



42nd Annual Hmong New Year Celebration 2022

River Centre – Saint Paul, Minnesota
 175 W Kellogg Blvd, St Paul, MN 55102
 Saturday, November 26th, 2022 and Sunday, November 27th, 2022

VENDOR APPLICATION

Name: _____ Booth ID #: _____

Address: _____ (City, State) _____ (Zip Code)

Phone: _____ Email: _____

All booth fees are listed below, please note one table and two chairs will be provided with price. A refundable \$100.00 deposit will need to be paid in addition to the booth price.

<input type="checkbox"/> Merchandise 10x10 \$550.00	<input type="checkbox"/> Food Booth 20x30 \$6,600.00	<input type="checkbox"/> Photo Booth 12x20 \$850.00
<input type="checkbox"/> Display Booth 10x10 \$400.00	<input type="checkbox"/> Flower Booth 10x10 \$700.00	<input type="checkbox"/> Ball Toss Booth 6x6 \$300.00
<input type="checkbox"/> College/University 10x10 \$300.00	<input type="checkbox"/> Sustaining Vendor – Ball Booths \$200.00 (<i>Additional Fee</i>) <input type="checkbox"/> Sustaining Vendor – All Other Booths \$500.00 (<i>Additional Fee</i>)	

NOTE: Personal checks/PayPal/Venmo/Facebook pay/Cash app are NOT accepted

Types of Payment:

MONEY ORDER/CASHIER CHECK _____ CASH CREDIT CARD (3.5% fee)

Booth Fee	
Deposit	\$100.00
Sustained Member Fee	
Exchange of Service (No Charge for booth):	(Type of Service list here. I.e. Promotions, etc.)

VENDOR SALE STAFF STAMP:
 (Confirming this sale is complete and full booth fee received)

GRAND TOTAL \$ _____

Detailed description of items to be sold at the booth; add additional sheet(s) if needed. Please refer to rules for what is allowed for sales.

1.	4.
2.	5.
3.	6.

IF MAILING APPLICATION AND PAYMENT, PLEASE SEND TO:
 40 ARLINGTON AVE E #17278
 SAINT PAUL, MN 55117



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VENDOR RULES & REGULATIONS

This contract is to assist in coordinating the efforts with the United Hmong Family, Inc. (UHF) in managing booth sales for either Food/Display/Merchandise vendors at the 42nd Annual Minnesota Hmong New Year (MN HNY) 2022. In signing this contractual agreement, the vendor(s) affirm compliance with not only UHF's rules and regulations but agrees to follow the state's health and safety laws and has appropriate documentation in order to sell and provide either products, merchandise, or food services to spectators at the event, along with honoring rules administered for the St. Paul River Centre in leasing the space for the entire event.

1. UHF bans all drugs or controlled substances and dangerous weapons including Guns, Fireworks, Toy Guns, and knives (replicas/cultural) at the event. Items deemed dangerous could be subjected to Saint Paul Police confiscation.
2. All sales are final and there will be no refunds, except by UHF exception.
3. Reselling, exchanging, sharing (not applicable if multiple names listed as booth holder), or switching booths are not allowed and/or will be charged up to \$500.00 for violation and asked to leave premises with no refund of deposit. UHF will relocate any booths, free of charge, if the area is deemed hazardous to the vendor(s).
4. Vendors are NOT allowed to share booths with other vendors. This will be an automatic loss of deposit and future opportunities to participate at either the MN HNY or Hmong International Freedom Festival event.
5. Additional fees will be added if vendors require more tables or chairs than provided by the St. Paul River Centre/UHF, please see page one of the contract. Vendors cannot bring their own tables, chairs, or any other equipment designated as unacceptable by the River Centre other than what is provided by the managing facility. Any violators will be held accountable for any damages or non-compliance.
6. Official governmental agents are authorized to enforce additional applicable rules and regulations as provided by the extent of the local, city and state laws.
7. Food vendors are responsible for **all** necessary permits, insurances, and/or licenses from appropriate authority for all widths, heights, weights and durability for all applicable equipment, materials and/or supplies related to operating the booth purchased. Any dimensions not meeting the outlined allowance (and codes) determined by the St. Paul River Centre and UHF will be removed from site. Violators may be held responsible for additional fees warranted to UHF, for non-compliance.
8. Food sold must meet applicable MN Department of Health (MDH), MN Department of Agriculture (MDA) and the US Food and Drugs Administration (FDA) standards and should be approved by UHF, Saint Paul River Centre and/or designated manager. Each Food Vendor agrees to submit their proof of insurance and permits no later than 1 month before the MN HNY event. Violators may be held responsible for additional fees warranted to UHF, for non-compliance.
9. **Each food booth must provide a variety of 20 food plates per event day to UHF to assist in feeding VIP guests, coordinators, and volunteers. Food plates must be a variety and not all one kind.**
10. Vendor(s) are responsible and liable for any injury occurred within the vicinity of the booth and any issues resulting from the use of its products or merchandises. UHF is not responsible for any damage/stolen items, or injuries accrued to vendor(s), or vendor equipment.
11. To ensure the safety of all spectators, no vendors can remove or restock their booths from the hours of operations from 08:00AM to 09:00PM (especially when there are spectators in the arena) using heavy utility carts that can endanger spectators, or other equipment deemed as unsafe per the rules and regulations administered by the SPPD/UHF/St. Paul River Centre. Vendors are not allowed to park their vehicles in the loading dock more than the admissible time for restocking/loading. Violators may be subjected to additional fees from both the UHF and authorities for non-compliance and administered a towing fee and ticketing fees from local authorities.
12. Verbal abuse, physical assault, and/or any form of harassment towards **ANYONE** will not be tolerated. Any acts are grounds for removal from the event. No refund will be provided as part of the No Tolerance policy. Violators may be subjected to additional fees from both the UHF and authorities for damages caused due to the incident.
13. Vendor(s) must not tie onto, cut, and/or nail any walls/tables/equipment from the St. Paul River Centre during the event. Any damages in leased space may result to losing deposit, and other fees may be applied.
14. Vendor(s) must be in compliance with applicable Fire Marshall's Codes when operating electrical appliances/generators or any other power sources per the River Centre's rules and regulations.
15. Speaker(s) are not allowed to be extended away from any booth noise. Each Vendor(s) must maintain with the St. Paul River Centre's Noise Control Ordinance. Violators may be subjected to additional fees from both the UHF and/or authorities for non-compliance.
16. UHF reserves the right to restrict any type of sales within the event. **Restrictions for foodservice operators: May ONLY sell authentic ethnic foods as disclosed, submitted, AND approved by MHC Culinary Group. Vendors may NOT sell candy, gum, chips, or other snack items. Operator may NOT sell beverages unless approved by MHC Culinary Group and must**



be traditional ethnic beverages specific to the region or event. Specifically, operators may NOT sell soda of any kind, water, juice, sports drinks, energy drink, carbonated beverages, or coffee without approval. Merchandise vendors are not allowed to sell fake or real weapons (guns, knives). Display vendors are not allowed to sell any type of merchandise, fundraise, ask for donations, or give out anything edible. Violators may be subjected to pay a fine(s) for non-compliance by UHF and/or authorities for non-compliance.

17. UHF is not responsible for any actions, injuries, damages committed by the vendor(s). Each vendor is also responsible for maintaining the safety/properties/and well-being of their area. Damages or injuries may result in additional fees due to the vendor(s).
18. UHF will not provide equipment or power sources of any sort to any vendor.
19. Vendors can only move into their space on Friday November 25th, 2022. Please refer to your scheduled appointment (received at the training) for setup and removal of equipment (properties) from the site. Violators may be subjected to additional fees from both the UHF and authorities for non-compliance. Load in times for last minute replenishing for all vendors except food, are Saturday and Sunday, 11/26/22-11/27/22 from 7:00am to 8:00am.
20. Vendor(s) are not allowed to load/unpack until the assigned time (see schedules), or clearance from SPPD it is safe for spectators to breakdown your booth/space. Violators may be subjected to additional fees from both the UHF and authorities for non-compliance.
21. UHF reserves the right to amend and/or change its pricing and/or these rules and regulations anytime without any advance notices.
22. Vendor(s) will attend orientation and all meetings necessary to confirm understanding of the partnerships and the needs for documentation to fulfill this agreement. As a partner, the vendor will support the reputation of the UHF and support the event by following all its admission rules and regulations, including load in day.
23. The vendor will consult with the City of St. Paul Fire Marshall and appropriate city/state agencies for detailed information regarding the rules and regulations to provide and sell food at this event. Any food items sold must be approved by UHF and Saint Paul River Centre or designated manager. UHF is not responsible for any fees accrued by the vendor(s) for non-compliance with the city and state agencies.

In signing this agreement, I confirm that I have read and acknowledge full understanding of the rules and regulations with my partnership in conducting a successful event. I also attest to be the liable owner of the purchase and agree to comply with the rules and regulations outlined in this document. My signature also confirms this document can be enacted upon with the court of law if I fail to comply with the rules and regulations set forth by the St. Paul River Centre, SPPD, State of MN, and UHF.

Vendor's Name (Please Print)	Vendor's Signature	Date
Address	City, State, Zip Code	
Phone Number	Email	

Fees Received (AMOUNT)	DATE	UHF Staff Printed Name	Signature
CONTROLLER VERIFIED	DATE	VERIFIED BY UHF Treasurer/Board	DATE