

**Cinco de Mayo – Westside Saint Paul – May 2<sup>nd</sup> 9:00am – 5:00pm**

Please complete and return the following application in order to be considered for the 2020 Cinco de Mayo Celebration on Saturday, May 2. Refer to the application information sheet for any questions you may have.

<b>Vendor Name</b>			
<b>Applicant Name</b>			
<b>On-Site Contact Name</b>		<b>Cell Phone #</b>	
<b>Mailing Address</b>		Street Address	
		City	State      Zip Code
<b>Contact Information</b>		Phone #	E-mail Address
<b>Tax and I.D. Numbers</b>			
MN Sales Tax I.D. #		Federal I.D. # or Tax Exempt #	
<b>Write Proposed Product &amp; Sales Price or Service below (if Service, describe type of)</b>			
<b>Attach a separate sheet for additional information as required.</b>			
<b>Space Required (must include all linear space, including trailer tongue, tent ropes, etc):</b>			
Space is limited so please describe EXACT dimensions.			
<b>Describe your set-up. Do you have a cart, trailer, tent, or something else?</b>			
<b>**MUST INCLUDE A PICTURE OF SET-UP**</b>			

*The Saint Paul Festival and Heritage Foundation has the right to deny entry of any of the products listed above. Vendor will be notified of any Product changes by SPFHF. SPFHF has the right to enforce the above statements. Any new products must be approved in writing by SPFHF prior to the Event date - May 2<sup>nd</sup>, 2020.*

You will be making two (2) checks payable to: **SPFHF, 75 W. 5th St. #429, Saint Paul, MN 55102.**

- **Check #1: BOOTH SPACE FEES & EQUIPMENT RENTAL (if any)**
- **Check #2: \$100 CLEAN-UP & SECURITY DEPOSIT CHECK FEE (available for pick up at end of Event if space is clean)**

Please fill out both box 1 and box 2 below:

**Box 1 for Check #1: BOOTH SPACE FEES PER 10' X 10' Space (NO equipment is provided, please mark in box 2 if anything is needed)**

Booth Fees:	Fee Per Space	# of Spaces	Total
Merchant Space Fee	<b>\$430.00</b>		\$
Small Business Space Fee	<b>\$430.00</b>		\$
Nonprofit Space Fee	<b>\$250.00</b>		\$
Registration after April 3, 2020	<b>Add \$100.00</b>		\$
<b>TOTAL FEES FOR SPACES</b>			<b>\$</b>

*\*All nonprofits must provide proof of status upon submitting application.*

**Box 2 for Check #1: Equipment Rental Fees**

Equipment Description	Price	Quantity	Total Price
One (1) Table and two (2) Chairs Package	<b>\$100.00</b>		\$
One (1) 10' X 10' Tent Package	<b>\$250.00</b>		\$
One (1) Table & two (2) Chairs & One (1) 10' X 10' Tent Package	<b>\$300.00</b>		\$
Generator/Electricity	<b>TBD</b>		\$
<b>Total Equipment Rental Fees</b>			<b>\$</b>

**Add totals for box 1 & box 2:**

Box 1: Booth Space Fees	\$
Box 2: Equipment Rental Fees (if needed)	\$
<b>GRAND TOTAL FOR CHECK #1</b>	<b>\$</b>

**Check #2: Clean-up and Security Deposit Check Fee (available for pick up at end of Event if space is clean) **\$100.00****

I agree to indemnify and hold harmless SPFHF Board, Fanfare Attractions, their affiliates, all volunteer members, St Paul Parks and Recreation Board, City of St. 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 Cinco de Mayo West Side Saint Paul, produced by SPFHF.

I have read, understood and agreed to the conditions stated in this application and the application information sheet. I have provided truthful and complete information.

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Application Checklist**

**Before you submit your application, make sure it's complete using our checklist below.**

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Application                              | <input type="checkbox"/> Picture of Set-up  |
| <input type="checkbox"/> Check #1 for Vendor Fees and Equipment Rental      | <input type="checkbox"/> Minnesota Department of Revenue Operator Certificate of Compliance ST-19 |
| <input type="checkbox"/> Check #2 for Clean-up and Security Deposit         |   |
| <input type="checkbox"/> Certificate of Insurance, SPFHF Additional Insured |   |