



2012 Vendor Registration

Business/Organization Name:

Registration Check List

Item Completed and Attached to this Registration:	Yes / No
1. Registration Form	
2. Copy of Federal ID	
3. Copy of MN Sales Tax	
4. Food Vendor – Copy of Food Vendor Permit/License	
5. Menu & Appliances Descriptions	
6. check box that applies: <input type="checkbox"/> Food Vendor Registration Fee \$650 (1 st Check) <input type="checkbox"/> Merchandise Vendor Registration Fee \$200 (1 st Check) <input type="checkbox"/> Resource Vendor Registration Fee \$150 (1 st Check)	
7. Security & Cleaning Deposit of \$100 (2 nd Check)	
8. Equipment Order (include in 1 st check- fees vary see on page 2)	
9. Liability Insurance Certificate	
10. Others	

Mail complete registration, checks and required documents to:

Dragon Festival Vendors Registration
P.O. Box 4183
St. Paul, MN 55104

VENDORS COMMITTEE CONTACT:

Ms. Sandy Kwan
651-757-1743
sandy.kwan@state.mn.us



2012 Vendor Registration

To bring together the Greater Twin Cities community in celebration of the diverse Asian-Pacific cultures.

ABOUT YOU:

Describe your Business/Organization:

Mailing Address:

Contact Information:

Contact Person's Name: _____

Email Address: _____

Daytime Phone: _____

Cell Phone: _____

Fax Number: _____

MN Sales Tax I.D. # _____ Federal I.D. # _____

Please read carefully all the information regarding fees, requirements and rules for each activity.

Please check the items that pertain to you and add the items together for your total payable.

Categories				Enter amount
<input type="checkbox"/>	Food Vendor	Vendors wishing to sell any food product or item	\$650.00	\$
<input type="checkbox"/>	Merchandise Vendor	Vendor wishing to sell merchandise products not food	\$200.00	\$
<input type="checkbox"/>	Resource Vendor	Vendors wishing to provide educational or promotional resources and outreach to the community	\$150.00	\$
Security Deposit				
<input type="checkbox"/>	All vendors must submit a separate security deposit fee. This fee may be returnable.		\$100.00	\$100.00 (check #2)
Equipment Order (Dragon Festival will provide equipment to vendor, including set up and take down)				
<input type="checkbox"/>	Tent Package	One (1) table, two (2) chairs & one (1) 10'x10' tent	\$225.00	\$
<input type="checkbox"/>	Tent	One (1) 10'x10' tent	\$200.00	\$
<input type="checkbox"/>	Table & 2 chairs	One (1) table and two (2) chairs	\$40.00	\$
Total: add items you've checked for total				

PayPal option is available for your convenience. *Please note: additional charge of 2.9% will apply to all payments made via PayPal.* To pay via PayPal visit our website at www.dragonfestival.org and click on our [PAY ONLINE](#) tab.

Participation fee does not cover the Cleaning/Security Deposit or other rentals/fees (e.g. tent, table, chairs, permit, license etc.) Your participation is at the discretion of the DF Vendors Committees. If your application can not be accepted, Dragon Festival will return your payment in full within 4-6 weeks after receipt date.

Participant Cancellation: If you cancel your participation after a payment has been made. DF will refund your payment based on the following:

- 100% Refund before May 1, 2012
- 50% Refund between May 2, 2012 and June 1, 2012
- No Refund after June 1, 2012

This agreement is not valid until both the vendor and an authorized Vendor Committee Chairperson sign and date this page of the agreement. I agree to indemnify and hold harmless Dragon Festival Board, their affiliates, all volunteer members, St. Paul Parks and Recreation Board, City of St. Paul, contracted staff, Festival sponsors, and all their Officers, agents, and their employees for damage, injury or loss to any person or property related to my participation in the Dragon Festival.

I have read, understood and agreed to the conditions stated in this agreement and all related attachments including the Dragon Festival 2012 Vendor Rules and Regulations, and have provided truthful and complete information.

Authorized Vendor Signature

Date

Authorized DF Representative Signature

Date



Menu & Appliances Descriptions

Business/Organization Name:

MENU (Provide brief descriptions of your food or merchandise products)	Price
1.	
2.	
3.	
4.	
5.	
6.	

No Beverage Sales. Dragon Festival has the right to deny entry of any of the products listed above. Vendor will be notified of any product changes by Dragon Festival. Dragon Festival has the right to enforce the above statements. Any new products must be approved in writing by Dragon Festival 30 days prior to the Event date listed in this agreement. It is the Food Vendor's responsibility to apply and comply with all city, state and federal rules and regulations.

Descriptions of Electrical Appliances	PLUG CONFIGURATION	AMP	VOLTAGE
1.			
2.			
3.			
4.			
5.			
6.			

All electrical appliances have to be pre-approved by DF Event Manager. Violator will be charged additional fees incurred by DF as a direct result of their non-compliance.



Dragon Festival 2012 **Vendors Rules and Regulations**

1. All business or other activity for which Applicant has rented space must be conducted in your designated area only. No distribution of literature, sales or sampling may be done by strolling through the Dragon Festival grounds.
2. **Space is LIMITED. Dragon Festival will enforce space rented to all Vendors. Vendor may use only agreed-upon space approved by the Event Manager (EM). All unauthorized use of space will be charged a penalty fee along with the additional space fee prior to opening on Saturday or may be expelled from Dragon Festival and any additional fees for removal will be paid by the Vendor at time of removal. No changes in space rental size and/or relocation will be allowed after Event start time.
3. All Vendors are required to be ready to do business on Saturday, July 14 and Sunday, July 15, 2012 from 10 a.m. to 6 p.m., or as directed by the EM Director. Food Vendors set up is available Friday, July 13th between 1 p.m. and 6 p.m. All other Vendors must set up on Saturday. Vendor check-in opens at 7 a.m. on Saturday. All Vendors must check in prior to 9 a.m. on Saturday July 14th. Space assignments are at the discretion of the EM Director and/or Vendors Committee. Dragon Festival reserves the right to change location of a Vendor's space in unforeseen circumstances.
4. All Vendors agree that all fees paid to Dragon Festival are non-transferable and no booth space may be sublet, reassigned or otherwise transferred to a third party without written approval from EM Director.
5. Food and Bazaar Vendors must submit proof of liability insurance for the Festival by **June 15th**. DRAGON FESTIVAL should be listed as an 'Additional Insured.' No Vendor will be permitted to set up if they have not sent proof of insurance.
6. Dragon Festival will require a \$100.00 clean up/security deposit from all Vendors for each booth space at the time of application. This payment will be refunded to the Vendor if DF does not incur any clean-up fee of Vendor space. Failure to check out may result in forfeiture of clean up/security deposit check.
7. It is the responsibility of the vendor to deal with any permits and licenses (i.e. St. Paul Health Permit, Minnesota Sales Tax, etc.). All food Vendors must obtain proper City required licenses. Vendors must supply a copy of their St. Paul Health Permit or Special Permit by **June 15, 2012**.
8. VEHICLES ARE ALLOWED ONLY IN DESIGNATED PARKING LOTS. VENDORS MUST BRING THEIR OWN EQUIPMENTS TO LOAD AND UNLAOD THEIR SUPPLIES TO THEIR DESIGNATED SPACE. Dragon Festival cannot take responsibility for any tickets issued by the Park or City of St. Paul Police, Ramsey County, for vehicles breaking rules. Storage vehicles (trucks, cars, etc.) must be parked off Dragon Festival grounds in a legal parking space.



2012 Dragon Festival Vendors Rules and Regulations

9. Dragon Festival takes place on property controlled by the St. Paul Park and Recreation Board, Ramsey County, and the City of St. Paul. All rules of these agencies are strictly enforced throughout the Dragon Festival. Any Vendor that is found in violation of these rules, regulations, or ordinances may be expelled from the Dragon Festival without refund or compensation. Vendor is also responsible for any expenses incurred by said governmental body or expenses resulted in fines to DF.
10. The Vendor understands that they are solely responsible for calculating and reporting to the Internal Revenue Service and the Minnesota Department of Revenue all taxes arising from the sale of Taxable items at the Festival.
11. The Vendor affirms that they do not discriminate in hiring, employment, participation or services rendered based on the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex sexual orientation marital status, disability or as otherwise specified by governing law.
12. All Vendors, either merchandise or food and beverage, will list all items that they intend to sell at the Dragon Festival. There will be a limited number of "same kind" Vendors. In the event of an excessive number of "same kind" applications, Dragon Festival reserves the right to restrict items offered for sale.
13. Acceptance as a Vendor by Dragon Festival does not imply endorsement or affiliation of the organization and/or individual. Vendors may not use Dragon Festival name and/or logos (including the Dragon Festival Logo) unless written approval has been given by DRAGON FESTIVAL.
14. Any radio, Web, or other electronic transmissions including video taping and photography for Public use or personal gain is forbidden unless written approval has been given by DRAGON FESTIVAL.
15. DRAGON FESTIVAL , Dragon Festival Event Manger reserve the right to accept, change, or not accept an agreement if said agreement does not meet specified requirements based on vendor category selection, incorrect or misleading information or any item that may be considered a violation of DRAGON FESTIVAL , City, or State rules, regulations, ordinances or law.