



Department of Public Works  
Parks Division

Donald J. Theisen, P.E.  
Director/County Engineer

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Parks Director

## **Notice to Vendors**

### ***'Vendor Permit' applications are now being accepted for the 2011 Washington County Bluegrass Festival***

Dear Vendors:

Washington County Parks is now accepting applications from vendors for the 10<sup>th</sup> Annual Washington County Bluegrass Festival. The event will take place from 2:30p.m. to 7p.m. on Saturday, September 10, 2011.

This free family-oriented event will be held at the South Picnic Shelter in Lake Elmo Park Reserve. The festival site consists of a large picnic pavilion with electricity and water, restrooms, and a lawn for festival goers to relax on while enjoying the music. Last year, the event had an attendance of 3,000 people.

A 'Vendor Permit' application is attached to this notice. Food vendors interested in providing food sales at this event should complete the application and return it with a \$50 check made out to Washington County Parks by July 31, 2011. Multiple vendors will be selected. Consideration will be given to compatibility with event and to avoid duplication of products offered. Vendors who are not selected will have their \$50 check returned to them.

Merchandise vendors interested in selling non food items at the event will need to complete an application and return it with a \$25 check made out to Washington County. The deadline for receiving this application is July 31, 2011. Multiple vendors will be selected. Consideration will be given to compatibility with event and to avoid duplication of products offered. Vendors who are not selected will have their \$25 check returned to them.

The festival is free; however, vehicle permits are required for all vehicles entering the park. Fees are waived for performer and vendor vehicles.

If you have any questions about this event, please contact Peter Mott by phone at (651) 430-4328 or by e-mail at [Peter.Mott@co.washington.mn.us](mailto:Peter.Mott@co.washington.mn.us). For additional information on Washington County Parks, please visit [www.co.washington.mn.us/parks](http://www.co.washington.mn.us/parks).



**Washington County Parks  
'Vendor Permit' Application**

Name of Vendor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Social Security Number or Federal Tax ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event: Washington County Bluegrass Festival Location: Lake Elmo Park Reserve

Event Date: September 10, 2011 Event Time: 2:30 pm to 7:00 pm

**Items to be sold:**

**Approximate Selling Price:**

_____	_____
_____	_____
_____	_____
_____	_____

**Vendor Permit applications are due on July 31, 2011.  
Consideration will be given to avoid duplication of products offered.**

**Terms and Conditions**

- Above vendor will pay 'event vendor permit' fee to accompany this application.
- Food vendors must have in possession on event day a current food service license issued by Washington County, the Minn. Department of Health, or the Minn. Department of Agriculture. (Questions call 651-430-6655)
- All food vendors Certificate of Insurance (General Liability) in the amount of \$500,000 per person / \$1,500,000 per occurrence, and naming the County as an additional insured, shall be sent to the County prior to the event.
- Alcoholic beverages are not to be sold or consumed during the event.
- The event will be held rain or shine.
- Vendor is responsible for supplying staff, tables, chairs, equipment and signage.
- Washington County does not assume the role of employer for any vendor contracted through the Parks Division. Washington County acts only as a sponsor for the vendor, and assumes no responsibility in the areas of payment of FICA taxes, workman's compensation, or unemployment benefits.
- The vendor agrees to indemnify, defend, and hold harmless the County, its officers, and employees for any and all claims arising out of the vendor's activities related to the services provided under this agreement.

Vendor's Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**Please return this form with a check payable to 'Washington County':**  
( \$50/food vendor, \$25/merchandise vendor)

Peter Mott, Parks Manager  
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(651) 430-4328