



2020 Vendor Application (Excelsior Christkindlsmarkt Festival)

Please complete and email to vendors@excelsiorchristmas.com or send to:

810 Excelsior Blvd,
Excelsior, MN 55331

For assistance, please call or text Myrle Mackenzie at (952) 292-8898 or Myrle@excelsiorchristmas.com

*Optional Field

Basic Information

Contact Name (First, Last):		Legal Business Name:	
*Marketable Name (If different):		Minnesota Tax ID:	
Address:		Returning Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City/town:	State:	Zip:	Website:
*Business Phone:	Cell Phone:	Email Address:	

Vehicle Information

Make:	Model:	Year:	Is this Vehicle a Food Truck? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Trailer Dimensions (Ft):	Length:	Width:	Handicap Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No

Food Vendor Information

I will be serving food at Christkindlsmarkt: <input type="checkbox"/> Yes <input type="checkbox"/> No	The food will be prepared: <input type="checkbox"/> At the Festival <input type="checkbox"/> In an off site kitchen
I will be offering packaged food at Christkindlsmarkt: <input type="checkbox"/> Yes <input type="checkbox"/> No	I am interested in offering demos: <input type="checkbox"/> Yes <input type="checkbox"/> No

All Vendors

Please list all items that you will be selling:

Specific Requirements

Tent	<input type="checkbox"/> 10x10 tent \$450	<input type="checkbox"/> 10x20 tent \$850	<input type="checkbox"/> Food Truck \$475
Please select a tent size:			
Electrical Requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> *Shared 120v included	<input type="checkbox"/> Dedicated 120v \$60 <input type="checkbox"/> 220v \$100
Our booth will require power:	<input type="checkbox"/> No	*Vendors must bring a surge protector to connect to electricity	
Optional Add-ons	<input type="checkbox"/> 8' Table \$20 each	<input type="checkbox"/> 10' Sign Holder \$40	
I would like to rent the following add-ons for the duration of the festival:	<input type="checkbox"/> Tablecloths \$33 each	<input type="checkbox"/> 20' Sign Holder \$75	
	<input type="checkbox"/> Buddy Propane Heater \$25 + Cylinders		
Please specify quantities:			

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Rules

I agree to the following rules, and understand that a failure to follow could result in fees or expulsion with no rights to recover the entry fee.

- This application is a commitment to show. No refunds will be given.
- Vendors must feature the business/craft primarily presented on your application.
- Vendors must have staff at booth knowledgeable regarding the products for sale in the booth
- Vendors must decorate their booth with a Christmas theme, with decor and static LED lights. Please no neon, incandescent, or blinking lights.
- Vendors must not have any articles (chairs, tables, demonstrations, or items for sale) outside the parameters of their booth. This will be enforced unless requested by committee.
- Vendors must be open during ALL the market hours. No early closures on any day. **In case of emergency, call Myrle at (952) 292-8898.**
- Vendors must be set up at 7:00 AM Friday and be ready for Fire Department inspection; if a representative is not at the booth and ready, a \$100.00 fine will be levied.
- Please ensure that all aspects of your booth are correctly assembled and notify organizers of any issues before festival opening,
- Do not use electrical heaters or connect to any unauthorized electrical lines. Electricity is provided for LED lights and not for Cash registers, computers or heat units of any kind.
- The only allowed heater is Mr. Buddy Heater fueled with 1lb or 20lb propane cylinders. No starbursts allowed. Please safely secure 20lb cylinders.
- Vendors and staff must park in the Excelsior Elementary parking lot behind the library. There is access next to Wells Fargo. There is **no** parking at site or on the streets. If you need handicap parking, contact (952) 292-8898 for a pass. These are limited.
- **DO NOT** fill up visitor trash bins. Please take all your trash to the dumpster. Boxes must be broken down and put in the dumpster. Help us keep the site clean.
- Vendors will not need an additional vending permit from City to conduct business during the Christkindlmarkt. Vendors will be solely responsible for obtaining any necessary state and local health permits.
- Vendor must provide proof of insurance. Please email to vendors@ExcelsiorChristmas.com
- Vendor **MUST** provide their own security during market hours and secure items at the end of each day. After hours security will be provided Wednesday through Saturday from 10pm to 6am.
- Booths are erected on Tuesday by the tent company. There will be lighting on interior of booth. You may want to add your own LED lighting. Please ensure everything is correct before the festival opens, and notify organizers of any issues.
- Vendors may set up Wednesday 11/25 and Thursday 11/26, 10-3. Please call to alert us when you will be arriving. Bring your decor to your booth and setup items. You may also bring products if they are not temperature sensitive.
- The festival closes Friday & Saturday at 7pm. No closing early. Close your booth with the tent sidewalls and secure shelving and breakables to protect the product.
- The festival closes Sunday at 3:15pm. No vehicles are allowed on site until after 3:30pm. Take all trash to the dumpster leaving your booth area clean.



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Food Truck Certification

Food Trucks: Please provide the following photos of your food truck with your application submission.

- All four sides of vehicle
- Selling windows
- Hitch
- Electric plug in / generator
- Electric inspection form
- Fire extinguisher with inspection tag
- Food license
- Insurance forms.



ACORD - CERTIFICATE OF LIABILITY INSURANCE		POLICY NUMBER	
1. Insured	2. Insured Address	3. Policy Number	4. Policy Effective Date
5. Insured Description	6. Insured Description	7. Insured Description	8. Insured Description
9. Insured Description	10. Insured Description	11. Insured Description	12. Insured Description
13. Insured Description	14. Insured Description	15. Insured Description	16. Insured Description
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41. Insured Description	42. Insured Description	43. Insured Description	44. Insured Description
45. Insured Description	46. Insured Description	47. Insured Description	48. Insured Description
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97. Insured Description	98. Insured Description	99. Insured Description	100. Insured Description

GEICO GEICO General Insurance Company One GEICO Building Farmingdale, NY 11735-0003	
Policy Number XXXXXXXXXX	Effective Date 10/03/2013
Expiration Date 04/03/2014	
Insured MR GEICO GEICO 2 GEICO PL WASHINGTON, DC 20003-0000	
Year 2013	Make CHEV
Model VOLT	



I have included all of the required photos with my application

Vendor's Signature

Hold Harmless Statement

I hereby agree to indemnify and hold harmless the City of Excelsior, Excelsior Christkindlsmarkt, its agents, assigns, and employees with regards to any damages, and causes of action resulting from weather problems, storm damages, negligence, willful conduct of the vendor or its agents, assigns, or employees for/as the result of the use of vendor's product or equipment in the display or sale of products.

Vendor's Signature

Please ensure you include 2-5 color photos and a CURRENT certificate of insurance with your application.