



## 2017 Vendor Requirements & Information

**2017 Holidazzle Vendor Information & Requirements**  
**ALL VENDORS**

Welcome to the Minneapolis Holidazzle! A community gathering place, Holidazzle will offer free family-friendly programming in beautiful Loring Park. Features include local food and beverage vendors, artisan gifts, and entertainment. Holidazzle will be open to the public with no entrance fee.

Please note this information is subject to change.

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**HOLIDAZZLE DATES AND HOURS**

SCHEDULE: Holidazzle will be open on the following dates in 2017:

- Friday, November 24 to Sunday, November 26
- Thursday, November 30 to Sunday December 3
- Thursday, December 7 to Sunday, December 10
- Thursday, December 14 to Sunday, December 17
- Thursday, December 21 to Saturday, December 23

HOURS: Holidazzle operating hours for each weekend will be as follows:

- Thursdays: 5:00 pm – 9:00 pm
- Fridays: 5:00 pm – 10:00 pm\*
- Saturdays: 11:00 am – 10:00 pm\*
- Sundays: 11:00 am – 7:00 pm

\*Hours for Gift, Pre-Packaged Food, and Prepared Food may vary.

OPERATING HOURS GUIDELINES:

1. It is required that vendors remain open and operational during all scheduled hours of Holidazzle.
2. Open is defined as having food or merchandise ready for purchase, power turned on, sale window open, and staff in vending space at the start of scheduled hours.
3. Vendors will have the opportunity to limit food/merchandise offerings, but must remain open for sales and service until the scheduled closing time each night.
4. On event days, vendors are required to remain open or accept sales and be staffed (regardless if product sells out) until scheduled operating hours conclude. Please plan inventory accordingly.

**SALES INFORMATION**

SALES TAX:

1. Vendors are encouraged to check which Minnesota taxes apply to their products.  
<http://www.revenue.state.mn.us/Pages/default.aspx>
2. Please review the attached Minneapolis Tax Information from the Minnesota Department of Revenue for information on tax and a break down listing rates. If you have any questions, please contact directly the resource listed on form.
  - Please note the following for State Tax Revenue requirements:
    - Merchandise Vendors: 10.775%
    - Food and Beverage Vendors: 13.775%

#### SALES REPORTING:

1. All vendors must submit sales reports via email by Noon of the next day for the previous day operations or to on-site staff at Holidazzle. If emailing, submit sales reports to [holidazzle@mplsdowntown.com](mailto:holidazzle@mplsdowntown.com). This information remains with Holidazzle staff and is used to track attendance and general understanding of retail purchases.

### INSURANCE

1. Vendors are fully responsible for all damages or loss of their items, merchandise and equipment.
2. Vendors must provide a copy to Holidazzle of a Comprehensive General Liability insurance having a combined single limit of no less than \$1,000,000 (one million) covering bodily injury, personal injury and property damage.
3. mpls downtown council/Marketing Minneapolis, LLC (81 South 9<sup>th</sup> Street, Minneapolis, MN 55402), the Minneapolis Park and Recreation Board (2117 West River Road, Minneapolis, MN 55411), and City of Minneapolis (350 South 5th Street, Minneapolis, MN 55415) must be included as additionally insured on the policy.
4. Certificate Holder should be listed as “mpls downtown council (81 S. 9<sup>th</sup> Street, Minneapolis, MN 55402)”.

### LOGISTICAL INFORMATION

#### LOADING & UNLOADING

**Vendors will have assigned times for load-in and out to ensure proper vehicle access. Scheduled times will be discussed leading up to the load-in dates.**

#### *VEHICLE ACCESS:*

1. Vehicles are not allowed on Loring Park pathways during event operating hours.
2. Limited vehicle access will be permitted on designated unloading site at Loring Park.
3. Vehicles will NOT be able to unload directly at vendor space.
4. On event days, load-in is available starting two hours before event start time and must be finished thirty minutes prior to event start.
5. Load-out may begin 10 minutes after event hours conclude. Load-out must conclude one hour after event closes.

#### *PARKING:*

1. We have negotiated rates with area parking ramps and surface lots for the event. More details on vendor-specific parking to be shared upon acceptance.

#### DELIVERIES:

1. Vendor will need to be at Loring Park to accept any deliveries. Holidazzle staff will not be able to accept deliveries on behalf of vendors.

**Delivery address for Loring Park is:**

1382 Willow Street  
Minneapolis, MN 55403

**SECURITY**

1. Loring Park is a public park and open from 6am – 10pm on a daily basis, including holidays.
2. Security will be at Loring Park within the designated event site 24 hours per day and through load-in and load-out.
3. The designated event site will be marked.
4. The pathways through event area will remain open during park hours. Due to the open public nature of the event and the event site, vendors understand they are solely responsible for any items remaining in their vending location. Holidazzle and its partners/producers will take no responsibility for missing inventory.

**RESTROOMS & WARMING TENT**

1. Port-a-lets will be located on-site for use during load-in & operating hours of Holidazzle
2. A general public warming tent will be on-site during event operating hours for employees to warm-up during breaks.

**VENDOR SPACE INFORMATION**

**SPACE OPTION SPECS:**

1. 10 ft wide x 10 ft deep
2. 20 ft wide x 9 ft deep

**SPACE ASSIGNMENT:**

1. Space assignments will be provided on-site during load-in.
2. Vendors will not be able to switch space locations with another vendor while on-site. Decisions on placement of vendor spaces were based on the following factors after much consideration and a thoughtful process:
  - Spaces must face an existing pathway for ADA Compliance
  - Expected flow of traffic and line management
  - Even distribution of merchandise and prepared food
  - Protection from wind patterns within the park
  - Type of equipment brought on-site (deep fryers, grills, propane) (FOOD VENDORS ONLY)
  - Saturation of ground during rain or heavy snow

#### STORAGE:

1. You may store items within your vendor space. It is highly recommended that perishable items be stored in plastic tubs within the vendor space and at vendor discretion.
2. Any item stored overnight should be able to withstand subzero temperatures.
3. Loring Park has many animal inhabitants who have become accustomed to food distribution at the park. It is not recommended food be left overnight or uncovered within booth.
4. Minneapolis Health Department regulations must be followed regarding food and beverage storage. For more information, please refer to City website:  
<http://www.minneapolismn.gov/health/inspections/foodsafety>

#### ELECTRICAL:

1. Each space will be provided with one 120v, 20 amp electrical outlet for vendor use.
2. Additional electrical power and outlets are available at 120v, 20 amp if requested. Power at a higher level maybe available at additional fee with enough notice.
3. It is imperative to know power needs in advance of load-in & set-up as to not exceed event power limits.
4. Labor and equipment costs to fix any power loss due to unidentified power needs will be billed directly to vendor.
5. **Prepared food and beverage vendors** may need additional power to be functional.
6. Tip: Adding a power strip does not increase power available, but only adds outlets available and will cause circuit to fail.

#### DECORATION:

1. Vendors are encouraged to decorate the inside of their space with festive Holiday décor and to showcase their products.
2. Vendors and staff are encouraged to dress in festive Holiday or winter themed attire.
3. All decorations must adhere to the space (zip ties or wire work well). To ensure clear walk ways, no free standing pieces in front of the vendor space are allowed.
4. All supplies, storage, food prep, product displays, decoration and other items brought in will need to remain within the boundaries of the vendor space.
5. Signage, tables, chairs, display pieces, zip ties, décor, and storage containers all must be supplied by vendor for inside their space.

### PREPARED FOOD & BEVERAGE INFORMATION

#### WATER:

1. Water for prepared food vendors will be available on-site.

#### FOOD DISTRIBUTION:

1. Per Hennepin County requirements, all prepared food and beverages must be served in reusable, recyclable, or compostable packaging.
2. That includes plates, serving boats, and to-go containers. Cups and bowls have until April 22, 2017 to continue using non-recyclable plastic-lined paper.
3. No Styrofoam containers for serving food in will be permitted.

#### COOKING:

1. All cooking (including deep fryers) must occur under covered structure due to City of Minneapolis Health Department regulations. Open flame grills must cook outside of the vendor space.
2. Use of LP bottled gas (propane) greater than 20 lb tank requires a permit from the Minneapolis Fire Department Regulatory Services. The gas hose used from the propane tank to the cooking appliance must meet Minneapolis Fire Department Regulatory Services regulations. Propane tanks must be stored a minimum of 10 feet away from cooking surface or other structures. Propane tanks must be securely stored and grounded.

#### HANDWASHING:

1. Vendors are responsible for providing a 5 gallon warm water handwashing station within your vendor space.
2. There will be a three compartment sink on-site in a heated tent that Holiday staff will manage for vendors wishing to clean dishes on-site.
3. Prepared Food Vendors – Click [here](#) to see pages 4-5 of Short Term Food Permit to review all Health Department requirements. Your space must meet all requirements for Health Department to approve your space to operate.

#### FIRE EXTINGUISHER:

1. All prepared food vendors will be responsible for bringing a fire extinguisher on-site for their vending space.