



MEMORANDUM

TO: Concession Vendors
FROM: Steve Mankowski, Concessions Chair
SUBJECT: 2011 Kaposia Days
DATE: March 28, 2011

Enclosed you will find a schedule of our activities that are authorized for outside vendors for the 2011 Kaposia Days celebration.

Also enclosed is the fee structure that has been established for this year. Once again, we have planned the fee structure and the number of vendors at each event with consideration to the estimated attendance and time length of the activity. In this way, we try to make it profitable for all vendors.

South St. Paul Kaposia Days, Inc. is licensed to operate concessions in South St. Paul, and authorized vendors will not need additional licensing to operate at our events. However, you do need health licensing by the State of Minnesota and your certificate of licensing must be available for our inspection at the events. **Also, we will need a certificate of insurance prior to setting up at your first event.**

Please complete the enclosed application and return it to us as soon as possible, but no later than May 21st. Enclose a check with your application for 25% of your total concession fee for all events you apply for. Make checks payable to South St. Paul Kaposia Days, Inc.

The accepted vendors will be notified by May 30th. Those vendors not accepted will have their checks returned shortly thereafter. The balance of the total concession fee will be due at the first event you attend.

Thank you for your interest in Kaposia Days. We look forward to receiving your application. If you have any questions, please feel free to contact me at 651-457-2774 during the day, or 651-457-2154 in the evening.