



Dear Oakdale Summerfest Participant/Vendor,

We look forward to welcoming you at our Oakdale Summerfest celebration June 27- 29, 2024. Summerfest is a highlight for the Oakdale community, and we can't wait to have you be a big part of it!

Attached to this letter is our application packet. To move your application forward, please submit the following documents:

- **Completed Application Form**
- **Fee Payment**
- **Insurance Certificate**

Send the above to:

Oakdale Summerfest Community Organization
P.O. Box 28563
Oakdale, MN 55128

APPLICATIONS AND PAYMENTS ARE DUE MAY 25, 2024

IN ADDITION - FOOD AND BEVERAGE VENDORS WILL NEED TO SUBMIT WASHINGTON COUNTY AND CITY OF OAKDALE FOOD LICENSES BEFORE OSCO WILL PROCESS FOOD VENDOR APPLICATIONS

1. Washington County Food Service Establishment License (required)
 - a. <https://www.co.washington.mn.us/1192/Food-Service-Establishment>
 - b. NOTE: You will need to obtain that license PRIOR to obtaining the Mobile Food Vendor License with the City of Oakdale and prior to submitting this application
2. City of Oakdale Mobile Food Vendor License (required)
 - a. This license can be applied for online at <https://oakdalemn.portal.opengov.com/categories/1082/record-types/6516>
 - b. **NEW THIS YEAR:** The City of Oakdale is waiving the Mobile Food Vendor fee for vendors during Summerfest.

Questions? Please reach out!

Marc Cove -Vendor Coordinator- mcove@myfrbank.com - 651-430-8609
Oakdale Summerfest Community Organization - P.O. Box 28563 - Oakdale, MN 55128

IMPORTANT NOTES:

- Electrical connections and total power supply is limited. If you can provide your own power, please do so. While we will try our best to accommodate, we cannot guarantee you will have access to electrical service. Any and all connections / cords will be the responsibility of the individual vendor.
- Set up will be Wednesday afternoon June 26 starting at 12:00p.m. Plan to arrive between 12:00pm – 5:00pm on June 26. If you need to make alternative arrangements, we will have limited amount of spots open to set up the day of the event. Those will be first come - first served and require reservations. Please contact Marc Cove at mcove@myfrbank.com.
- **New This Year:** Fire inspections will be done **ON SITE**, Thursday June 27th, from 10:00am – 4:00pm. Vendors will **NOT** be allowed to open if they don't pass fire inspection. You can make arrangements with the Oakdale Fire Department (651-731-8886) to have inspections done ahead of time if desired.
- Washington County will be on site Thursday June 27 as well. They will also likely inspect all food vendors. Failure to meet their inspection could result in a delay or potential inability to open.
- Vendors will **NOT** be allowed to exit / remove their trailers or trucks during the festival.
- All vendors are required to provide their own tents, tables, power, water, etc.
- **New This Year: Summerfest will no longer restrict menus of food vendors.** In prior years, we have had restrictions on duplication of foods and beverages served; arbitrarily deciding what may be considered "duplicate". That has become increasingly difficult to monitor and manage along with being one of the top things requested from vendors we modify or eliminate.
- **New This Year: Summerfest is growing! We've expanded festival hours, added two additional bandshell performances, created the small vendor & craft marketplace and added the kids inflatable area. This will provide more foot traffic throughout Walton Park during Summerfest.**

Festival Hours:

- **Thursday June 27: 5:00pm- 10:30pm**
- **Friday June 28: 1:30pm – 10:30pm**
- **Saturday June 29: 11:00am – 10:30pm**

Your success is Summerfest's success! If we can assist you in any way, please don't hesitate to reach out. Look forward to seeing you this upcoming June.

Questions? Please reach out!

Marc Cove -Vendor Coordinator- mcove@myfrbank.com - 651-430-8609

Oakdale Summerfest Community Organization - P.O. Box 28563 - Oakdale, MN 55128



VENDOR APPLICATION

APPLICATION DEADLINE

MAY 25, 2024

EVENT DATE/TIME

Thursday, June 27—Saturday, June 29, 2024

Limited number of vendors accepted on first come, first serve basis

Business/Organization Name:			
Contact Person:			
Address:		City:	State:
		Zip:	
Phone Number: ()		Email:	
Vendor Type: <input type="radio"/> Food <input type="radio"/> Non-Food		Prior Vendor? <input type="radio"/> Yes <input type="radio"/> No	Trailer/Truck/Booth Size:
Primary Items served/sold:			

FEES & CHECKLIST	
<input type="radio"/> PAYMENT <input type="radio"/> Food Vendor: \$325.00 <input type="radio"/> Market Place Vendor: \$125.00 <input type="radio"/> OACC Members (non-food): \$75.00 <input type="radio"/> OACC Code _____ \$75.00	<input type="radio"/> CERTIFICATE OF LIABILITY INSURANCE** <i>Certificate of Liability Insurance must have the following information:</i> 1. List the "Oakdale Summerfest Community Organization" as the Certificate Holder. 2. List Oakdale Summerfest Community Organization, 1175 Gershwin Ave N, P.O. Box 28563, Oakdale, MN 55128 as additional Insured 3. Liability Limits shall be \$2,000,000 and \$1,000,000.
<input type="radio"/> WASHINGTON COUNTY LICENSE	
<input type="radio"/> CITY OF OAKDALE LICENSE*	
<input type="radio"/> SIGNED AND COMPLETED APPLICATION	

Incomplete Applications	Please wait until you have all 4 required documents before submitting, or else your application will be returned.
Vendor Acceptance	An e-mail will be sent confirming your acceptance.
Refund Policy	Refunds must be requested in writing PRIOR to June 1 st .

*For food trucks and vendors selling food **Not applicable to vendors providing information only

Return to: Oakdale Summerfest Community Organization
P.O. Box 28563, Oakdale, MN 55128
e-mail to: mcove@myfrbank.com

Phone: 651-430-8609

Vendor Waiver

EVENT DATE**ENTRY FEE****APPLICATION DEADLINE**

June 27 & 29, 2024

\$325/\$125/\$75

April 15, 2024

WAIVER OF LIABILITY

I, undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators waive any and all rights and claims for damages I may have against Oakdale Summerfest Community Organization and their representatives, volunteers, successors, and assignees for any and all damages suffered and hold harmless and defend the City, and its representatives and volunteers, from any claims, injuries, losses or damages to others arising out of my participation in Summerfest. Further, I grant full permission to Oakdale Summerfest Community Organization and / or other agents authorized by them to use photographs, videotapes, recording or other records of this event for legitimate reasons. I agree to abide by the rules and regulations of the Oakdale Summerfest.

Signature: _____

Date: _____

ACCEPTANCE CONFIRMATIONS

Oakdale Summerfest will make the final acceptance determination for vendors. Confirmation of acceptance will be sent via email.

QUESTIONS?

Please direct questions to Marc Cove at:

651-430-8609

mcove@myfrbank.com

RETURN APPLICATION AND PAYMENT TO:

By Mail: Oakdale Summerfest Community Organization

P.O. Box 28563

Oakdale, MN 55128

By Email: mcove@myfrbank.com

VENDOR APPLICATION

Certificate of Insurance (COI) Requirements

1. Oakdale Summerfest Community Organization must be listed as the certificate holder and should read as below:

CERTIFICATE HOLDER

Oakdale Summerfest Community Organization
P.O. Box 28563
Oakdale, MN 55128

2. List the City of Oakdale as additional insured with dates of coverage 6/27/2024 – 6/29/2024.

3. General Liability:

- General Aggregate \$2,000,000
- Each Occurrence \$1,000,000
- Effective and Expiration Dates are required

4. COI must have a signature to be valid (see example below).

Authorized Representative



5. In the 'Insured' box we must have your Company's FULL legal name.

Oakdale Summerfest Community Organization,
P.O. Box 28563, Oakdale, MN 55128
e-mail to: mcove@myfrbank.com
Phone: 651-430-8609

INFORMATION FOR FOOD TRUCK VENDORS

Event Details

- **Dates:** Thursday, June 27, 2024 – Saturday, June 29, 2024
- **Times Below:**

<u>Day</u>	<u>Time</u>	<u>Information</u>
Wednesday	Noon – 5:00pm	Vendor setup
Thursday	5:00pm - 10:30pm	
Friday	1:30pm – 10:30pm	
Saturday	11:00am to 10:30pm	

- Location: Richard Walton Park, 1584 Hadley Ave, Oakdale, MN 55128

Vendor Food Truck set up

- During the dates and hours noted below, **vendors shall check in at the west end parking lot of Walton Park, in the parking lot off 15th Street near the Bandshell.** From there, crews will provide vendors with placement information as well as instructions to move their trailers / trucks into the vendor's assigned locations:

Wednesday, June 26, 2024, Noon - 5pm

- It is important to have this done by June 26, 2024 at 5pm in order to complete final preparations and inspections. Vendors will not be allowed to set up after the given placement date and time.
- Please note that the city no longer operates a “permit only” parking lot or issues parking permits.

Notes/Reminders – All Vendors

- The City of Oakdale supplies a physical space. It is the vendor's own responsibility to ensure safety to the public around their truck during set-up, operation and tear-down.
- Each vendor is responsible for providing, assembling, and disassembling his/her own Food Truck/Tables/Tents.
- Vendors must staff their Food Trucks/Tables/Tents during all event hours.
- Vendors must provide their own equipment and must wear latex or vinyl **gloves** when preparing food and serving the public. All equipment for serving the public and hot-food holding must be provided by the vendor and meet standard guidelines for proper operation and sanitation.
- The vendor's name and address must be displayed on the Food Truck at all times.
- Food vendors must display their state and/or county issued food license at all times.
- All vendors are required to clean their area at the end of each day, including garbage collection as necessary. Vendors **MUST** remove all cooking oils or other liquid materials from the premises.
- No exit during festival.

Recycling

- All vendors should concentrate on using biodegradable, reusable, or recyclable products whenever possible. Appropriate collection container and disposal provisions will be available for vendors and guests.

City of Oakdale

PUBLIC SAFETY

VENDOR PLANNING FOR ACTIVITIES OCCURRING ON CITY GOVERNMENT PROPERTY



**Call 911 for all
police, fire or
medical response.**



**If you see something,
say something, report
all suspicious activity!**

Planning for outdoor special events includes preparing for potential hazards. Absent any other specific threat, severe weather remains a potential threat to any outdoor special event. As a vendor it is your responsibility to have a safety plan for your business and your employees.

Oakdale Public Safety Officials will make every effort to provide advanced warning when conditions are favorable for developing severe weather or other dangerous conditions.

In the event of a relevant severe thunderstorm or tornado warning issued by the National Weather Service (Chanhassen Forecast Office) or other such hazardous condition, the **Oakdale Fire Chief, the Fire Chief's designee, or any other city official** will shut down, postpone, suspend, or delay **all activities** including beer tents, food sales, carnival rides, picnics and organized or informal sporting activities.

In the event of visible lightning the decision to stop, postpone, suspend or delay all in progress or otherwise scheduled events will follow the 30-30 rule. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since the last thunder.

Very limited facilities for sheltering participants or vendors are available. It is the goal of public safety officials to provide sufficient advance warning to permit participants, vendors and visitors to leave the event and seek appropriate shelter.

Events may reopen when issued warnings have expired barring continued ominous weather, lightning, or other hazardous conditions.

Vendors are responsible for securing private units or tents and for protecting property, merchandise and product. This includes securing objects that may become projectiles during severe weather conditions, such as tent poles, propane tanks, vending equipment and other physical product.

Call **911** for all police, fire or medical response. Additionally, call **911** for any suspicious situation or potential hazard.

The City of Oakdale assumes no responsibility or liability for privately owned property damaged, stolen, or otherwise devalued while located, parked, deployed, displayed, or present on City of Oakdale owned or maintained grounds.



Oakdale Fire Department

STATION 1

5000 Hadley Ave. N.
Oakdale, MN 55128
651-731-8886

STATION 2

6633 15th Street N.
Oakdale, MN 55128
651-714-8886

Vendors Fire Safety Information Fact Sheet

Cooking Equipment:

1. All interior cooking equipment shall be of an approved type and open flame cooking shall be a minimum of 18 inches from booth back/side drop materials.
2. Camping type stoves may be used only with approved fuel under the following conditions:
 - Do not add liquid fuel to stoves in booth.
 - Maximum of two gallons of fuel capacity for each appliance is allowed with no additional fuel storage inside of booth.
 - Do not use kerosene or gasoline.
3. Butane or Propane equipment shall conform to the following:
 - Cooking appliances must have an on-off valve and be located far enough away to safely shut off in case of fire.
 - Shut-off valves must be provided at each fuel source.
 - Hoses type must be approved for use with the equipment and fuel type.
 - Tanks must be protected from damage and be secured in an upright position.
 - Storage of extra butane or propane tanks will not be allowed in the booth.
 - Tanks not in use must be turned OFF.
 - Maximum quantity for use inside booths is 10 gallons.
 - Propane BBQ's shall be located outside, a minimum of 10 feet away from all booths and in areas where public access is prohibited.
 - The booth operator shall test all connections for leaks with soap and water solution prior to use.
 - Unused fuel cylinders shall be stored in a secured position. Maximum outside storage is 10 gallons.

Note: Specialized-cooking equipment, used outside of the booth may have larger tanks, when approved by the authority having jurisdiction.

Electrical Power:

1. Generators shall be placed in approved locations for festival use.
2. No smoking or open flames will be allowed within 25 feet of the generator refueling operation.
3. Extension cords shall be of a grounded type, approved for exterior use.

Open Flame Cooking/BBQ:

1. Use only an electric starter or commercially sold lighter fluid.
2. Charcoal/wood burning cooking and storage of lighter fluid is prohibited inside booths.
3. Open Flame Cooking/BBQ Cooking shall be located a minimum of 10 feet away from booths and in areas where public access is prohibited.
4. Open Flame Cooking/BBQ Cooking shall not be under a canopy or overhang of any type.
5. Open Flame Cooking/BBQ Cooking shall be 10 feet away from combustible structures and parked vehicles.
6. Coals shall be disposed in metal containers approved by the authority having jurisdiction.

Exception: Fully enclosed BBQs may be less than 10 feet with prior approval of the authority having jurisdiction.

Deep Fat Frying/Wok:

1. Deep fat frying, wok cooking operations shall be located outside the booth and no closer than 18 inches from any combustible material.
2. The cooking area shall be located in an area where public access is prohibited.
3. Deep fat frying/wok cooking equipment must be equipped with a temperature regulating device.
4. Separation shall be maintained with a minimum of 3 feet clearance between deep fat frying and open flame cooking.
5. Booths with deep fat frying and or wok cooking shall be equipped with an extinguisher rated for class "K" fires.

Fire Extinguishers:

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 2A:10B:C. Booths with deep fat frying cooking shall be equipped with an extinguisher rated for class "K" fires.
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C shall not exceed 75 feet.
3. All fire extinguishers shall be clearly visible and accessible at all times.
4. Fire extinguishers shall be properly maintained with current service tags.
5. Each generator shall be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and be accessible at all times.

Fire Safety Tips:

1. Know where the fire extinguisher is and how to use it.
2. DO NOT leave cooking unattended.
3. DO NOT wear loose fitted clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. In case of emergency DIAL 9-1-1.
7. Each cooking booth shall have at least one exit, 3 feet wide by 6'8" high (booth frame shall not obstruct exit path).
8. Clean all cooking areas regularly to prevent the build-up of grease.
9. All compressed gas cylinders shall be secured in an upright position.