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
  o 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
  o 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.
  o Restaurants may use their own licensed kitchen.
  o 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