



**Center for Hmong
Arts & Talent**

995 University Ave W
St. Paul, MN 55104

CHATFEST

Saturday Sept. 30, 2017

Presents

Hazel Prep Academy
1140 White Bear Ave
St Paul, MN 55106

**FOOD & MERCHANDISE SPACE CONTRACT
VENDOR RULES & REGULATIONS**

This contract is to assist in coordinating the efforts with managing the vendor space at Chatfest 2017, with both the vendor(s) and the Center for Hmong Arts & Talent (CHAT). In signing this contractual agreement, the vendor(s) affirms compliance with not only CHAT rules and regulations, but agrees to follow the state's health and safety laws and has appropriate documentation in order to sell and provide food services to guests at the event.

1. Vendors are defined as those renting space and any member(s) conducting sales, cooking, and cleaning associated with the business, etc.
2. CHAT represents the agent's/personnel organizing the event.
3. CHAT will prepare the specified space(s) for the vendor(s) to set up a booth for selling, including finalizing the fees associated with the rental space. Please note, this agreement does not protect vendor(s) from additional charges for damage on city properties on, or around the vicinity of the rental space.
4. The vendor agrees to purchase the booth space and make full payment to CHAT through a check, money order, or direct deposit from a checking account (or credit card) for the entire rental fee. Please note, if payment is not received in full, this contract is not binding.
5. There will be no refund once payment is made if the vendor decides to pull out after all payment has been received.
6. No vendor is allowed to sell, exchange or switch booths after this contract is signed.
7. Official governmental agents are authorized to enforce applicable rules and regulations (additional as provided by the extent of the local, city and state laws. Violators may be held responsible for additional fees warranted to CHAT, for non-compliance.
8. Vendors are responsible for **all** necessary permits and/or licenses from appropriate authority for all widths, heights, weights, and durability for all applicable equipment, materials, and/or supplies related to operating the booth purchased. Any dimensions not meeting the outlined allowance (and codes) will be removed from site.
9. Food sold must meet applicable MN Department of Health (MDH), MN Department of Agriculture (MDA) and the US Food and Drugs Administration (FDA) standards.
10. Vendor(s) are responsible and liable for any injury occurred within the vicinity of the booth and as resulted from using its products or merchandises. CHAT is not responsible for any damage/stolen items, or injuries accrued to the vendor(s), or vendor equipment.
11. Unauthorized vehicles are not allowed in the field from **08:00AM to 09:00PM: and not allowed to remain by the booth after 09:00AM**. Violators may be subjected to additional fees from both CHAT and the authorities for non-compliance.
12. Verbal abuse and/or physical assault toward ANY ONE will not be tolerated. Physical/verbal abuse will be immediate grounds for removal from the event. No refund will be provided as part of the No Tolerance

Policy. Violators may be subjected to additional fees from both CHAT and the authorities for damages caused due to the incident.

13. Vendor(s) must not tie onto, cut, and/or nail any tree or school or city property during the event. Any damage with plants (including city properties) may be charged as additional fees to the vendor(s).
14. Vendor(s) must be in compliance with applicable Fire Marshall's Codes when operating electrical generator or any other power sources.
15. Speaker(s) are not allowed to be extended away from any booth noise. Each Vendor(s) must maintain with the City of Saint Paul's Noise Control Ordinance. Violators may be subjected to additional fees from both CHAT and/or authorities for non-compliance.
16. CHAT reserves the right to restrict any type of sale along the perimeter of Hazel Prep Academy. Violators may be subjected to pay a fine(s) for non-compliance by CHAT and/or the authorities for non-compliance.
17. CHAT is not responsible for any actions, injuries, damages committed by the vendor(s)
18. CHAT will not provide equipment or power sources of any sort to any vendor.
19. CHAT will provide all vendors with the specified areas to set up and access to the area. Please refer to scheduled appointment for setup and removal of equipment (properties) from the site. There is no setup to the space before 9/29/2017. Violators may be subjected to additional fees from both CHAT and the authorities for non-compliance.
20. Vendor(s) are not allowed to load/unpack until the assigned time (see schedules). Violators may be subjected to additional fees from both CHAT and the authorities for non-compliance.
21. CHAT bans all drugs or controlled substances and dangerous weapons that include Guns, Fireworks, Toy Guns, and knives (even replicas), at the event.
22. Any vendor(s) and/or its member(s) found to have violated the rules and regulations will be immediately escorted off the premises as non-compliance, and banned from future events thereafter.
23. Vendor(s) must consult the City of St. Paul Fire Marshall and appropriate city/state agencies for detailed information regarding the rules and regulations to provide and sell food at this event. CHAT is not responsible for any fees accrued by the vendor(s) for non-compliance with the city and state agencies.
24. Definitions: Grilled foods booth are limited to 2 and defined as a booth that cooks and sells entree foods, light foods are defined as foods not recognized as a major entree or appetizer and complimentary dishes and foods.
25. Vendors are required to pay parking fees too.

In signing this agreement, I have read and acknowledge the information was explained to me in full detail. In signing this document, I confirm I have full understanding of the terms and regulations applied as a vendor. I also agree that I will comply with the rules and regulations outlined in this document.

Vendor's Name (Please Print)

Vendor's Signature

Date

Address

Phone Number

Email

\$

Fees Received (AMOUNT)

DATE

CHAT Staff Printed Name

Signature

Addendum notes

Set up can begin Friday 9/29/2017 after 6pm

Tear down must be completed by Sunday Oct. 1, 2017 at 12pm - inspection will be at 11am-12pm 10/1/2017