



DAKOTA COUNTY
TECHNICAL COLLEGE

Septemberfest 2009 Information and Rules

Location: Dakota County Technical College Campus [maps/directions](#)
1300 145 Street East (County Road 42)
Rosemount, MN 55068

Dates: Saturday, September 12 - 10 a.m. - 7 p.m.

Entry Fees: All spaces are 12' x 12' and \$50.00

Electrical Power: One Outlet \$10.00 Two Outlets \$15.00

Calendar: August 15, 2009 APPLICATION DEADLINE DATE
August 15, 2009 CANCELLATION DEADLINE – No refunds after this date
Sept. 11, 2009 Friday Set-up: 4:00 p.m. to 8:00 p.m.
Sept. 12, 2009 Set-up begins 7:00 a.m. – Festival Times: 10 a.m. to 7:00 p.m.

Space and Display Information

Spaces are approximately 12' x 12'. Exhibitors must provide their own display tents, tables and props, all of which must be confined within the assigned space. No booth may be constructed of materials that may be dangerous to the public. Tents should be secured in the event of wind using sandbags rather than stakes. Your space must be staffed at all times and your sales must only be conducted from your allotted space. Exhibitors may not change their space location without the approval of the Septemberfest committee. We will try to accommodate, but cannot guarantee any special request.

Exhibitor Selection

Septemberfest organizers will select applications with an eye toward maximizing the viewer's experience, considering, in its sole judgment, criteria such as: variety and quality of products/services, balance among targeted categories, art, crafts, commercial balance of price ranges, contribution to an eclectic atmosphere, and appropriateness for family entertainment. You will be notified of selection within 14 days of receipt of your application and check. If not selected, your check will be returned immediately.

Farmers' Market

All products and produce must be home grown or made by the vendor. Products and produce must be prepared, labeled, displayed and stored in accordance with applicable law and regulation, including those of the Minnesota Department of Agriculture, Minnesota Department of Health and Dakota County Community Health Department.

Vendor must have the appropriate licenses (e.g., processed food, perennial plantings). Vendors of processed foods must display a notice stating “These products/canned goods are homemade and NOT subject to state inspection.”

Farmers’ Market vendors are subject to all other rules contained herein.

Communication

A successful festival depends on collaboration between the organizers, exhibitors and the public. The organizers request that issues of concern be raised immediately so that they can be addressed appropriately and in a timely manner so that all may have the most positive experience possible.

Weather and Set-up/Tear down

Septemberfest will be held **rain or shine**. No refunds will be offered due to inclement weather. Tents should be secured in the event of wind using sandbags rather than stakes. Spaces will be available for set-up from 4 p.m. to 8 p.m. on Friday and starting at 7 a.m. on Saturday, September 12, with drive-up convenience to those who arrive the earliest. Exhibitors should be set-up and ready for business by 10 a.m. Tear down cannot begin until 7 p.m. on Saturday. Exhibitors are responsible for disposing of all trash in the appropriate container.

Sales Tax

It is the responsibility of the exhibitors to charge and collect state sales tax. This money must be submitted to the Minnesota Sales and Excise Tax Division. For further information call (651) 282-5225 or www.taxes.state.mn.us. You must provide your Minnesota Sales Tax Number to the Septemberfest organizing committee, and, on request, a copy of Minnesota’s Operator Certificate of Compliance.

Liability Insurance

Each **non-food exhibitor** is strongly encouraged to carry business liability insurance or, at least, a rider on his/her homeowner’s insurance policy that covers any damages or injury to property, staff, customers or others who might be harmed. DCTC neither offers nor carries insurance covering damage or injury resulting from exhibitors’ actions, products, services, decisions or negligence. DCTC reserves the right to require a exhibitor to carry insurance in situations it deems appropriate.

By September 1, 2009, **food exhibitors** must supply to the Septemberfest Organizing Committee a copy of a Certificate of Liability Insurance naming the State of Minnesota, Dakota County Technical College and Dakota County Technical College Foundation as the Certificate Holders, attesting to Commercial General Liability insurance coverage for September 12, 2009 in the following amounts:

Each occurrence \$1,000,000
Damage to Rented Premises (each occurrence) \$100,000
General Aggregate \$2,000,000
Products – Comp/Op Agg \$2,000,000

with coverages for:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Blanket Contractual
Products and Completed Operations

All exhibitors are responsible for maintaining their booths and the area immediately outside their booths so as to minimize any risk of injury to the public or others present at Septemberfest.

Family Atmosphere

It is the goal of the organizers to provide a safe, family-friendly environment at Septemberfest. The following will not be permitted on the grounds:

- alcoholic beverages (coolers may be inspected)
- disruptive behavior
- bicycles, roller blades, inline skates and skateboards
- water guns, magic ink, ring caps, party pops, cap guns, bomb bags, hand blasters, fart bombs, champagne poppers, silly string, stink bombs, fart spray
- any of the following: squirt items, gun items, confetti or streamer items, sexually explicit items, putty, slime or silli goo items, weapon items (toy or real), noise/pop items, fake cigarettes, cigars, pipes or other smoking items, or other items deemed inappropriate by Septemberfest managers

Legal Compliance

Exhibitors will remain in compliance with all federal, state and local laws, codes and regulations. Lack of compliance may result in expulsion from the grounds.

Security

While overnight security will be provided on the festival grounds on Friday, exhibitors are encouraged not to leave product or other valued property in their booths overnight.

Accommodations

While camping is not allowed on the Dakota County Technical College grounds, area camping and other accommodations can be found at

http://www.avmnchamber.org/visitor_hotel.php

<http://www.hastingsmn.org/lodging.htm>

<http://www.exploreminnesota.com/lodging/index.aspx>

All proceeds from booth rental go toward student scholarships and college improvements.