

2012 St. Francis Area Community Expo

Food Vendor Information



The St. Francis Expo Committee is excited to announce the 5th Annual St. Francis Area Business & Community Expo to be held April 21, 2012, at St. Francis High School, 10 a.m.-3 p.m.

The Food Court is always extremely popular, and will be featured again this year. We are currently looking for vendors interested in a Food Court booth for the 2012 Expo. This is a great opportunity to get your business into the spotlight and to show off your fabulous foods and specialties!

To secure your booth space, please complete the form on reverse and return by March 30 to be included in promotional materials. Reserve your booth today! Space is limited and available on a first come, first served basis.

Booth Description/Amenities:

- 10-foot wide by 8-foot deep booth space
- One table, two chairs and sign with business name on booth
- Business name will be included on Expo layout map
- Access to electrical outlets. You will need to provide heavy duty extension cords.

Food Vendor Booth Fees are as follows:

Chamber Member - \$175

See Early Bird Discount on reverse!

Non-Chamber Member - \$255

Extra Tables - \$35 each

All food vendors are required to complete the Anoka County Temporary/Special Event Food Stand License Application, available through Anoka County. Please call Anoka County Community Health at 763-422-7063 to obtain this form. There are no exceptions, every food vendor must apply. The Anoka County inspector will visit your booth during the Expo and leave a copy of your license at that time. **A copy of your Anoka County Temporary/Special Event Food Stand License Application must accompany your Expo registration in order to reserve your booth.**

Food Court Guidelines

- All food vendors will be placed in the Commons area of the St. Francis High School.
- Vendors will be allowed to bring in their own tables and/or display tools. Vendors may arrange booth as needed, staying within booth confines.
- Vendors will be allowed to place other signs, banners, flags, etc., inside their area.
- There will be designated areas for food and beverages with tables available for customers.
- The Expo Committee will make all final determinations regarding booth placement.
- Food vendors will be expected to help keep the area around their booths clean and free of debris.
- Vendors will be expected to have their booths completely set up at least 30 minutes prior to the start of the event, approx. 9:30 a.m.
- Vendors are expected to have booths operating and staffed during the entire event. Any vendor violating this policy may not be asked to return to future Expo events.
- Vendors will be advised of drop-off sites for loading and unloading their materials/wares, and also locations to park vehicles during the event.
- Kitchen will be available for water supply only. Absolutely no cooking will be allowed in the kitchen.
- **Vendors must comply with all local, city, and state rules and regulations. Vendors must supply all necessary items to accomplish these goals.**



2012 St. Francis Area Community Expo Food Vendor License Agreement



Return completed form with full payment by March 30 to be included in promotional materials. Booth space is assigned on a first come, first served basis with preference given to Chamber members. A confirmation letter will be sent in the mail approximately two weeks prior to the Expo.

Business Name: _____

Contact Person: _____

Address, City, Zip: _____

Phone: _____ Fax: _____

Email: _____

Please provide a description of the food items you would like to sell. (No alcohol allowed.) Final menu items are subject to Expo Committee approval. You will be contacted if your choice is a duplicate.

I have read and agree to comply with the given terms and conditions.

Signature _____

Printed Name _____ Date _____

Payment Information

- I am a Chamber member in good standing. Registration fee: \$175 per booth
2012 Chamber dues must be current, or are enclosed.
- I am not a Chamber member but would like to join. I have enclosed \$325 which includes
annual membership dues (\$150) and Expo registration (\$175). An \$80 savings!
- I am not a Chamber member and do not wish to join at this time.
Registration: \$255 per booth
- I will need one additional table. Fee: \$35

**Early Bird Discount:
Deduct \$50 for
signing up by
March 15. Full
payment must be
submitted with
registration form
and postmarked by
March 15 to receive
Early Bird and
Chamber discounts.**

Total Fee Enclosed \$ _____

Along with your completed registration form and payment, please also include a copy of your Anoka County Temporary/Special Event Food Stand License Application. Vendors may not be accepted without this form. All fees are nonrefundable.

***Please mail check to: St. Francis Area Chamber of Commerce, PO Box 655, St. Francis, MN 55070
or pay online at www.stfrancischamber.org***

By submitting this application, you agree to release, indemnify and hold harmless the St. Francis Area Chamber of Commerce, St. Francis High School, its members, directors, agents, representatives and employees against any and all costs, expenses (including attorney's fees) and liabilities whatsoever arising from this agreement of the exhibitor participating in the St. Francis Area Community & Business Expo. The Expo committee reserves the right to decline applications for exhibit space. The Chamber reserves the right to relocate or decline displays.

