

# VENDOR CONTRACT AND APPLICATION

25<sup>th</sup> Annual Eagan Art Festival  
June 29 & 30, 2019  
Eagan Community Center Festival Grounds

Application must be completed in full and returned with payment or deposit by March 15. Final payment due in full on or before May 16.

Please type or print clearly.

**BUSINESS NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**PHONE NUMBER:** \_\_\_\_\_  
(Home) (Business) (Fax)

**E-MAIL ADDRESS:** \_\_\_\_\_

**MINNESOTA SALES TAX ID NUMBER:** \_\_\_\_\_

**FEDERAL TAX ID NUMBER:** \_\_\_\_\_

## FEES:

Description	Price	Quantity	Total Amount
Space Fee - 10' x 10'	\$380.00	_____	\$ _____
Additional Space – 10' x 10'	\$380.00	_____	\$ _____

### Electric Power Fee: (You must provide a ground fault receptacle and extension cord)

20 amp	\$50.00	_____	\$ _____
50 amp	\$100.00	_____	\$ _____
20 amp (add'l)	\$50.00	_____	\$ _____
50 amp (add'l)	\$100.00	_____	\$ _____

**Sanitation - Damage Deposit** \$50.00 \$ 50.00  
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**Total Due** ( checks payable to: Dakota Center for the Arts) \$ \_\_\_\_\_

I have available and would like the option to utilize a quiet generator: Details: \_\_\_\_\_

- I will be checking in \_\_\_\_\_ FRI or \_\_\_\_\_ SAT at \_\_\_\_\_ AM/PM (circle one)

It is highly recommended that you check in between 3:00 and 8:00 PM on Friday. Check-in begins at 6:00am on Saturday. All booths MUST be set up by 8:00AM on Saturday ready for inspection.

- **REQUIRED:** Proof of liability insurance including products liability coverage with **“the City of Eagan and the Dakota Center for the Arts and it’s assignees are listed as additional insureds”**:
  - \_\_\_\_\_ Has already been provided
  - \_\_\_\_\_ Is enclosed
  - \_\_\_\_\_ Will be provided by May 16

I \_\_\_\_\_ will \_\_\_\_\_ will not be towing a merchandise trailer. The length is \_\_\_\_\_ feet.

Trailer: Make \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_

**EQUIPMENT/PRODUCT LIST**

<i>EQUIPMENT</i> (Please list each piece separately)	<i>POWER SOURCE</i> ◆ Electrical ◆ Propane ◆ Wood/coal	<i>NUMBER OF AMPS</i> (if electrical is required)	<i>VOLTAGE</i> (110 or 220)	<i>PHASE</i> (if 220) Single (1) or Three (3)

Please list the products and prices of each item you plan to sell, attach an additional list if needed.

ITEMS	PRICE

Back

Front (sketch floor plan with equipment – 10' x 10')

Authorized Vendor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Mailing address is: Dakota Center for the Arts, Attn: Executive Director  
 PO Box 211609 Eagan, MN 55121-1609  
[Director@eaganartfestival.org](mailto:Director@eaganartfestival.org) 651-269-2787