



MEMORANDUM

TO: Concession Vendors

FROM: Steve Mankowski, Concessions Chair

SUBJECT: 2016 Kaposia Days

DATE: March 22, 2016

Enclosed you will find a schedule of our activities that are authorized for outside vendors for the 2016 Kaposia Days celebration, along with the fee structure that has been established for this year. Once again, we have planned the fee structure and the number of vendors at each event with consideration to the estimated attendance and time length of the activity. In this way, we try to make it profitable for all vendors.

South St. Paul Kaposia Days, Inc. is licensed to operate concessions in South St. Paul, and authorized vendors will not need additional city licensing to operate at our events. However, you do need health licensing by the State of Minnesota and your certificate of licensing must be available for our inspection at the events. The State is also now requiring a ST19 Operator Certificate of Compliance form be completed and on file with the Kaposia Days office. See attached. **As always, we will need a certificate of insurance prior to setting up at your first event.**

Please complete the enclosed application and the ST19 state form, and return both to us as soon as possible, but no later than May 20th. Enclose a check with your application for 25% of your total concession fee for all events you apply for. Make checks payable to South St. Paul Kaposia Days, Inc., and mail to P. O. Box 144, South St. Paul, MN 55075.

The accepted vendors will be notified by May 30th. Those vendors not accepted will have their checks returned shortly thereafter. The balance of the total concession fee will be due at the first event you attend.

Thank you for your interest in Kaposia Days. We look forward to receiving your application. If you have any questions, please feel free to contact me at 651-457-2774 during the day, or 651-457-2154 in the evening.

2016 KAPOSIA DAYS
SCHEDULE OF EVENTS AUTHORIZED FOR OUTSIDE VENDORS

EVENT #1 -- GRANDE PARADE, FOOD COURT

Date & Time: Friday, June 24, 5:00 p.m.-9:30 p.m.
Food Court: Eighth and Southview Blvd., plus various spots along parade route on Fifth Ave. and Southview Blvd.
Estimated Attendance: 6,000-7,000 throughout route
Concessions Requested: 6 any class, 1 barbecue, novelties
Vendors MUST supply their own power.

EVENT #2 -- PARKING LOT PARTY

Date & Time: Friday, June 24, 7:00 p.m.-1:00 a.m.
Location: Mattie's Lanes' Parking Lot, 365 North Concord Exchange
Estimated Attendance: 3,000
Concessions Requested: 1 Multi-vendor, 3 Specialty, 1 Novelty
Vendors MUST supply their own power.

EVENT #3 -- FISHING CONTEST

Events include Fishing Contest at the SSP Fishing Pier
Date & Time: Saturday, June 25, 8:00 a.m.-10:30 a.m.
Location: DNR Boat Launch, Verderosa Ave & Highway 494
Estimated Attendance: Unkown – First Time Event
Concessions Requested: 1 Multi-vendor
Vendors MUST supply their own power.

EVENT #4 -- CENTRAL SQUARE EVENTS

Events include Flea & Craft Market, Bingo, Children's Games, Music, Pony Rides, and Native Village
Date & Time: Saturday, June 25, 9:00 a.m.-5:00 p.m.
Location: Central Square, 100 Seventh Ave North
Estimated Attendance: 3,000
Concessions Requested: 1 Multi-vendor, Specialty, Games
Vendors MUST supply their own power.

EVENT #5 -- CLASSIC CAR SHOW

Date & Time: Saturday, June 25, 9:00 a.m.-4:00 p.m.
Location: High School Parking Lot (PLEASE NOTE NEW LOCATION)
Estimated Attendance: 750
Concessions Requested: 1 Multi-vendor
Vendors MUST supply their own power.

EVENT #6 – PROFESSIONAL WRESTLING & STREET DANCE

Date & Time: Saturday, June 25, 1:00 p.m. –1:00 a.m.
Wrestling 1:00-4:00 p.m., Street Dance 7:00 p.m.-Midnight
Location: VFW Parking Lot, 111 South Concord Exchange
Estimated Attendance: 500 & 3000
Concessions Requested: 1 Multi-vendor, 1 Specialty
Vendors MUST supply their own power.

EVENT #7 – KITE FLY

Date & Time: Sunday, June 26, 9:30 a.m. – 1:30 p.m.
Location: Roosevelt Field, Fifth Avenue South & Sixth Street
Estimated Attendance: 500
Concessions Requested: 1 Multi-vendor
Vendors MUST supply their own power.

EVENT #8 -- CENTRAL SQUARE EVENTS

Events include: Water Balloon Dodge Ball Tournament, Bingo, Games, Animals,
Family Activities & Misc. Entertainment
Date & Time: Sunday, June 26, 11:00 a.m.- 5:00 p.m.
Location: Central Square, 100 Seventh Ave North
Estimated Attendance: 750
Concessions Requested: 1 Multi-vendor, 2 Specialty, Games
Vendors MUST supply their own power.

EVENT #9 – STAGE SHOW & FIREWORKS

Date & Time: Sunday, June 26, 7:30 p.m.-10:30 p.m.
Location: Senior High School Athletic Field, 3rd St & 9th Ave North
Estimated Attendance: 5,000
Maximum Number of Concessions: 1 Multi, 2 Specialty, Novelty
Vendors MUST supply their own power.

2016 FEE SCHEDULE FOR OUTSIDE CONCESSIONS

Vendor Classifications:

- 1) Specialty -- A unit that sells mainly one product such as mini-donuts.
- 3) Multi -- A unit that sells multiple items.
- 4) Novelty/Games -- A unit that sells souvenirs, face painters, operates games of chance or skill.

EVENT	SPECIALTY	MULTI 1 WINDOW	MULTI 2 WINDOW	NOVELTY GAMES
#1 – Grande Parade	\$ 75.	\$ 75.	\$ 75.	\$ 75.
#2 – Parking Lot Party	\$ 75.	\$ 125.	\$ 125.	\$ 50.
#3 - Fishing contest	n/a	\$ 25.	n/a	n/a
#4 – Central Square	\$ 125.	\$ 125.	\$ 125.	Negotiable
#5 – Classic Car Show	n/a	\$ 50.	n/a	n/a
#6 – Wrestling/Dance	\$ 300.	\$ 300.	\$ 300.	\$ 50.
#7 – Kite Fly	n/a	\$ 25.	n/a	n/a
#8 – Central Square	\$ 75.	\$ 75.	n/a	Negotiable
#9 – Show/Fireworks	\$ 75.	\$ 75.	\$ 100.	\$ 50.

Contact: Steve Mankowski, Chair
Work - 457-2774
Home - 457-2154

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Minnesota Department of Revenue	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State
				Zip code
	Name of person or group organizing event			
	Name and location of event			
Date(s) of event				

Describe the type of merchandise you plan to sell.

Complete this section if you are not required to have a Minnesota tax ID number.

I am selling only nontaxable items.

I am not making any sales at the event.

I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.

This is a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).

_____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

**SOUTH ST. PAUL KAPOSIA DAYS
APPLICATION FOR OUTSIDE CONCESSIONS**

Vendor Name: _____

Contact Name: _____ Phone: _____

Address: _____

Email Address: _____

*Classification: Specialty Multi Novelty Game

Number of Serving Windows: 1 2 or more

Products to be sold: _____

Size of Space Needed: Front _____ Side _____

Self-generating. Generator must be quiet enough so as to not disturb our activities.

<u>EVENTS REQUESTED</u>	<u>FEE</u>	<u>ELEC.</u>	<u>TOTAL</u>
_____	_____	+ _____	= _____
_____	_____	+ _____	= _____
_____	_____	+ _____	= _____
_____	_____	+ _____	= _____
_____	_____	+ _____	= _____

TOTAL CONCESSION FEE _____

25% DEPOSIT _____

BALANCE DUE AT 1ST EVENT _____

* The Concession Chairman reserves the right to determine the final classification and fees for all vendors.