

**CITY OF KILKENNY  
HALF-WAY TO ST. PADDY'S DAY CELEBRATION  
SEPTEMBER 8<sup>th</sup>, 2018**

**FOOD AND BEVERAGE VENDOR GUIDELINES**

- **Vendors** may begin setting up on Friday prior to event or Saturday before 11am. All food booths must be torn down and off Main Street by 12:00 am on Sunday, September 9th. Can open for service once booth is set up.
  - The Half-Way to St. Paddy's Day Committee will assign booth space and give approval of food items in the order in which complete applications, including payment, are received. We will do our best to honor everyone's needs. Final details will be sent in September. You must describe your booth/unit **in detail** on the application. All booths must be self-standing – no stakes.
  - Food booths are required to have either MDH/MDA, or a temporary food license. Temporary food stand licenses will be granted through the State or Le Sueur County. **Please include a copy of your food stand license with your registration as well as a copy of your electrical license. Please get electrical inspection prior to arriving.**
  - **If your group has liability insurance, please furnish us with a certificate of insurance.** If you do not, we want you to be aware that the **City of Kilkenny's insurance does not cover your booth.**
  - Your group will be responsible for full clean-up of your booth area. **You cannot use business dumpsters to dump your garbage!**
  - **Electricity is available to vendors.**
  - The Half-Way to St. Paddy's Day committee reserves the right to limit the number of vendors selling the same type of food.
  - If you do not follow the rules, you may not be allowed back in future years.
  - The event is held rain or shine and **NO REFUNDS** will be given for no shows on this weekend.
  - No refunds or cancellations will be given after August 15, 2018.
  - Please read all information carefully, and fill out the registration (attached)
- \*Any questions: Please call Janice (City Clerk) at 507-491-6597.

**KILKENNY MINNESOTA'S  
HALF-WAY TO ST. PADDY'S DAY CELEBRATION 2018  
FOOD & BEVERAGE BOOTHS REGISTRATION**

Mail to:

City of Kilkenny. c/o food booth, PO Box 135, Kilkenny, MN 56052 Office: (507) 595-3999  
City Cell Phone: (507) 491-6597

Name of Food Applicant (organization, business) \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone \_\_\_\_\_ (Where you can be reached before & during the festival)  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

Please describe booth set up (tent, tables, etc.) and minimum size requirements (including height) If trailer, please include hitch in your final dimensions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Booths spaces are 12' wide x 12' deep. Please note if you are bringing a trailer to this event; space is limited.

**Food to be sold:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Fee \$100**

**Make checks payable to City of Kilkenny. Please include a copy of your food vendor license and liability insurance with your application as well as a copy of your electrical inspection.**

**ALL APPLICATIONS ARE SUBJECT TO APPROVAL BY THE HALF-WAY TO ST. PADDY'S DAY CELEBRATION COMMITTEE.**

HALF-WAY TO ST. PADDY'S DAY WILL HELD RAIN OR SHINE – NO REFUNDS WILL BE GIVEN DUE TO INCLEMENT WEATHER

YOU ARE NOT CONSIDERED REGISTERED UNTIL WE RECEIVE YOUR PAYMENT AND ALL FORMS ARE COMPLETED AND RETURNED