



AMERICAN LEGION POST 225

355 West Broadway
FOREST LAKE, MN 55025-1505
Phone: (651) 464-2600 Fax: (651) 464-4538
The Fourth of July Capital of the Upper Midwest
E-mail: legionpost225@aol.com Website: www.post225.com



FOREST LAKE 4TH OF JULY CELEBRATION 2016 VENDOR APPLICATION

Dear Applicant,

Thank you for your interest in participating as a vendor in this community event. As you well know, the time is fast approaching whereby we must plan for this year's July 4th Celebration.

This year the celebration will be June 30th through July 4th with the parade on the 4th of July at 10am, and the fireworks on the 4th at 10pm. The carnival will be located on the American Legion property.

If you desire to participate in this year's celebration by setting up a vendor stand for selling your products and/or services along the parade route, we ask that you carefully read the enclosed document to ensure proper compliance for application. All provisions of the enclosed application *must be strictly adhered to* in order to receive an event permit for your unit. Unfortunately, there can be no exceptions. Non-profit organizations may contact us for details regarding vendor license. If you are setting up more than one unit and/or stand, please remember that the application fee is for each unit set-up, whether it is a stationary or roaming unit. Completed application and full payment must be received by June 15, 2016 to reserve your vendor site. After this date all sites are based on availability only. All fees are non-refundable after June 15, 2016. Due to the number of vendors requesting to participate, all applications will be considered on a first come, first serve basis.

If you have any questions or need additional information, please do not hesitate to call Terry Larson between the hours of 10am-3pm at (651) 470-7431 or after 4pm at (651)464-2600. We look forward to working with you during this patriotic and festive celebration.

Sincerely,

Terry Larson
Enclosures (1)

Vendor #

Date Rcvd: _____ Amt Rcvd: _____ ck# _____ Ins: yes no License: yes no Approved: yes no By: _____ Date: ___/___/___

Vendor Application

Print Applicant Name: _____ Business Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Bus. Phone: () _____ - _____ Cell: () _____ - _____ E-mail: _____
 Type of Unit/Items for Sale: _____ / _____
 Size of Site (8ft minimum): _____ How Many: _____ Will you be Roaming? Yes No
 Location: _____

Date(s) you will be participating: (Please circle all that apply)

6/30/16	7/1/16	7/2/16	7/3/16	7/4/16
Thurs.	Fri.	Sat.	Sun.	Mon.

*If not on Legion property, you are responsible for finding and making your own arrangements with the property owners for use of their property for your vending unit. You are **responsible** for the trash removal and the overall cleanliness of your respective area of operation. You may also contact *Forest Lake Sanitation* to make arrangements for disposal of your refuse. There is no water, electric or ice available.

All items on the checklist must be submitted in order for your application to be considered.

- 1. Completed Vendor Application
- 2. You **must be licensed by the State of Minnesota or Washington County. A copy of your vendor license or food license must be provided with this application.** Failure to provide a copy of your license will result in automatic denial of a concession permit.
- 3. Certificate of Insurance indicating liability limits of at least \$1,000,000 per occurrence and naming the American Legion Post 225 as **certificate holder and additional insured.**
- 4. Payment in full. Cost per unit is \$100.00 for the first day of participation. Each additional day will cost \$35.00 per unit per day. Vendor with 1 unit for 5 days = \$205.00 in addition to rental fees. Please make checks payable to American Legion Post 225.
- 5. Copy of any Lease/rental agreements or written permission slips from property owners other than Legion where vendors will be conducting business.

Please return this application and **all** required documents and remittance to: American Legion Post 225, Attn: Vendor Coordinator. If you have any questions or need additional information, please contact Post 225 at (651)464-2600 or Vendor Coordinator Terry Larson (651)470-7431 **10am-4pm only.**

Vendor Permits will be signed and issued once all the requested information has been submitted and reviewed by the Vendor Coordinator. Once issued and you are open for business, all permits must be clearly visible at all times. Sale of silly string or hand thrown pops/bang devices prohibited. All fire and safety codes will be enforced. Any violation of this agreement could result in revocation of your permit by the vendor coordinator.

The American Legion, Post #225 of Forest Lake, Minnesota, it's officers, and it's employees will assume no responsibility or liability for the actions and/or consequences of this vendor, it's employees or representatives, or their customers whatsoever.

Print your name here

Signature

_____/_____/_____
Date