



2019 Independent Food Vendor Information

Thank you for your interest in the *Pangea: Cultivate Our Cultures* Independent Food Vendor Opportunity. We are proud to present our 25th annual festival on **Saturday, November 16, 2019**. This eagerly anticipated celebration is the largest free, family-friendly celebration of cultural diversity in the FM area.

The selection process is competitive and each year, many applications are considered for a limited number of opportunities. HCSCC does not maintain a waiting list. As Independent Food Vendor opportunities become available, appropriate applicants will be selected from the pool of applicants submitted.

The application return deadline is **October 1, 2019**. Once we receive your application, we will confirm its receipt and ask that you be patient. You will receive a confirmation letter and a phone call to schedule a meeting with Gloria Lee (our food coordinator) who will discuss the details of your booth. At this time, you will also be given a Hornbacher's gift card valued at \$125 to purchase ingredients. Your submission will not be maintained in our files as you must apply yearly.

FESTIVAL DATES & HOURS 2019:

- Food Vendor Prep: Friday, November 15, 2019 5:00pm – 10:00pm
 - Vendors who have been assigned licensed kitchens for food preparation can use those facilities during this time. An HCSCC staff member must be present at these locations.
- Festival Day: Saturday, November 16, 2019 10:00am – 4:00pm
 - Please have booths set up, with food delivered to the Hjemkomst Center by 9:45am.

VENDOR PERCENTAGE CONCESSION AND EQUIPMENT RENTAL FEES:

- HCSCC will retain 25% of the Independent Food Vendor's *gross* revenue to pay for Pangea expenses.
- HCSCC will also deduct a rental fee of \$10 for each chaffing dish/warmer used.
- At this time, there is no booth rental fee or fee for electricity.

HEALTH & SAFETY REQUIREMENTS:

- Cooking must be done in a licensed kitchen.
 - Restaurants may use their own licensed kitchen.
 - Groups not affiliated with a restaurant will be assigned a licensed kitchen at a local church or other licensed establishment.

- If you have access to a licensed kitchen, please list the organization name and address.
- Vendors must comply with all federal, state, and local health regulations.

INSURANCE & TAXES:

- Vendors must comply with all of the requirements required by the Minnesota Department of Revenue.
- If you receive a payout of over \$600, HCSCC is required to file IRS form 1099 reporting your earnings to the government. Please include your Federal Tax ID or Social Security number on your application.

DEADLINE TO APPLY:

- HCSCC must receive all applications on or before October 1, 2019.
- Applications must be postmarked by the deadline.
- There currently is no application fee.
- Applications are kept for one year. You must reapply each year.

WHERE TO SEND:

- Return application by mail to:

Historical & Cultural Society of Clay County

Attn: Emily Kulzer

202 1st Ave N

Moorhead, MN 56560

- Return application by email to:

Events@hcsmuseum.org

Subject Line: Pangea Food Vendor Application

Questions:

- Please email: events@hcsmuseum.org
- Call Emily Kulzer (218) 299-5511 ext. 6737