



2019 Grand Old Day Member Information & Guidelines 9:00 am – 7:00 pm • Sunday, June 2, 2019

Thank you for being a GABA member!

Included in your GABA membership is a Grand Old Day booth. This event is an excellent opportunity to advertise and market your business. There are approx. 200,000 people that come to the avenue that day. Let's try to capture their attention to make them returning patrons to the Ave! It's a chance to sell your product or make those all important contacts!

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

Grand Avenue is closed to vehicle traffic at 8:00 am. You will be able to set up on your booth and participate in the parade. GABA members are encouraged to participate during Grand Old Day by applying to set up a booth along Grand Avenue to reach event attendees. You **MUST** read through all **Member Vendor Information & Guidelines** before filling out the online application.

The member application is due online, April 15, 2019. Applications received after this date will be assessed an application fee, no exceptions. Make sure to save or print a copy of all information for your records. Following your submission online, you will receive a confirmation via email.

Upon completion of the online application, submit the appropriate payment online or by mailing it to:
Grand Avenue Business Association (GABA)
752 Grand Ave., Suite 1
St. Paul, MN 55105

Vendor Space, Placement & Acceptance

Vendor fees are waived for GABA members who are in good standing. Membership dues must be paid in full by April 15, 2019 to be applicable. Here are the GABA Member Benefits for Grand Old Day 2019.

Premier Membership- Investment: \$1250

These are the Grand Old Day Premier Member Benefits:

- One additional 10x10 booth space at Grand Old Day (2 spaces total)
- Grand Old Day social media mentions (when applicable)
- Logo printed in all GABA event guides & in a special "thank you" section on our website
- Grand Old Day Parade Entry

Core Membership Investment: \$450

These are the Grand Old Day Core Member Benefits:

- (1) 10x10 Grand Old Day booth space for each current tenant
 - Grand Old Day Parade Entry
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Vendor Space, Placement & Acceptance (cont.)

IMPORTANT: GABA members selling food will be assessed \$125.

Thank you for participating in Grand Old Day!
(Here are the friendly reminders)

- Vendor locations are non-transferable. Vendors are not allowed to share, sublet or reassign their booth space(s) to/with another business or organization. We must strictly enforce this in order to comply with our permits, insurance and event day partners. Thank you for your understanding and cooperation!
- GABA members may use their booth space to keep 10 feet in front of their business storefront open.
- Vendors are allowed a maximum of 10 linear feet of selling space per vendor space. Spaces that are larger than the space allotted will be charged for additional space used.
- GABA members who complete their application by Monday, April 15, 2019 will receive priority over outside vendors.
- GABA reserves the sole right to approve the participation of any applying vendor. Those who are not accepted will receive a notice via email. Non-approved vendors will not be allowed on site.
- 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 Grand Old Day, GABA, its community partners or sponsors.

***For information on sampling, mobile marketing or sponsorship opportunities please contact the GABA office at 651-699-0029 or Connie@grandave.com.

Sales Guidelines & Subletting/Sharing of Booth Space

- 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.
 - For information on becoming an Event Day Partner for sampling, mobile marketing or sponsorship opportunities please contact **Connie at 651-699-0029, director@grandave.com**.
 - 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. Strolling samplers or distribution of literature is strictly prohibited.
 - 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.
 - GABA reserves the right to remove a vendor not in compliance with Grand Old Day Vendor Participation Guidelines. 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 2019.
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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.

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 15th, 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.
- 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 Monday, May 6th, 2019.**

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:

- Permits for food & beverages
- Permits for generators
- Permits for raffles, etc.
- ST-19 form: Minnesota Department of Revenue Operator Certificate of Compliance
- **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.**
- **Electricity is not provided. If a member is serving food and needs a generator, you must have a representative attend vendor day to discuss generator/electrical requirements. If your booth DOES NOT need a generator/electricity, you are NOT required to attend Vendor Day.**
- **All GABA Members participating in Grand Old Day are required to display a Grand Old Day Permit in your booth during the event. Members not selling food are NOT REQUIRED to attend Vendor Day. Members are REQUIRED to send a representative to the GABA Office to pick up your Vendor Packet & Grand Old Day Permit between May 10th & May 17th or run the risk of a fine.**

Permits (cont.)

- 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 receiving a Grand Old Day permit on Vendor Day. Please send a copy of the permit or permit number **PRIOR to MAY 6th** to Connie@grandave.com.

Vendor Rules and Regulations

- All vendors are required to have a fully completed application prior to Monday, May 6, 2019. Failure to comply with required payments and permits by deadline could result in eviction from the festival.
- 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 – this is your responsibility. GABA accepts no responsibility for any citation or other related expenses to vendors that are illegally parked. Vehicles are not permitted on Grand Avenue from 8:00 am - 8:00 pm on Sunday, June 2, 2019.
- FAILURE TO FOLLOW GUIDELINES/LAWS will result in a vendor's immediate removal from the event. GABA reserves the right to remove you 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. Removal 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 the festival.

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.
- Styrofoam products and waxed paper cups are not permitted.

Waste and Recycling Regulations (cont.)

- Each vendor 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 required 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 15 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	Vendor Day – required attendance - All required application fees, licenses and documents must be submitted prior to Vendor Day.
May 8 th	No vendor applications accepted after this date

Acceptance Criteria

Acceptance of vendor applications is based on the following requirements:

- Proposed menu or product descriptions including quality, price & uniqueness
- 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
- 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
Non-profit determination letter from IRS (if applicable)

Grand Old Day Member 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 connie@grandave.com