



**Dear West Side Community Village member,**

Thank you for your contribution to the West Side Community Village. You are an important part of this community. Below you will find all the information about becoming a vendor at Cinco de Mayo - West Side - Saint Paul, **Saturday, May 2, 2020 from 9 am until 5 pm.**

**Application Information:**

To become an official vendor, please complete and return the West Side Community Village application with full payment by **Monday, April 6, 2020.**

A flat reduced application rate of \$50 is offered only to West Side community residents, workers, and volunteers of the 55107 zip code. This discounted opportunity is available to our community members to ensure that our neighborhood and local economy are able to affordably participate and benefit from our own long-standing community and cultural tradition. In this way, it is our goal to support and showcase local West Side artists, crafters, growers, vendors, and community initiatives.

We aim to keep fees as low as possible so that you can also keep your prices low. Because of this we offer exclusively in the Community Village area a bring-your-own option where tables, tents, and chairs will not be required. A blanket on the ground will be accepted in your 10'x10' vending area. Permits and insurance will also not be required but please ask questions if you are unsure.

Abiding by these suggestions will not only assist you in making the event as profitable as possible, but will ensure your participation in future celebrations:

**Set-up Time: Saturday 6 am to 8 am.**

**Festival Hours: Saturday 9 am to 5 pm.**

**Tear Down/Check out: Saturday 5 pm.**

This is YOUR neighborhood. We will all clean our areas in the park together leaving it garbage free for the children who play there. Failure to clean your booth area may forfeit your chance to participate in future opportunities for Cinco de Mayo – West Side – Saint Paul. *Please, be sure to check-out with the West Side Community Village coordinator, before leaving the park.*

**All vendors are responsible to provide the following:**

- Bring-your-own blankets, rugs, boxes, tables, chairs, electricity, tent or anything else you need to set-up your booth. SPFH will supply table, chairs, 10'x10' tent, or generator for rental fees upon request.
- Growers/Farmers must provide a washing bucket, water, anti-bacterial soap, and roll of disposable towels per Saint Paul Farmer's Market regulations. No prepared food vendors for this year.

**Exclusivity for Approved Vendors:**

Cinco de Mayo – West Side – Saint Paul protects the interests of its authorized vendors by allowing only Cinco de Mayo – West Side – Saint Paul approved vendors to participate. With a block permit issued by the City of Saint Paul, Cinco de Mayo – West Side - Saint Paul controls all outside vending within 2000 feet every direction of the outer perimeters of the event. City Licensing staff, the Saint Paul Police Department and our Staff/Committee will be checking every vendor for the Official Cinco de Mayo – West Side - Saint Paul designation as well as all City of Saint Paul Permits required by law.

If you have questions about the application, please contact our office at 651-223-7400 or email [vendor@spfhf.org](mailto:vendor@spfhf.org) or contact Erick Olanda at 651-253-1303.

**2020 Cinco de Mayo – West Side – Saint Paul  
West Side Community Village Information & Application**

Cinco de Mayo – West Side – Saint Paul (herein called "SPFHF") a Not-for-Profit Organization Business/Organization (Your Name, enter below):				
(Herein called "Vendor").				
Circle which most describes your business/organization:  Artist/Musician/Performer  Crafter  Grower/Farmer  Vendor  Emerging business  Community Initiative  Local non-profit	Applicants Name:			
	Mailing Address:	Street Address		
	Apt.#	City	State	Zip Code
	Contact Information:	Daytime Phone#	Cell Phone#	
		Email Address		
	Supervisor signature for 55107 workers/volunteers:			
Please describe what you will sell, sales price, or service below (if service, describe type of service). Attach a separate sheet if necessary.				
<b>Will you need electricity?</b>	YES, and I will rent a generator from SPFHF. YES, but I will bring my own generator. NO, I will not use electricity.			

Cash, Money Order, or Check Payable to: SPFHF  
 Deliver or send to: 75 w 5<sup>th</sup> Street, Saint Paul, MN 55102  
 Memo: Community Village

<b>Vendor Space Fees per 10'x10' Space:</b>			
Community Village Vendor	Fee per Space	# of Spaces	Total Fees
Space fee	\$50.00		\$
I will bring-my-own blanket/table/chair/tent	\$0.00		\$
<b>TOTAL FEES FOR SPACE(S)</b>			\$

<b>Equipment Rental from SPFHF:</b>	<b>Package Price</b>	<b>Quantity</b>	<b>Total Price</b>
Equipment Description			
Bring-my-own	\$0.00		\$
One (1) Table and two (2) Chairs Package	\$50.00		\$
One (1) 10'X10' Tent	\$175.00		\$
One (1) Table and two (2) Chairs and One (1) 10'X10' Tent Package	\$200.00		\$
Generator/ Electricity Access			\$
Total Equipment Rental Fees			
Grand TOTAL (include space fee)			\$

This agreement is not valid until both the Vendor and an authorized Vendor Relations Director sign and date this page of the agreement. I agree to indemnify and hold harmless SPFHF Board, Fanfare Attractions, their affiliates, all volunteer members, Saint Paul Parks and Recreation Board, City of Saint 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 SPFHF.

I have read, understood and agreed to the conditions stated in this application, the Rules and Regulations for All Vendors included in this packet and have provided truthful and complete information.

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Authorized Vendor Signature

Date