



# Greater Grand Forks Fair & Exhibition

June 19- June 23, 2024

Food Vendor Application

Application Deadline: April 15, 2024

Thank you for your interest in being a Food Vendor at the Greater Grand Forks Fair. Please review these instructions carefully. This application is neither an offer nor a guarantee of space. If you have any questions regarding this application, please call the Greater Grand Forks Fair & Exhibition at 701-213-7208 or email us at [info@grandforksfair.com](mailto:info@grandforksfair.com)

## Application Instructions

1. **This application is neither an offer nor a guarantee of space. If application is approved, full payment is due by April 15, 2024 or your application will be removed from our list and an alternate vendor chosen.**
2. If you are applying for more than one stand, you must submit a separate application and additional vendor fee.
3. All questions on this application must be answered completely. Be sure the information you give is accurate, as it will be the sole representation of your business for the selection process.
4. All Applicants must submit a menu. Please list all items and proposed prices (including beverages). If selected, your menu cannot be changed without approval from the manager. This is to prevent food duplication and keep our vendors happy.
5. Tent structures and/or stick stands cannot be used per health department regulations and will not be considered as an acceptable food stand. Concessions trailers must have an enclosed kitchen and meet all Grand Forks County Health Department regulations for food preparation. If you need additional information, please contact Matt Myrfield at Grand Forks County Public Health at 701-787-8106, or email [mmyrfield@grandforksgov.com](mailto:mmyrfield@grandforksgov.com).
6. Submit a recent photo of your food stand(s) with application. Photos will not be returned.
7. A copy of your North Dakota Tax Permit and Temporary Restaurant Certificate is required.
8. Management will determine the location of your booth. Locations are subject to change from year to year. We will always try to accommodate the special needs of our vendors.
9. The electrical fees are subject to change per final agreement with governing agencies and departments.
10. The 2024 Food Vendor fee will be \$500.00
11. If accepted and you cancel prior to April 30, 2024, your full vendor fee will be refunded. Any cancellations after May 15, 2024 will forfeit half of your fee.
12. All service vehicles and trailers must be parked behind the commercial exhibitors building, except for 1 personal vehicle for transportation of staff and/or supplies.
13. The fair will supply a water source; however, you will be responsible for having your own food grade/drink safe hose.

**Greater Grand Forks Fair & Exhibition**  
**Outdoor Food Vendor**  
**All Pages must be completed**

**Check one:** ☐ New Applicant ☐ 2023 Returning Vendor

Company Name: \_\_\_\_\_

Owner/Operator Name: \_\_\_\_\_

Stand Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ How long in business: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Taxpayer's ID# \_\_\_\_\_ ND Tax Permit \_\_\_\_\_  
(If applicable) (Attach copy of permit to application)

Do you accept credit or debit cards as payment at your stand? ☐ Yes ☐ No

Are you a member of the North Dakota Association of Fairs? ☐ Yes ☐ No

Please furnish a copy of your application for a Grand Forks Business License or a copy of the license if it has been received. You may obtain this license by calling the city of Grand Forks Finance Office at 701-746-2620.

**Liability Insurance & Workers Compensation Requirements**

Each exhibitor must provide the Greater Grand Forks Fair with proof of general liability insurance of no less than \$1,000,000. Product Liability of no less than \$1,000,000 is required for food samplers.

**Completing this form does not constitute proof of insurance. Please enclose proof of insurance with your application. Each exhibitor who hires employees must also provide a copy of worker's compensation insurance.**

Carrier: \_\_\_\_\_

Policy number: \_\_\_\_\_

## Utility Requirements

Please provide amperage requirements for running at maximum capacity. If we are not informed of proper requirements, we may not be able to provide service - **BE SPECIFIC**. You ***must*** account for ***all*** equipment that will need power.

Power needed for equipment inside Food Trailer/Cart: Voltage\_\_\_\_\_Phase\_\_\_\_\_  
Amps\_\_\_\_\_

Power needed for any other equipment in space: Voltage\_\_\_\_\_Phase\_\_\_\_\_  
Amps\_\_\_\_\_

\*Do not include stock truck requirements\*

Total amperage needed for space=\_\_\_\_\_

Does your stand use water/sewer? \_Yes No

Please list any special trailer set up (i.e., additional trailers/refrigeration units in space and power requirements):

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### Trailer/Stand Dimensions

My stand is a: \_End Serve \_Side Serve  
Removable hitch: \_Yes\_No

Dimensions of stand:\_\_\_ W x \_\_\_ D x\_\_\_H  
Backyard area needed: \_\_\_ W x\_\_\_\_\_,D

Please enclose a recent photo your stand including awnings, counters and backyard area. Include measurement in feet. Show hitch on trailer if it cannot be removed. Concessionaire must provide own screening.

**If a new applicant, please list at least 2 References.** (List 2 fairs, festivals or shows you have recently participated in)

Event  
#1.\_\_\_\_\_

Contact person\_\_\_\_\_,Phone ( \_\_\_\_\_)

Event  
#2.\_\_\_\_\_

Contact person\_\_\_\_\_.Phone( \_\_\_\_\_)

**NOTES** (Please use this space to add any information that was not included above).

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**Certification of Applicant**

I have read and understand the instructions and any additional information attached. I understand that this form is an application for space only, and is neither a commitment by the applicant, nor an offer by the Greater Grand Forks Fair to rent space. I certify all information contained in this application to be true and accurate to the best of my knowledge.

Signature\_\_\_\_\_Date\_\_\_\_\_

Printed Name\_\_\_\_\_Title\_\_\_\_\_

Once applications have been received, we will review all applicants and spaces for a good fit. We will be contacting all vendors after review. We will still accept applications after the April 15, 2024 deadline; however it may impact your chances of being selected.

**SUBMIT CONCESSION APPLICATION(S) TO:**

Grand Forks Fair, PO Box 12519, Grand Forks, ND 58208-2519 or you mail email to [info@grandforksfair.com](mailto:info@grandforksfair.com) **(preferred method is mailing)**

## Electrical Inspection

1. You will also be responsible for your own electrical cords. The Greater Grand Forks Fair & Exhibition will do our best to accommodate your electrical needs. Due to limited supply of power if you are running extra items such as exterior coolers or air conditioners this may impact the available electrical supply and cause issues for other vendors. If this issue arises you may be asked to disconnect or shut off any accessory items affecting the electrical load.
2. **All stands must be present and ready for inspection 9:00 AM to noon opening day of the fair (June 23, 2024). Failure to have a certificate will result in forfeiture of your spot.**

## MEMORANDUM

**TO:** OPERATORS OF TEMPORARY OUTDOOR INSTALLATIONS

**FROM:** North Dakota State Electrical Inspector  
Scott Halle or John Nygard  
1731 11<sup>th</sup> Avenue North  
Grand Forks, ND 58203  
Scott# 701-955-0731  
John# 701-740-6664

These are a few of the requirements for temporary installation of electrical wiring at fair stands. (Outdoor concession stands only.) Electrical inspections of concession stands and booths will begin on June 23rd at 9:00 AM until 12:00 noon. Concession stands and booths should be ready by that time. I will also be available June 22<sup>nd</sup> for most of the day if you want to get the inspection done earlier, please feel free to contact me and set up a time at the phone number above.

**THIS IS VERY IMPORTANT AS YOU MUST BE INSPECTED AND HAVE A YEAR 2018 CERTIFICATE OF INSPECTION FROM NORTH DAKOTA PRIOR TO OPENING.**

1. GFCI protection is required for all 15 and 20 ampere, 125 volt receptacles. This can be through a GFCI receptacle or with GFCI protection as an integral part of power supply cord.
2. Provide one adequately-sized and properly-fused flexible cord to each stand.
3. A fusible disconnect is required within the stand. (NOTE: plug strips must contain a fusible trip.)
4. Electrical equipment installed outdoors must be weatherproof.
5. All cables must be in good condition - in continuous length with approved outdoor cord connectors.
6. All electrical equipment must be effectively grounded.
7. An inspection is required at the first engagement each year which will serve the entire year subject to subsequent inspections.

8. A **\$15.00** fee must be paid to the inspector at the first engagement or inspection.
9. Each stand having minor code violations will be issued a correction order with instruction to correct the same.
10. The electrical inspector is empowered to write a correction order for immediate compliance should the inspector find a condition dangerous to life and property.
11. Protection flexible cords or cables run on the ground, where accessible to the public, shall be covered with approved nonconductive mats. Cables and mats shall be arranged so as not to present a tripping hazard.
12. Bottom of all electrical boxes must be 6" above the ground.

## CITY OF GRAND FORKS

## APPLICATION FOR FOOD ESTABLISHMENT LICENSE

255 N 4<sup>th</sup> St, Grand Forks, ND 58203 PO Box 5200, Grand Forks, ND 58206-5200

Phone - (701) 746-2664 Fax (701) 787-3740

Establishment Name (dba):	Phone Number:
Local Contact Name:	Email Address:
Physical Address:	
Owner Name: (If same as physical address/contact, click here )	Phone Number:
Owner Contact Name:	Email Address:
Mailing Address:	

License Number	Tvne of License		Per License Amount Due	
	Bakery General Fee	Risk Level I \$ I30		
		Risk Level 2 \$250		
		Risk Level 3 \$325		
	Grocery General Fee	Risk Level I \$130		
		Risk Level 2 \$250		
		Risk Level 3 \$325		
	Retail Meat General Fee	Risk Level I \$ I30		
		Risk Level 2 \$250		
		Risk Level 3 \$325		
	Restaurant General Fee General Risk Level Fee, plus \$1 Per Seat Fee (per scat fee - capped at \$ I 50)	Risk Level I \$130		
		Risk Level 2 \$250		
		Risk Level 3 \$325		
		Number of Seats		
	School \$150 per Kitchen	Number of Kitchens		
	Concession Stand \$50 per stand	Number of Stands		
	Mobile Food Unit, per unit  Please complete separate form for each unit.	Risk Level 1 \$ 75		
		Risk Level 2 \$125		
		Risk Level 3 \$175		
		TOTAL AMOUNT DUE		

Please contact the Health Department at 701-787-8100 for information on licensing requirements.

License issuance is subject to inspection and approval of the Health Department.

Businesses with violations requiring a reinspection are subject to a \$100 reinspection fee. Failure to comply with current regulations and codes for the safe handling and serving of food may also result in suspension or revocation of license.

All licenses expire December 31 of year issued. There is no proration for partial year licenses.

Annual license renewals submitted 30 days or more past license expiration date will be assessed a 15% late fee.

**My signature below indicates my understanding of and agreement to comply with regulations related to the license(s) applied for.**

\_\_\_\_\_  
Signature of owner/manager