

Rosemount Leprechaun Days Committee
P.O. Box 256
Rosemount, MN 55068
www.rosemountevents.com

April 2011

The Leprechaun Days Committee invites you . . .

To participate in the 2011 Rosemount Mid-Summer Faire. Last year's event was a huge success. It's an opportune time for merchants and businesses to market and sell merchandise and for other organizations to use as a fundraiser. The dates for this year's Faire are:

Friday, July 295:00 p.m. to 11:00 p.m. (Set up time 8:00 a.m. – 2:00 p.m.)
Saturday, July 301:00 p.m. to 11:00 p.m.

The Mid-Summer Faire takes place at Central Park in Rosemount, 2893 – 145th Street West, Rosemount, MN 55068.

This year's Mid-Summer Faire will feature two spectacular bands: Friday night – Pop Rocks and Saturday night – The Johnny Holm Band.

If you or your organization can join us for the festivities, please complete and return the enclosed application with the total fee. **Rosemount vendors will be given priority through May 19. All other vendor applications should be returned prior to June 1. Display sites are limited.** Any spaces still available after May 19 will be filled on a first come, first served basis until June 1.

Please make checks payable to Leprechaun Days Committee, and return with your completed application to:

Rosemount Leprechaun Days – Mid-Summer Faire
P.O. Box 256
Rosemount, MN 55068

A Receipt and Verification Form will be mailed to the contact person by July 1. No refunds after June 30, 2011. The event will be held rain or shine.

For any question, contact Mike Bouchard, Mid-Summer Faire Chairperson, at 651-423-4603 or the Sonja Honl, Parks and Recreation Department at 651-322-6010.

Sincerely,

Rosemount Leprechaun Days Committee

*Please visit our website for up-to-date information on Leprechaun Days:
www.rosemountevents.com and click on "Leprechaun Days"*

IMPORTANT INFORMATION

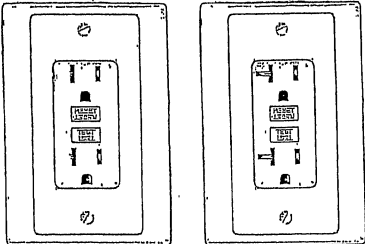
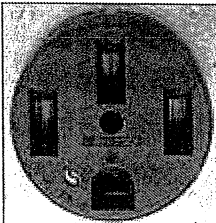
- Display sites will be marked and numbered. Set up time for Friday is from 8:00 a.m. to 2:00 p.m. Vehicles will not be allowed in the parking lot after the set up time is over. Vehicles must be moved from booth space as soon as possible during setup and not block driveway.
- Food vendors must have a special events license from the State of Minnesota. The inspector will be here to verify permits and inspect your operations. To obtain the Special Events License (if selling food or beverage) from the Minnesota Department of Health. To receive information or an application call (651) 201-4188.
- Each vendor must supply their own tent/canopy, tables, chairs, lights, extension cords with quick disconnect box, trash cans and any equipment required by the State Health and Electrical inspectors. The Committee does not coordinate any contacts with tent/canopy rental companies.
- Electrical inspections will be done by a state inspector. The electrical inspector will be available on site to issue a one-time permit or a state permit on the day of set up between the hours of noon and 3 p.m. Household extension cords and household appliances are not allowed. Extension cords and appliances must be rated for commercial use. Electrical plug-ins and extension cords must be UL approved and meet requirements of the State Electrical inspector. If you have questions about your inspection call Dave Jacobson, State Electrical Inspector at 651-459-5158. Please call between 7:00 a.m. – 8:30 am. No electrical use without permit and inspection. **Do not call Rosemount City Hall with electrical questions!**
- Overhead lighting is limited, so you must bring your own lights and they must be UL approved.
- Some vendors may need to have a fire extinguisher in their booth. Please check with the Rosemount Fire Marshal at (651) 322-2027.
- **Do not leave until you have been inspected.** If you decide to leave before your inspection, you may not be allowed to participate in Mid Summer Faire.
- Absolutely NO modifications to City electrical outlets or panels is allowed.
- Each vendor must comply with all of the provisions listed on the “Notice to All Mid Summer Faire Vendors”.

CHECK OFF LIST

- Will you pass the electrical inspection done by the State of Minnesota?
- If you are a food vendor, did you complete and return the Minnesota Department of Health Special Events License Application and will you pass the inspection?
- Did you keep a copy of your registration forms?

If you have any questions, please call Mike Bouchard, Mid-Summer Faire Chairperson, at 651-423-4603 or the Rosemount Parks and Recreation Department at 651-322-6010.

Available Electrical Outlets

| | |
|---|---|
|  <p>15/20 amp service 27 available</p> |  <p>50 amp service 5 available</p> |
|---|---|

2011 Rosemount Leprechaun Days MID-SUMMER FAIRE

Rosemount's Central Park
2893 - 145th Street West

VENDOR REGISTRATION FORM

Name of Business/Organization: _____

Contact Person _____ E-mail _____

Home Phone _____ Work Phone _____ Cell Number _____

Address: _____

City _____ State _____ Zip Code _____

Type of Merchandise/Food/Service: What will you be selling? (Please be exact.) The Mid-Summer Faire Committee reserves the right to deny inappropriate merchandise, food or services prior to and the day of the events.

SITES & FEES: Sites are 15' W x 10' D (The charge for additional feet in width will be sold at \$10.00 per foot at a maximum of 10 feet.)

- Organizations/youth groups, selling **non-food** items\$100 per site
- Organizations/youth groups, selling **food**\$150 per site
- Rosemount Commercial, selling **non-food** items\$150 per site
- Rosemount Commercial, selling **food**\$200 per site
- Non-Rosemount Commercial, selling **non-food** items\$200 per site
- Non-Rosemount Commercial, selling **food** items.....\$300 per site
- Vendors/Organizations/Youth Groups purchasing a roaming permit to sell items throughout the entire Midsummer Faire/Leprechaun Days event.....\$100 plus site fee

Is your display a: (please circle one) Booth/Tent Trailer Other

What are the measurements of your display/trailer? _____ 'W by _____ 'D.

If you have a trailer, include the tongue in your measurement if it will run along the front of your display. Your entrance and exits from your display site may not encroach into other display sites.

Sites needed: _____ at \$ _____ + (_____ additional feet @ \$10.00 per foot = \$ _____) = \$ _____

ELECTRICAL USE: You must also complete the attached Electrical Use Form if you require electricity.

Fee: 120 v service @ 20 amps = \$20/outlet. No. of 120 service outlets _____ at \$20/outlet = \$ _____

Fee: 220 v service* = \$100/outlet. No. of 220 service outlets _____ at \$100/outlet = \$ _____

*ONLY 5 - 220 V OUTLETS AT 50 AMPS AVAILABLE ON THE GROUNDS.

Site fee: _____ **+ Electrical fee:** _____ **+ Roaming fee:** _____ = \$ _____

RETURN FORM AND FEE BY JUNE 1, 2011 TO: Leprechaun Days - Mid-Summer Faire
P.O. Box 256
Rosemount, MN 55068

***Rosemount Vendors have priority through May 19**

2011 Rosemount Leprechaun Days

MID-SUMMER FAIRE

At Central Park

ELECTRICAL USE FORM

Name of Business/Organization: _____

Contact Person _____

Home Phone _____ Work Phone _____ Cell Number _____

Address: _____

City _____ State _____ Zip Code _____

See the sample below on how to fill out this form. For amperage and voltage, just look on the bottom of each unit being used or sometimes it will have a metal plate with the information stamped on it. The ratings are listed there – usually next to the U.L. symbol. This is very important!

Sample:

| <i>List all items in your booth that will require power</i> | <i>Amperage</i> | <i>Voltage</i> |
|---|------------------|----------------|
| <u>3 freezers</u> | <u>8 amps ea</u> | <u>120 V.</u> |
| <u>1 warmer</u> | <u>10 amps</u> | <u>120 V.</u> |
| <u>1 toaster</u> | <u>5 amps</u> | <u>120 V</u> |

- All Vendors requiring electricity MUST have an approved quick disconnect.
- Do not leave until your site has been inspected by the State Electrical Inspector.

List all items in your booth that will require power

Amperage Voltage

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

For questions contact Mike Bouchard, Mid-Summer Faire Chairperson, at 651-423-4603 or the Rosemount Parks and Recreation Department at 651-322-6010.

- Please note: Do not call Rosemount City Hall with electrical questions.
- State Electrical Inspector will inspect your booth per Carnival Electrical Code.

NOTICE TO ALL
Rosemount Mid-Summer Faire Vendors

- It is the goal of the event organizers to provide a safe, family-friendly experience in which the entire community can participate.
- The grounds of this event include all City of Rosemount properties, buildings, park lands and road right-of-ways.
- All local, state and federal laws and codes will be enforced at this event. These include fire safety codes, electrical codes, health, life safety and food service codes. **Electrical and Health Department inspections will be made. Do not leave until you have been inspected.**
- **Absolutely no alcohol allowed except in the beer garden.**
- After unloading, vendors may park cars and pick-up trucks in the Park and Ride Lot, but no large trucks, trailers and/or campers will be allowed in the Park and Ride Lot.
- Vendors are not allowed to pound anything into the ground without prior approval. Any damage to any underground utility will be the responsibility of the vendor causing the damage.
- All exhibitors and concessionaires are limited to promote, sell, or conduct business only within their site, up to a maximum of 10 feet from the site. A special permit must be obtained from the event organizers to roam the grounds of the event.
- **We recycle – please help us out.** Recycling items include: Cans, plastic bottles, plastic jars and clean cardboard. Please place these items in the recycling containers provided. **Not recycled:** Plastic and Styrofoam cups, shrink wrap and plastic bags. These should be placed in the trash barrels.
- Trash barrels will be placed throughout the grounds. If you need a trash barrel for YOUR SITE, please let us know. **You are responsible for taking your trash to the designated area.**
- Leprechaun Days Committee volunteers are **not** responsible for cleaning up after vendors. Vendors who leave garbage in and around their site after the event will be charged extra or will be given lower consideration the following year as to site availability and location.
- **Cooking oil and grease: Removal of these items from the grounds is your responsibility.**
- Please do not assume that additional electrical outlets beyond those which you requested are available. They are not.
- Water hook ups are not provided. If you need water, please go to the shelter.
- Anyone violating these rules will be liable to expulsion from the grounds or other action, as the event organizers may deem necessary. The event organizers reserve the right to amend or add to these rules.
- Any questions or problems contact a member of the committee. (Green Committee Shirts)

Thank you for participating in Rosemount's Leprechaun Days Mid-Summer Faire. Have fun and enjoy!!!

General List of Items Not Allowed at Rosemount Mid-Summer Faire

Water Guns of any type

Ring Caps

Cap Guns

Hand Blaster

Champagne Poppers

Stink Bombs

Live Creatures of Any Type

Any "Squirt" Item

Any "Confetti or Streamers" Item

Any "Putty, Slime or Silly Goo" Item

Any "Weapon" Item - knives, throwing stars, whips, etc.

Any "Pop" Item - noise type "pop" with or without a discharge of paper

Any "Smoking" Item - fake cigarettes, cigars, pipes etc.

Any Alcoholic Beverage Item - except in City licensed areas

Any Other Item or Items as deemed by the Mid-Summer Faire Event Committee

Magic Ink

Party Pops

Bomb Bags of any type

Fart Bombs

Silly String

Fart Spray

Any "Gun" Item

Any Sexually Explicit Item

This List is Subject to Change Without Notice or Publication