such as apparel or jewelry.	\$400	10'x10'
Non-Profit	Registered non-profits – must provide a letter of determination from the IRS validating non-profit status.	\$320	10'x10'

Entertainment District Premium Section: A three-block section between St. Albans and Victoria. This area has extended hours and higher concentration of attendance. Operating hours are from 8:00am – 7:00pm. ***LAST CALL IS @ 6:30PM AND ALL SERVING MUST STOP AT 7:00 LINE OR NO LINE!*** FAILURE TO ABIDE BY THIS RULE

WILL RESULT IN A FINE AND YOU MAY NOT BE ASKED TO RETURN. Live entertainment and beer gardens will operate until 7:00pm.

Cancellation Policy

- You may cancel your application in writing at any time up to Midnight, April 15th, 2019. GABA will reimburse you 50% of your vendor fee 30 days after the event. **No refunds after April 16th, 2019.**
- Refunds **will not** be issued if the event is canceled due to dangerous or severe weather or any other acts of God.

Insurance

- **Vendors must provide a copy of their general liability insurance** naming Grand Avenue Business Association, 752 Grand Avenue, Suite 1, St. Paul, MN 55105 as additional insured.
- The amount should be no less than \$1,000,000 per incident.
- Make sure the name on the insurance is the name the GABA office has on record. The name of the insured on the certificate of insurance must match the company name listed on the application. **NO EXCEPTIONS.**
- The insurance form must be turned in *prior* to Vendor Day from 11:00 am – 3:00 pm on **Wednesday, May 8th, 2019.** Location to be determined. Email notification will be sent out at least two weeks prior.

Permits

Vendors receive booth assignment and Grand Old Day permit(s) on Vendor Day. Representatives from the Minnesota Department of Health and Electric and Fire Safety Departments will be available to go over the special event permits to make sure that you have everything in order – this includes:

- **All vendors are required to display a Grand Old Day Permit in your booth during the event. Failure to comply with required payments and permits on that day could result in eviction from the festival. All acceptance criteria must be met prior to receiving your permit. *Non-Food Vendors will have permits mailed to them.***
- **Electricity is not provided. If a non-food vendor needs electricity, you must have a representative attend vendor day to discuss generator requirements. If your booth DOES NOT need electricity, you are not required to attend Vendor Day.**
- Permits for food & beverages
- Permits for generators
- Permits for raffles, etc.
- ST-19 form: Minnesota Department of Revenue Operator Certificate of Compliance
- Vendor Day will take place from 11:00 am – 3:00 pm on Wednesday, May 8th, 2019. Location to be determined. **Email notification will be sent out at least two weeks prior.**
- Vendors are NOT allowed at Grand Old Day if they do not have proper permits. This includes raffle permits through the State of Minnesota. ALL drawings and giveaways must be registered for this event.
- **Food Vendors: It is your responsibility to procure your State of Minnesota vending permit before Vendor Day.** Information can be found at <http://www.health.state.mn.us/divs/eh/food/license/specevent.html>. To obtain your permit, contact See Lee at 651-201-4807 or see.lee@state.mn.us
- GABA requires a copy of the permit or permit # prior to providing Grand Old Day permit on Vendor Day. Please send a copy of the permit or permit number **PRIOR to MAY 7th** to events@grandave.com.

Failure to follow guidelines/laws will result in a vendor's immediate removal from Grand Old Day. GABA reserves the right to remove any vendor from the festival for failure to follow these guidelines, the instructions of the festival staff, Fanfare Attractions and their contractors, the laws and regulations of the City of St. Paul, State of Minnesota or any organization under those governmental entities. This would occur without any refund or other compensation. Such removal may also result in cleaning fees and/or other costs associated with your

business/organization being removed/being assessed. Your business/organization agrees to these conditions and to pay any such fee(s) that may be imposed as a condition of participating in Grand Old Day.

Waste and Recycling Regulations

In an effort to reduce waste and increase recycling at Grand Old Day there will be additional staff dedicated to the waste and recycling collection. As a vendor you will now be able to easily recycle and dispose of your waste.

- **Vendors will NOT be allowed to use Styrofoam products and waxed paper cups.**
- Each unit is responsible for the cleanup of their assigned area and adjacent property within 20 feet, every direction, before departing. Vendors may overlap each other in clean up.
- Vendors are required to provide their own trash and recycling receptacles within your unit. Vendors are asked to put the recycling material in clear bags and the trash and waste products in a black bag, so it is easy to identify.
- Vendors are asked to flatten and stack recycling materials by curb, adjacent to their assigned vendor area.
- All waste and recycling should be placed in assigned carts, or if carts are full, in plastic bags next to carts. Trash and recycling receptacles must be lined with plastic garbage bags.
- No grease, cooking water or other food-processing residue may be deposited on or adjacent to Grand Avenue or its sewers.

Any vendor that does not properly dispose of waste and recycling will be fined and will not be invited back to Grand Old Day.

Application Timeline

Dates	Description
January 31 st	Vendor applications open
Jan. 31 st - April 15 th	Register by April 15 th to avoid application fee
Midnight April 16 th	No refunds will be provided after this date
April 16 th	Additional \$175 application fee
May 1 st	Rejection notices will be sent to non-approved vendors
May 4 th	Food Vendor Applications Closed. No food vendors accepted after this date
May 4 st – May 8 th	Non-Food vendors still accepted – Non-Food vendors will be charged an additional \$150 & will be subject to approval.
May 8 th	FINAL DUE DATE for: <ul style="list-style-type: none"> • Full Payment • Certificate of Insurance naming Grand Avenue Business Association as an additional insured. • Non-Profit determination letter from IRS (if applicable) • Copy of food vendor permit or permit number from the State of Minnesota (if applicable) • ST - 19 form: Minnesota Department of Revenue Operator Certificate of Compliance • Vendors will not receive their Grand Old Day Vendor Permit unless all required application fees, licenses and documents are submitted to the GABA office
May 8 th	<ul style="list-style-type: none"> • <u>All vendors are required to display a Grand Old Day Permit in your booth during the event. All acceptance criteria must be met prior to receiving your permit. <i>Non-Food Vendors will have permits mailed to them.</i></u>

May 8 th	No vendor applications accepted after this date
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Acceptance Criteria

Acceptance of vendor applications is based on the following requirements:

- ✓ Proposed menu or product descriptions including quality, price & uniqueness
- ✓ Past Grand Old Day and/or other outdoor event experience.
- ✓ Agreement to conform to established policies and fees.
- ✓ Full payment of vending fee
- ✓ Certificate of insurance naming the Grand Avenue Business Association as an additional insured
- ✓ Non-profit determination letter from IRS (if applicable)
- ✓ Copy of food vendor permit from the State of Minnesota (if applicable) or permit #
- ✓ ST-19 form: Minnesota Department of Revenue Operator Certificate of Compliance

Grand Old Day Vendor Application Checklist

✓	Review all rules and regulations contained in this packet
✓	Complete the online Grand Old Day Vendor Application
✓	Submit vendor fees
✓	Submit insurance certificate
✓	Submit non-profit determination (if applicable)
✓	Submit food vendor permit from State of Minnesota (if applicable)
✓	Submit any other required permits as outlined in permit section above
✓	ST-19 Form: Minnesota Department of Revenue Operator Certificate of Compliance
✓	If you have questions, please contact GABA at 651-699-0029 or events@grandave.com