



# Eagan's July 4<sup>th</sup> Funfest Non Profit Vendor Application July 2 – 4, 2010

Applications Must Be Completed In Full And Received By June 5, 2010.

Vendor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Phone #'s \_\_\_\_\_

Email \_\_\_\_\_

Minnesota State Sales Tax # \_\_\_\_\_ (Required)

Booth Type (Trailer, Tent, Etc.) and Description (Type of Food, Game, Etc.)

Funfest has grown, quickly becoming known for a wide variety of food, craft/retail and informational booths on site!

Space Rental Fee \$25.00 per space (Space is a 10x10 location or one trailer unit)

Additional \$25.00 fee for each 10x10 space requested

Vendor must provide their own tents, trailers, tables, chairs, extension cords and all booth space accessories.

Size of booth space requested or trailer dimensions \_\_\_\_\_

Electricity Hookup Available: Additional \$50.00 Fee Does your space require electrical service? Yes \_\_\_\_\_ No \_\_\_\_\_

Please Note: All extension cords must be #12 or larger. You may need 250 feet to hook up.

Your Booth and electrical will be subject to State of Minnesota inspection prior to opening at 3pm on July 2, 2010

A fee of \$35.00 will be paid directly to the on site inspector.

Note: No Vendors vehicles are allowed to drive on the festival grounds during the festival hours.

Food Vendors must provide Proof of a Health License.

**Release:**

Applicant's signature on this application releases and forever discharges Eagan's July 4<sup>th</sup> Funfest, Eagan's July 4<sup>th</sup> Funfest Committee, City of Eagan, all sponsoring organizations, and their elected officials, directors, employees, agents and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of or in connection with participation in Eagan's July 4<sup>th</sup> Funfest. Eagan's July 4<sup>th</sup> Funfest is not responsible for any injury sustained by patrons, exhibitors, or guests. Applicants store, utilize and exhibit materials at applicants own risk.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Your application needs to include:

- \* Completed Form
- \* Exhibitor Fee and Electricity Fee (if required)
- \* Proof of Insurance
- \* Proof of Health License
- \* Copy of your Sales Tax Permit
- \* Signed and Dated Liability Waiver

Mail ALL Completed information to:

Eagan's 4<sup>th</sup> July Funfest  
c/o Tim and Ruthann White  
2060 Emerald Lane, Eagan MN 55122  
651-452-8317

[funfestvendors@gmail.com](mailto:funfestvendors@gmail.com) (Best form of contact)

Check # \_\_\_\_\_ Amount for Space Fee \$ \_\_\_\_\_ Electricity Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Make Checks Payable to EAGAN'S JULY 4th FUNFEST

Checks returned to us for nonpayment are subject to a service charge of \$30.00

Additional civil penalty may be imposed on checks returned for nonpayment after 30 days (MN Statute 604.113)

**Food Safety Center: Food Businesses**  
**Licensing: Food, Beverage and Lodging Establishments**  
**Information Review for Seasonal Temporary Food Stand**

A seasonal temporary food stand is a food and beverage service establishment that is a food stand which is disassembled and moved from location to location, but which operates no more than 21 days annually at any one location. All stands must be operated in compliance with the Minnesota Food Code.

**Information Submission**

Information should be submitted to the regulatory authority for review and approval at least 30 days before beginning the construction of a seasonal temporary food stand. The information should include:

- A list of all food and beverages to be served.
- Sources of all foods served.
- A list of all equipment used in the food operation.
- A description of hand washing and dishwashing facilities.
- The water source and method of waste disposal.

Contact the regulatory authority for a preoperational inspection at least 14 days prior to opening.

**Licensing**

License applications and fees must be submitted to the regulatory authority at least 14 days prior to operation.

**Location and Construction**

- Except for supply, the entire operation must be accomplished from a single self-contained unit. Locate the unit away from possible contamination sources.
- A canopy or other form of overhead protection must be provided.
- The facility must provide protection during adverse weather by its construction or location. Food activities must cease in adverse weather if the interior of the unit is not adequately protected from the weather, windblown dust and debris.
- The floor, wall, and ceiling surfaces must be smooth, durable, and easily cleanable. Acceptable floor surfaces include: vinyl, sealed wood, concrete, machine-laid asphalt, and dirt or gravel (only if covered by suitable materials that are effective in controlling dust and mud).
- Electrical service must comply with Chapter 1315.
- A fire extinguisher with a minimum 2A 10 B C rating must be present if required by the fire marshal.
- Gas hook-up and service must comply with Chapter 1346.
- Food Sources

All foods, beverages and ice must be obtained from an approved commercial source. Any food preparation or food storage done off site must be accomplished at a licensed food establishment. Food cannot be stored or prepared in a home.

## **Equipment**

- All equipment used in this operation must meet applicable NSF International food service equipment standards.
- Mechanical refrigeration must be provided for all potentially hazardous food.
- Accurate temperature measuring devices must be provided in each refrigeration unit containing potentially hazardous foods, and for monitoring internal food temperatures.
- Single service disposable utensils must be provided for eating and drinking purposes unless approved warewashing facilities are provided.

## **Dishwashing Facilities**

If multiuse utensils are used, provide dishwashing facilities, which consist of at least a three-compartment sink, either freestanding or installed in a counter. Space must be provided for air-drying utensils.

## **Hand Washing Facilities**

If food is prepared at the food stand, then a hand-washing device supplied with hot and cold running water, soap, nailbrush, and paper towels must be provided. The water temperature must be 70° to 110° F.

## **Water Supply**

The water supply in a seasonal temporary stand must meet the following requirements:

- Water must be supplied under pressure with a mixing faucet.
- Water must be obtained from an approved public water supply system. Water cannot come from a residential well.
- Water tanks must be provided which are easily cleanable, of sufficient capacity to meet the needs of the operation, and constructed of an approved non-toxic material. The water inlet must be protected from contamination and be designed to prevent attachment of a non-potable service connection.
- Hoses used to obtain water must be of food grade quality and provided with an approved backflow prevention device.

## **Special Exemption for Operations Disassembled After Each Use**

Gravity fed hand washing devices and three containers of sufficient size for dishwashing purposes may be used in lieu of other requirements if:

- Only beverages are served from an original container or bulk beverage dispenser,
- Only prepackaged non-potentially hazardous food is sold, prepared, or served; or
- The menu is limited to prepackaged potentially hazardous foods cooked or prepared to order, or precut or prewashed foods that have been obtained from a licensed food establishment.

## **Waste Disposal**

- A wastewater holding tank must be provided which is sized 15 percent larger in capacity than the water supply tank.
- Wastewater must be removed in such a manner that a public health hazard or nuisance is not created. Sewage must be discharged into a sanitary sewer or other approved sewage treatment system.

## AN OVERVIEW OF ELECTRICAL CODE REQUIREMENTS

**Article 525 of the National Electrical Code covers the installation of portable wiring and equipment for carnivals, circuses, exhibitions, fairs, traveling attractions, and similar functions, including wiring in or on all structures.**

*It is the responsibility of each exhibitor or user of electrical equipment to make arrangements for an electrical inspection.*

**110.3 Electrical Equipment.** All electrical equipment shall be listed and labeled. Equipment shall be installed and used in accordance with that listing. Damaged or defective electrical equipment shall be repaired or replaced.

**525.21 Disconnecting Means.** Every tent, ride, concession unit, game or similar attraction shall be provided with a fused disconnect switch or circuit breaker located within sight of and within 6 feet of the operator's station. The required disconnect shall consist of no more than six enclosed, fusible switches or circuit breakers. Fuse-holders with switches mounted on box covers and switch controlled multioutlet strips are not acceptable. Enclosures for disconnect switches and circuit breakers installed outdoors must be rainproof unless otherwise protected from the weather by location.

**525.20 Portable Cords.** Portable cords shall be size 12 or larger Type G, PPE, S, SE, SEO, SEOO, SC, SCE, SCT, SO, SOO, ST, STO, STOO, W or other types identified for extra-hard usage, and must be of the grounding type. The cord type is printed or embossed on approved cords. Two-wire cords are not allowed. Cables with a "J" in the type designation (such as Type SJT) are junior-hard-service rated and are not permitted where subject to physical damage. When used outdoors, cords shall be listed for wet locations and be sunlight resistant, unless they are an integral part of listed portable equipment. All cords shall be continuous and contain no splices. Repair of the cord outer jacket only may be done with heavy-wall heat-shrink tubing with proper adhesive or by a vulcanizing process.

**525.6 Mechanical Protection.** Wiring in and on rides, concessions and other units shall be provided with mechanical protection where subject to physical damage. Flexible cords and cables run on the ground shall be approved for extra hard usage and shall be routed and arranged to minimize the tripping hazard. Cords and cables may be covered with approved non-conductive mats. Mats shall be self-weighted to minimize movement and drape over cords and cables.

**525.13 Electrical Wiring.** All permanent wiring installed on or within a structure or concession trailer shall be an approved wiring method installed according to the requirements of the National Electrical Code. Wiring for an amusement ride, attraction, tent, or similar structure shall not be supported by any other ride or structure. Hollow framing spaces within a structure shall not be used as a raceway or as an enclosure for electrical equipment.

**240.20 & 240.22 Overcurrent Protective Devices.** Motors and lighting circuits shall have separate fuses or circuit breakers. Lighting circuits shall be protected at no more than 20 amperes. Motors shall be protected at not over 125% of full load current or shall be thermally protected. All cords, cables and equipment must be protected from over current by properly sized fuses or circuit breakers.

**525.31 Equipment Grounding.** Equipment grounding conductors shall be run with all feeders and branch circuits. Exposed metal parts of electrical equipment shall be bonded, and if cord connected, the cord shall have a grounding conductor and grounding type attachment plug. Equipment that is listed and labeled as double insulated is permitted. All grounding conductors in an enclosure shall terminate in a common grounding bus or lugs. The equipment grounding bar or lug(s) shall be secured to the electrical enclosure with screws or bolts used for no other purpose. Sheet metal screws shall not be used to connect equipment-grounding conductors to enclosures. Equipment grounding conductors shall be isolated from grounded circuit conductors.

**525.11 Multiple Sources of Supply.** Where multiple separately derived systems or services or both supply rides, games, attractions or other structures that are separated by less than 12 feet, all sources shall be bonded to the same grounding electrode system.

**525.23 Ground-Fault Circuit-Interrupter Protection.** All 125-volt, single phase, 15- and 20-ampere receptacle outlets that are in use by personnel shall have listed GFCI protection. Manufactured cord sets incorporating listed ground-fault circuit-interrupter protection for personnel shall be permitted. Egress lighting shall not be connected to the load side of a ground-fault circuit-interrupter device.

**525.3 Attractions Using Contained Volumes of Water.** Attractions utilizing pools, fountains and similar installations with contained volumes of water shall be installed per applicable the requirements of NEC Article 680.

**525.3 Audio Signal and Amplification Equipment.** The requirements of NEC Article 640 shall apply to the wiring and installation of audio signal processing, amplification and reproduction equipment.

**525.21 Lighting.** Overhead lighting may be installed with approved Type SO cord sets. Open single conductors are not acceptable. Wiring for temporary lighting, where installed inside tents and concessions, shall be securely installed and shall be protected from accidental breakage by a suitable fixture or lamp-holder with a guard. Each end of a string of lights shall terminate in an insulating block or knob. Festoon lighting or cord sets shall be installed at least 10 feet above ground where accessible to the public.

**525.5 Overhead Clearances.** A clearance of 15 feet in any direction shall be maintained from overhead conductors operating at 600 volts or less and any portion of an amusement ride or attraction. No portion of an amusement ride or attraction may be located under or within 15 feet horizontally of conductors operating at over 600 volts.

**525.21 Receptacles.** Receptacle outlets shall have the proper rating for the circuit amperes, voltage, and number of phases. All receptacles shall be grounded by an equipment-grounding conductor installed with the circuit conductors. Unless otherwise protected from the weather, receptacles and switches used outdoors must be protected from rain by weatherproof covers. The grounding prong shall only be used for grounding. Cord and cable plugs and receptacles shall not lie on the ground. Where single-pole separable connectors are used, they shall comply with 530.22.

**445.13 Generators.** Generators or other power supply units and the associated electrical distribution cords and panel boards must be inspected at each engagement during the season. The conductors from the generator terminals to the first overcurrent device shall not be less than 115 percent of the nameplate rating of the generator. To establish ground, the neutral terminal in the service equipment, transformer truck, or generator shall be connected to an approved grounding electrode system with an insulated, flexible, stranded grounding electrode conductor sized not smaller than 4 AWG. This conductor shall be installed without splice from the grounding terminal to the last grounding electrode shall be connected with approved clamps. Generators that supply only loads connected directly to receptacle outlets mounted on the generator and where the equipment grounding terminals of the receptacles are bonded to the generator frame shall not be required to be connected to a grounding electrode system.

*NOTE: This information is not intended to be your only electrical information resource.*