



[www.theharvestfestival.org](http://www.theharvestfestival.org)

Join us Saturday, September 12, 2009 for the 16th Annual  
**Harvest Festival  
& Energy Fair**

Duluth Bayfront Festival Park Grounds - 9 am to 4 pm

The 2009 Harvest Festival & Energy Fair is presented by the



Lake Superior  
Energy Association

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May 2009

**Dear Harvest Festival & Energy Fair Participant,**

Last year's Harvest Festival & Energy Fair was lots of fun and enjoyed by all! The crowd was estimated at 9,000. This year's goal is for more fun and more folks than ever before!

The 2009 Harvest Festival & Energy Fair is a one day outdoor-oriented event that attracts thousands of families and visitors to Duluth to feast on locally produced food, stock-up on fresh produce and other homegrown goods at the farmer's market, learn about the latest renewable and clean energy technologies and initiatives, watch demonstrations by crafters and environmental innovators, buy locally produced arts and crafts, enjoy wonderful kids activities, listen to live music, and participate in a community local foods picnic.

**The date for the 16th Annual Harvest Festival & 5th Annual Energy Fair is Saturday, September 12, 2009 (rain or shine) from 9 a.m. until 4 p.m.**

Festival venues this year will include the Farmers Market, Energy Fair, Children's Activities including Storytelling Tent, Live Music by Local Musicians, Hand-Made Craft Village featuring Arts and Crafts Made by Local Artisans and Crafters, Food from Local Growers and Prepared by Local Businesses, and a Dynamic Exhibitor Tent featuring Local Nonprofits and Businesses.

As we gear up for the 2009 Harvest Festival & Energy Fair, we are eagerly searching for the best vendors who will offer festival goers food fresh from the farm, locally made arts and crafts, prepared food and beverages and nonprofit, public and private businesses to promote their services at each of the festival venues.

The Harvest Festival & Energy Fair event is highly publicized through radio, print, newsletters, email and website.

**NOTE: If you plan to SPONSOR the Harvest Festival & Energy Fair please email Nicole Wilde at [info@theharvestfestival.org](mailto:info@theharvestfestival.org) or call (218) 393.3276 for sponsorship details as space is provided at various sponsorship levels over \$300.**

**REGISTRATION**

• Please read and then complete both pages of the attached registration form and mail it with a check or money order for the required amount to the address listed above and on the back of these instructions.

**Do this by August 3 and avoid \$25 late registration fee.**

• Please be specific with your space requirements and send the appropriate amount. Feel free to copy the form and share it with other vendors.

**We hope you will join us and help to make the 2009 Harvest Festival & Energy Fair a fun-filled and educational celebration for our community!**

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Contract Information - Email: [info@theharvestfestival.org](mailto:info@theharvestfestival.org) or call: (218) 393.3276



## About the Lake Superior Sustainable Farming Association (LS-SFA)

For nearly two decades LS-SFA has been supporting the development and enhancement of sustainable farming systems throughout Northeastern Minnesota and Northwestern Wisconsin. Through the support of local farmers and consumers, this 501(c)3 non-profit organization promotes sustainable farming systems through environmentally sound farming methods that benefit rural families and communities. LS-SFA produces the free Farmers Directory that lists local growers and producers of meat, poultry, fruits and vegetables, and other sustainable grown items as a way for consumers to meet growers and buy products directly. LS-SFA offers educational workshops and farm tours to the public and presents several annual events including the celebrated Harvest Festival, held each year in September at the Duluth Bayfront Park, as well as Farmers Take the Stove every December, and Farmers Take the Stage each March. LS-SFA also hosts a farmers market 2-4:30 pm every Wednesday from May 20 – September at the University of MN - Duluth campus, and many SFA farmer members sell goods at the popular 4th Street Farmers Market, bringing consumers fresh products direct from the farm. The activities of the LS-SFA aim to support local food production as a key component of a healthier economy, environment, and communities.

To learn more about LS-SFA and where you can purchase local farm products, visit our website at [www.lakesuperiorfarming.org](http://www.lakesuperiorfarming.org)



Lake Superior  
Energy Association

## About the Lake Superior Energy Association (LSEA)

The Lake Superior Energy Association is an independent, non-profit organization committed to providing credible, innovative and effective solutions to our community's energy challenges. The mission of the Lake Superior Energy Association is to share energy truth and reality with people thirsty for energy knowledge, leaders and decision-makers in the western Lake Superior region.

To learn more about LSEA visit our website at [www.lakesuperiorenergy.org](http://www.lakesuperiorenergy.org)



## 2009 Harvest Festival & Energy Fair

1309 E. 8th Street - Duluth, MN 55805  
info@theharvestfestival.org - (218) 393.3276  
www.theharvestfestival.org

Forms and payment POSTMARKED AFTER AUGUST 3, 2009  
*will be charged a \$25 late fee*

### NOTICE TO ALL EXHIBITORS AND VENDORS

- The Harvest Festival & Energy Fair is providing your vendor space, entertainment, & publicity for this event.
- Please be prepared for poor weather – LSSFA/LSEA is not responsible for items damaged due to weather.
- The Harvest Festival & Energy Fair will be held rain or shine this year.
- Due to very limited parking space, each exhibitor will receive 1 free parking pass good for Lot A only.
- Additional parking is located in Lots B, C, D and E at a cost of \$5 per parking spot. The Harvest Festival and Energy Fair has no control of this additional fee. It is a fee charged by a firm managing the lots for DEDA.

### NOTICE TO FARMERS MARKET VENDORS

- **To sell in the Harvest Festival Farmers Market you must be a member of the Lake Superior Sustainable Farming Association. Annual membership is \$30 and you can join on the enclosed registration form.**
- **Product policy:** Products sold in the Harvest Festival farmers' market must be homemade or locally produced (Minnesota counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine or St Louis, or Wisconsin counties of Bayfield, Burnett, Douglas, Polk or Sawyer). Product resale is permitted only if proceeds are donated to a non-profit organization subject to approval of the Harvest Festival planning committee. Please contact us if you have questions.
- **Products that are packaged** and sold which are not intended for immediate consumption on festival grounds, e.g. loaves of bread, packaged cheese, etc., may be sold in the farmers market area. Products that are designed for immediate consumption on festival grounds, e.g., cooked meats, single servings of desserts, etc., may not be sold in the farmers market area; vendors wishing to sell ready-to-eat foods must apply to be a food vendor at the festival. You may not sell crafts or artwork in the Farmers Market, unless they are a direct by-product of your operation, e.g. wreaths or dried flowers. If you wish to sell crafts or artwork, you must submit an application to be a crafts vendor, pay a separate fee and operate a separate tent in the crafts area.
- **The City of Duluth prohibits sale of animals except under a pet store permit.** To obtain a pet store permit, one must own a pet store. For more information on this rule, contact the City of Duluth Animal Shelter at 218/723-3259.
- **Farmers' market vendors providing samples** to customers are required by the State Health Department to obtain a Special Events Permit. The Health Department number is 218/723-4834. Allow 3 weeks for your permit.
- **Sale of some prepared foods (such as baked goods)** that have not been processed in a licensed kitchen is permitted under Minn. Department of Agriculture (MDA) License Exemption 28A.15, Subd. 9, which exempts "an individual who prepares and sells food that is not potentially hazardous food, as defined in rules adopted under section 31.11, at a community event or farmers' market with gross receipts of \$5,000 or less in a calendar year from the prepared food items. If the food is not prepared in a kitchen that is licensed or inspected, the seller must post a visible sign or placard stating that: 'These products are homemade and not subject to state inspection.' Prepared foods sold under this subdivision must be labeled to accurately reflect the name and address of the person preparing and selling the foods." The MDA Duluth office can be reached at 218/723-4690 for more information. Note that this exemption was revised and expanded effective 5/21/02
- **Meat products** can be sold at the farmers' market under the following conditions:
  - Meat chickens that are produced in Minnesota and meet the 1,000-bird exemption may be sold without a permit.
  - Other Minnesota meat products must meet MDA inspection and permitting regulations.
  - Any meat product (chicken or otherwise) that is produced outside Minnesota must be USDA inspected.
  - All meat products must be kept under mechanical refrigeration. Coolers aren't enough.

**(CRAFT, FOOD, EXHIBITOR INFO ON REVERSE SIDE)**

## **NOTICE TO CRAFT VENDORS**

- The Harvest Festival & Energy Fair aims to promote sustainability and emphasize local products. We only accept crafts which are locally made. No resale is permitted.
- Vendors are responsible for paying any applicable sales tax.
- Craft vendors provide their own equipment, tents, tables, chairs, and workers.
- Interactive demonstrations are welcome and encouraged.

## **NOTICE TO NON-PROFIT, BUSINESS AND GOVERNMENT EXHIBITORS**

- Exhibitors are nonprofit organizations, public or private businesses that present informational, educational exhibits.
- Exhibitors may not engage in on-site fundraising, sell products or raffle tickets, etc. without a specific exemption from the Harvest Festival & Energy Fair director and planning committee. Distribution of business cards and brochures and sign-up lists for interested customers are examples of permissible activities. However, emphasis should be on information and education.
- We cannot allow the promotion of individual candidates for specific political offices.
- The exhibit fee includes space under the exhibitor tent, one 6' table and 1 chair. You may order additional tables and chairs or bring your own.
- Exhibits must be staffed.

## **NOTICE TO FOOD VENDORS**

### **Contact Food Vendor Coordinator with additional questions - Nels Hursh at 715/392-2835**

- The Harvest Fest & Energy Fair aims to promote local agriculture, and we ask that food vendors use locally produced food where possible. Contact us if you would like more information on procuring food locally.
- In the effort to stress healthy and locally available food and beverages, we do not include soda pop in the beverage selection at the Harvest Festival & Energy Fair .
- Food vendors must comply with applicable St. Louis County Health Department regulations. Please contact the Health Department at 218/723-4834 for your permits - allow for a minimum 3 week processing period. Your booth will be inspected that morning by the Health Department before the Festival starts! No permit - no set-up - no exceptions.
- All food vendors must be under tents and provide their own tents, tables, and chairs unless special arrangements have been made. Food vendors provide their own equipment and volunteers.
- **This year Harvest Festival & Energy Fair will be purchasing compostable plates and utensils that all vendors must use to serve food.** Compostable commodities are an important part of the Harvest Festival & Energy Fair mission to build a more sustainable world. An order form will be supplied following registration. We will provide these supplies to food vendors at cost.
- To help our food vendors maximize sales, we coordinate the food selection so that each product is offered by only one food vendor and vendors do not compete with each other on the same product.
- Vendors are requested to separate their garbage, recycle, put all compostable matter in the appropriate waste bins, and to promote this practice to their customers.

## **CHECK-IN**

- Vendors and exhibitors who register by the due date will receive a vendor/parking pass and a map showing your space number by September 4, 2009.
- Vendors will check in beginning at 6:30 a.m. and no later than 8 a.m. on the day of the Harvest Festival & Energy Fair. Please place your vendor pass in your vehicle windshield.
- Only 1 vehicle per space will be allowed through the check-in point. This pass will admit you past the roadblocks during the 6:30-8 a.m. SCHEDULED check-in time. PLEASE DO NOT LOSE THIS PASS and DO NOT MISS THE SCHEDULED CHECK-IN TIME. After that time you may still set up a booth, but NO private vehicles will be admitted and you will have to carry your booth supplies to the Festival area.
- Set-up for food vendors and crafters is permitted and encouraged Friday, September 11, 2009
- At 4 p.m. all vendors will have 3 hours to dismantle their booths. Further details will be provided in your vendor registration packet.

## REGISTRATION FORM - 2 Sided

Please register by completing and returning both sides of this form with the appropriate payment

**Registrations postmarked after August 3, 2009, please add an additional \$25 to your total**

**NOTE: If you plan to SPONSOR Harvest Festival & Energy Fair please contact [info@theharvstfestival.org](mailto:info@theharvstfestival.org) or call (218) 393.3276 for sponsorship details as space is provided at various sponsorship levels over \$300.**

### MAIL REGISTRATION & MAKE CHECKS PAYABLE TO

**LSSFA - 2009 Harvest Festival & Energy Fair**

**1309 E 8th Street - Duluth, MN 55805**

**Email: [info@theharvestfestival.org](mailto:info@theharvestfestival.org) or (218) 393.3276**

### SCHEDULE OF FEES (Check all that apply)

- Farmers Market Vendor** \$40.00 per 9' x 6' space - fee includes space for 1 vehicle. Tables and Chairs not included. To be a farmers market vendor you must be a LSSFA member. If you are not a member you may join now - membership to LSSFA is \$30/year.

Number of 9' x 6' space(s) \_\_\_\_\_ x \$ 40 = \$ \_\_\_\_\_

LSSFA Membership or Renewal \$30 \$ \_\_\_\_\_

Chairs \_\_\_\_\_ x \$10 and 6' Table \_\_\_\_\_ x \$ 15 each = \$ \_\_\_\_\_

- Craft/Art Vendor** \$ 75.00 per 10' x 10 ' space - must provide own tent, tables, chairs

Number of 10' x 10 ' space(s) \_\_\_\_\_ x \$ 75 = \$ \_\_\_\_\_

*Please call by July 1 if you would like to rent a tent through the Harvest Festival*

- Food Vendor** \$100.00 per 10' length space - must provide own tent, tables, chairs

Number of 10' length space(s) \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

What is the depth of your space - \_\_\_\_\_ feet

Electricity -110v only - how many outlets do you need \_\_\_\_\_

An order form for compostable serving supplies will be sent to all food vendors following registration.

All food vendors must provide their own extension cords or other supplies needed to run equipment.

- Non-profit Vendor** Each 8' space includes one 6' table & 1 chair

***Non-profit space priced by 2008 annual operating budget***

Under \$50,000 \$ 30 x \_\_\_\_\_ space(s) = \$ \_\_\_\_\_

\$50,000 - \$100,000 \$ 65 x \_\_\_\_\_ space(s) = \$ \_\_\_\_\_

\$100,000-\$250,000 \$ 85 x \_\_\_\_\_ space(s) = \$ \_\_\_\_\_

\$250,000 and above \$ 100 x \_\_\_\_\_ space(s) = \$ \_\_\_\_\_

Additional Chairs \_\_\_\_\_ x \$10 and 6' Table \_\_\_\_\_ x \$ 15 = \$ \_\_\_\_\_

- Business Vendor** \$100.00 per 8' space - each space includes one 6' table & 1 chair

Number of 8' space(s) \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

Additional Chairs \_\_\_\_\_ x \$10 and 6' Table \_\_\_\_\_ x \$ 15 = \$ \_\_\_\_\_

Electricity -110v only - how many outlets do you need \_\_\_\_\_

- Government Vendor** \$100.00 per 8' space - each space includes one 6' table & 1 chair

Number of 8' space(s) \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

Additional Chairs \_\_\_\_\_ x \$10 and 6' Table \_\_\_\_\_ x \$ 15 = \$ \_\_\_\_\_

- Late Registration Fee** - check here if postmarked after August 3, 2009 \$ **25**

- Tax-deductible donation - additional donations to LSSFA and LSEA are welcome** \$ \_\_\_\_\_

\$ \_\_\_\_\_ **TOTAL FEE ENCLOSED**

**\*\*FEE NON-REFUNDABLE – EVENT HELD RAIN OR SHINE\*\***

**Please provide the following information:**

Booth/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

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

Email (important): \_\_\_\_\_

Website: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

**REQUIRED:** For business, non-profit and government exhibitors only. Please check here if you are an Energy Fair Exhibitor OR Harvest Festival Exhibitor.

**ENERGY FAIR**

**HARVEST FESTIVAL**

**UNSURE**

**REQUIRED:** Please provide a detailed description of your business and booth presence and enclose a brochure (if available). Farmers Market, Food and Craft Vendors, please describe items to be sold and cost:

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Need a Special Location? We will make all efforts to accommodate your special needs but no guarantees are offered. Write those requests below.

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**INDEMNITY (HOLD HARMLESS) AGREEMENT**

I, the Exhibitor/Applicant, including all of my employees, agents, and other representatives hereby holds harmless and indemnifies the Lake Superior Sustainable Farming Association, Lake Superior Energy Association, the Harvest Festival Committee, employees of Wilde Growth, all sponsors, board members, employees and other representatives of each from and against any and all claims, damages, actions, judgments, decrees, penalties and/or personal injury, and/or damaged or lost property arising out of or from the use of the premises or any part thereof, or any other part of the City of Duluth Bayfront Park property, the City of Duluth or property belonging to St. Louis County, whether occasioned wholly or in part by any act or omission, or negligence, or any reason whatsoever of Exhibitor/Applicant, its sub-exhibitor, employees, promoters, agents, invitees, contractors, etc as a result of the actions of the participating vendor in the 2009 Harvest Festival. The Exhibitor/Applicant also agrees to hold the Lake Superior Sustainable Farming Association, Lake Superior Energy Association, the Harvest Festival Committee, and employees of Wilde Growth, employees of the City of Duluth and St. Louis County harmless and not responsible whatsoever for loss, theft, burglary, robbery, damage, fire, etc. to any and all possessions, personal property, property of any kind, including but not limited to equipment, supplies, prizes, merchandise, exhibits, etc. of the Exhibitor/Applicant or any of its sub-exhibitors, employees, promoters, agents, guests, invitees, contractors, etc. I agree to use my best efforts to present a high quality product or service and to cooperate with the festival in assuring that this year's festival will be the best possible.

\_\_\_\_\_  
Exhibitor's Signature/ Date

\_\_\_\_\_  
Please Print Name

**2009 HARVEST FESTIVAL & ENERGY FAIR**

Accepted By \_\_\_\_\_ Date \_\_\_\_\_