

St. Paul Park, Minnesota...It's the place to be!
And it's all about community and keeping the dream alive!



2026 FOOD VENDOR APPLICATION Participant Guidelines and Requirements

Plans for the 2026 St. Paul Park Heritage Days Festival are going strong, and we would like to invite you to participate in this years' concessions at the festival! The festival will be held at Heritage Park, 1346 Laurel Avenue, St. Paul Park on August 14 - 15, 2026.

ELIGIBILITY

All local food vendors must have a valid Minnesota State Tax Identification Number. If you do not have one, one may be applied for by calling Minnesota Sales Tax and Excise Division at 800.657.3777 or 651.296.6181. All food vendors must collect and pay taxes on each taxable sale made at the Heritage Days Festival. **A Minnesota Form ST-19 must be completed and returned with your application fee before any sales can be made.** The Heritage Days Festival reserves the right to jury entries and to ask a vendor to leave the festival should their behavior be deemed inappropriate by the Festival Committee. The Heritage Days Festival Staff reserves the right to refuse or stop sales or give away products before or during the festival, which it deems inappropriate to the festival.

FOOD LICENSE

All participants who are providing or selling food at the event are required to have a Special Event Food Stand License from the Washington County Department of Public Health, Minnesota Department of Health Mobile Food Unit, Minnesota Department of Agriculture Food License or have a Seasonal Temporary Food Stand. A Health Inspector will be at the event to inspect all vendors. **A copy of your Special Event Food Stand License MUST accompany this application, and you must have your license posted at the time of service.** No one providing or selling food will be allowed to participate without a Special Event Food License. For your convenience, we have attached a Special Event License Application. If you have any questions about obtaining a license, contact Eric Jensen at 651.430.4044 or by e-mail at eric.jensen@co.washington.mn.us

LOCAL FOOD ESTABLISHMENTS WITH EXISTING FOOD LICENSE

If you currently have a permanent food license issued through any of the departments mentioned above, you are allowed to sell food under your current license three (3) times per year. Although you are licensed, you are REQUIRED TO FOLLOW AND COMPLETE the Minnesota State Special Event License standards and all guidelines. If these standards and guidelines are not followed, you will be shut down by the Health Inspector. Therefore, please read all the enclosed information to make your food booth successful!

FOOD VENDOR SPACE

The St. Paul Park Heritage Days Festival will allot space for each vendor in the designated area that has been deemed appropriate. Space will be reserved on a first come, first served basis. Payment of the application fee must accompany each application to reserve a space. Applicants must supply their own power, electrical cords, tents, tables, chairs, cleanup, safety rope, lighting, etc. Generators or other portable power supply units may need to be inspected by the State Electrical Inspector. It is the vendor's responsibility to contact the Electrical Inspector, William Dietrich at 651.493.1599 to arrange for an inspection, if required. Each vendor is responsible for his/her equipment and the security there of while involved in St. Paul Park Heritage Days. We will not be liable for anything which may happen to the equipment. Each vendor is responsible for cleaning up their assigned area daily and shall provide a minimum of one trash container.

FOOD VENDOR HOURS

Events at the festival will run from 4:00 p.m. to 11:00 p.m. on Friday, August 14th and 10:00 a.m. to 11:00 p.m. on Saturday, August 15th. St. Paul Park Heritage Days Festival is a free event to the public. There will be live music in the afternoon from 1:00 p.m. to 11:00 p.m. Vendors must have their area torn down by 11:00 p.m. on Saturday. **SETUP BEGINS AT 7:00 A.M. AND MUST BE DONE BY 9:00 A.M. ON SATURDAY, AUGUST 15TH DUE TO THE PARADE.**

INSURANCE

Vendors must provide a Certificate of Insurance with Liability Limits of at least \$1,000,000 with application. The effective dates of your policy must cover the dates of the event. Insurance certificate must list the following entities as "additional insured": City of St. Paul Park, 600 Portland Avenue, St. Paul Park, MN 55071, and St. Paul Park - Basic Needs Inc. of Washington County, 445 Broadway Ave, St. Paul Park, MN 55071 and St. Paul Park Heritage Days Committee.

INDEMNITY

To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the St. Paul Park/Newport Lions Club, the City of St. Paul Park and the St. Paul Park Heritage Days committee and their respective volunteer staff against all claims, losses, damages to persons or property and costs (including Attorney's Fees), arising out of and/or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy and/or use of city premises and/or a part thereof.

WARRANTIES

While the Committee of the St. Paul Park Heritage Days Festival will make every effort to produce a successful Festival, they cannot warrant the level of attendance, weather conditions, sales, and/or any circumstances beyond their control.

Please direct any questions you may have to Tony Flandrich at 651.769.3255 or via email at flandricht@gmail.com



St. Paul Park Heritage Days Festival
2026 FOOD VENDORS APPLICATION
August 14-15, 2026



Please complete the vendor information and mail the completed application with the required fee and documentation to the address listed.

BUSINESS/ORGANIZATION NAME: _____

Contact Person: _____ **Phone #:** _____

Email Address: _____ **Fax #:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

LIST THE FOODS WHICH YOU PLAN ON SELLING AT THE HERITAGE DAYS FESTIVAL (REQUIRED): Include everything (all food and beverages, etc.) that you plan to sell at your booth/stand. *We reserve the right to limit multiple vendors of the same item(s).*

SPACE SIZE REQUIREMENTS AND FEES: Fees are non-refundable. All Non-Profit organizations must provide proof of Non-Profit status (CERTIFICATE REQUIRED - NO EXCEPTIONS) at the time of this application.

___10 x 10	\$250 (\$125 Non-Profit)	___10 x 20	\$300 (\$150 Non-Profit)
___10 x 30	\$350 (\$175 Non-Profit)	___10 x 40	\$400 (\$200 Non-Profit)

BY SIGNING BELOW, YOU ARE STATING YOU HAVE READ THE PARTICIPANTS GUIDELINES AND REQUIREMENTS AND ACCEPT THESE RULES:

Name of Business/Organization: _____ Title: _____

Authorized Signer: _____ Date: _____

RETURN YOUR COMPLETED APPLICATION BY JUNE 1, 2026.
IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED COMPLETE, IT MUST INCLUDE ALL ITEMS LISTED BELOW:

- Signed and Completed Application
- Copy of Non-Profit Status - CERTIFICATE REQUIRED
- Copy of Special Event Food Stand License
- Certificate of Liability Insurance
- ST-19 Form (All vendors must include this form)
- Check - **Payable to "Basic Needs Inc." include "Heritage Days - Food Vendor" on memo line**
- Mail to: Basic Needs Inc, ATTN: Heritage Days - Food Vendor, 445 Broadway Ave., St. Paul Park, MN 55071

For more information, please contact Tony Flandrich at 651.769.3255 or via email at flandricht@gmail.com



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.

Print or Type	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			

Merchandise Sold	Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> 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.
	<input type="checkbox"/> 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 up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here	<i>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.</i>	
	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.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.

Standards for a Special Event Food Stand Operation

A Special Event Food Stand (SEFS) is a food and beverage service establishment that is used in conjunction with celebrations and special events, and which operates for **no more than ten total days in the current calendar year**. Examples include, but are not limited to carnivals, festivals, sporting events, city sponsored celebrations, cook-offs, farm-to-table, and food & drink sampling. Use the following standards to ensure that you have a safe and successful Special Event Food Stand.

Definitions

Special event food stand. "Special event food stand" means a food and beverage service establishment which is used in conjunction with celebrations and special events, and which operates for no more than ten total days within the applicable license period.

Food. "Food" means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

Single-service articles. "Single-service articles " means tableware, carry-out utensils, and other items such as bags, containers, placemats, stirrers, straws, toothpicks, and wrappers, that are designed and constructed to be used 1 time by 1 person, after which they are intended to be discarded.

Time/temperature control for safety food (TCS).

A. "Time/temperature control for safety food (TCS)" means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.

B. TCS includes:

(1) an animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes, or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation; (continued 4626.0020Subp. 90A)

Licensing

If you are planning to operate at a special event stand in Washington County, you will need to apply for a Special Event License [here](#). A special event food stand is required to notify

this department at least 14 days before the first event. The fees can be paid at www.co.washington.mn.us/payonline. Please note that a \$30 late fee will be assessed if the application is received three calendar days or less before the event. The fee for a non-profit organization will be waived.

The following information will be needed to obtain a license:

- Sources of the food.
- Type and volume of food to be served, held, prepared, packaged, or otherwise provided for human consumption.
- Equipment used to serve, hold, prepare, package, or otherwise provide food for human consumption.
- Time period and location of operation.
- Facilities for washing hands.
- Facilities for multiuse utensil and warewashing for other than prepackaged products.
- Source of water; and
- Methods of liquid and solid waste disposal.

The Department has the authority to restrict the menu or the method of food preparation, based on equipment limitations or climactic conditions. The Department may close a food service operation if the inspector deems it necessary to protect the public's health.

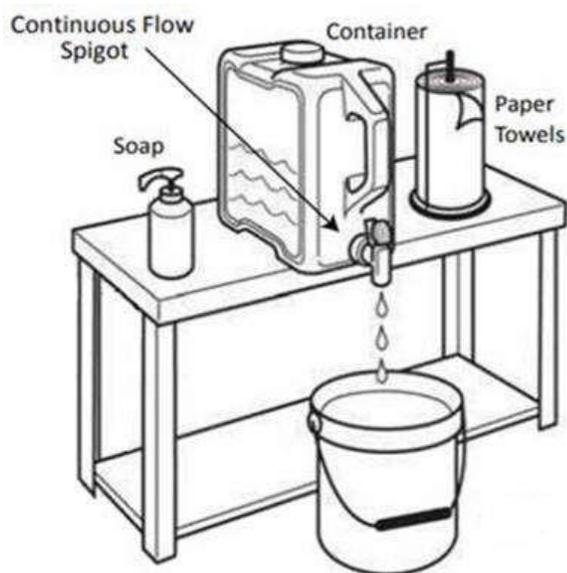
PERSONNEL

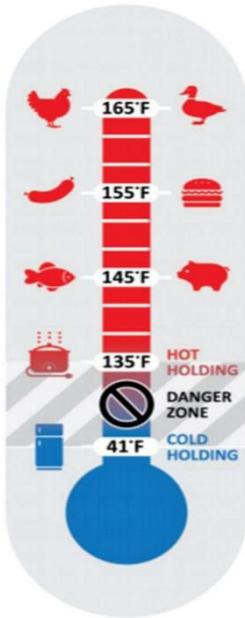
- There shall be a person in charge and present during all hours of food preparation and service. This person must be able to demonstrate knowledge of foodborne disease prevention, proper food temperature; cooking and holding, proper personal hygiene, proper utensil washing procedure, and correct sanitizer concentrations.
- No employee shall work while experiencing any vomiting or diarrhea and cannot return to work for at least 24 hours after their symptoms.
- Employees shall maintain their hands in a clean, sanitary condition and wash hands immediately after using the toilet, switching between raw meats and ready-to-eat food, eating, smoking, or otherwise soiling their hands.
- No employee shall engage in food preparation or service activities if that person has a communicable disease, gastrointestinal illness, sore throat, or discharging wound.

- Eating is not permitted in the food stand. If a beverage is consumed, it must be in a closed container with a straw and stored away from food and not on any food preparation surfaces.
- An employee's outer garments shall be clean. Hair restraints (hairnets, caps, etc.) should always be worn.

HANDWASHING

- Handwashing facilities shall be provided within the stand and must consist of one of the following:
 - A hand washing sink with running water.
 - A gravity handwashing sink where running water is supplied by gravity to a faucet or spigot.
- If using gravity supplied water, a catch basin under the spigot must be provided.
- Facilities must provide soap, paper towels, and discard bucket.





COOKING TEMPERATURE CHARTS

Food Type	Cooking Temp
Packaged fully cooked meats (e.g. hot dogs/brats)	≥135°F
Fish, shrimp, beef steak, lamb, pork, ribs	≥145°F
Ground beef, sausage, gyro meat, raw brats	≥155°F
Poultry (e.g. chicken, turkey)	≥165°F

FOOD, BEVERAGE, UTENSIL HANDLING AND STORAGE

- All ice and food shall come from an approved commercial source. **Food may NOT be prepared and/or stored in a home.**
- TCS foods kept cold must be maintained at **41°F or below** in mechanical refrigeration
 - Dry Ice and Cold Packs may be substituted for mechanical refrigeration if the food is held for 4 hours or less
- TCS foods kept hot must be maintained at **135°F or above.**
- Single service disposable plates and utensils shall be clean, dry, and stored a minimum of 6" off the floor.
- Single service utensils and self-service foods and condiments (ketchup, mustard, etc.) shall be individually packaged or dispensed from an enclosed dispenser.
- Canned and bottled beverages (except milk) may be chilled on ice.
 - The cooler must have an **open drain** to ensure water doesn't pool
 - The ice must be from an approved source, such as a grocery store, and shall not be made at home.
 - Any ice used to keep beverages cold cannot be used for anything else
- Store all chemicals away from and/or below food, utensils, or food prep services.

DISHWASHING FACILITIES, PROCEDURES AND EQUIPMENT CLEANING

- Three basins must be provided for utensil washing, along with space for drying. The procedure for manual utensil washing is: (1) wash in warm, soapy water, (2) rinse in clear water, (3) sanitize for one minute in a sanitizing solution of proper concentration (e.g., 1 tablespoon of liquid bleach per two gallons of water), (4) allow to air dry. **Towel drying is prohibited.**
- Only single, disposable, eating and drinking utensils may be used unless approved permanent dishwashing facilities are available.
- Wash, rinse and sanitize utensils immediately prior to the event and as often as necessary during the event. Enough cooking/serving utensils must be on site to ensure a clean one is available, should the current one become soiled.
- Utensils may be washed off site (in approved facility). Utensils must be covered when transported.
- Towels used to wipe equipment and counters shall be stored in a sanitizing solution between uses.



WATER SUPPLY

- Water may not come from a residential well. It must come from an approved public water supply. If water is not provided under pressure at the stand, it may be transported and stored in approved, cleanable covered containers or non-galvanized beverage coolers **containing spigots**. The transport container and spigot must be sanitized prior to use.
- Water may not be supplied through a garden hose. Water must be supplied through a food-grade hose with a backflow preventing device. The hose must be flushed and sanitized prior to use. The water inlet must be protected from contamination and connect directly to the approved hose.

EQUIPMENT

- Food service equipment shall be appropriately designed and sized for its use. Mechanical refrigeration shall be provided for TCS foods such as meat, fish, poultry, milk, and eggs, if they are held for four hours or longer. Dry ice and cold packs may be substituted for mechanical refrigeration if the required temperatures are maintained, and the food is held for less than four hours. **Foods kept cold with dry ice or cold packs must be discarded after four hours.** Electricity shall be provided to all refrigeration units 24 hours a day when the special event food stand has been set up for service.
- A thermometer is required for each refrigerator.
- A metal stem thermometer (range 0°F to 220°F) is required for measuring TCS food temperatures.
- Electric skillets, roasters, propane stoves, and charcoal grills equipped with lids are acceptable for cooking food. **Crock pots and domestic slow cookers may not be used.**
- Utensils must be smooth, durable, and easily cleanable. Items such as galvanized or soft plastic containers, wooden spoons, enamelware, paint brushes, etc. are not acceptable.
- Garbage bags and garbage containers cannot be used to store food in.

WASTEWATER AND GARBAGE REMOVAL

- Wastewater shall be removed in an approved manner, such as discarding into an approved sanitary sewer system or holding tank.
- **Disposal of wastewater by throwing or dumping on the ground is not permitted.**
- Trash and garbage shall be deposited and stored in a manner that will not create a nuisance. Garbage containing food waste, if stored overnight or for extended periods of time, shall be stored in tightly covered, nonabsorbent containers.

LOCATION

- The food stand shall be located where it is not subject to flooding and is protected from possible contamination (e.g., toilets, animals, windblown particulates). Activities shall cease in adverse weather unless the interior of the food stand is protected from windblown dust and debris.
- To prevent possible contamination by customers, food preparation and cooking areas are to be protected by means of an impervious shield or by adequate distance between customers and cook/prep areas.

CONSTRUCTION

- **Floors.** if graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable materials approved by the regulatory authority that are effectively treated to control dust and mud; and
- **Walls and Ceiling** must be constructed of a material that protects the interior from the weather and windblown dust and debris.

SAFETY

- Electrical service shall comply with the Minnesota Electrical Code Chapter 1315. Electrical lines should not be in or near water.
- All lights in the stand shall be shielded or enclosed to prevent and contain breakage. Lights used at night should not attract flies or other insects.
- Carbon dioxide and bottled gas cylinders are to be secured to prevent tipping.
- A fire extinguisher (2A 10BC rated) shall be present if required by the fire marshal.
- Gas hook-ups and service must comply with Minnesota Chapter 1346.
- Gas tanks for generators must be properly stored in a cool, safe location.



A great place to live, work and play...today and tomorrow

Government Center | 14949 62nd Street North | P. O. Box 6 | Stillwater, MN 55082-0006
P: 651-430-6655 | F: 651-430-6730 | TTY: 651-430-6246
www.co.washington.mn.us

Washington County is an equal opportunity organization and employer