



Minneapolis Gift & Art Expo
November 6-8, 2026
Minneapolis Convention Center

2026 Exhibitor Package

Please take a few minutes to review this information prior to the event.

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Dear Exhibitor —

Welcome to the Minneapolis Gift & Art Expo! We are excited to have you exhibiting in the show, and we would like to take this opportunity to thank you for participating. We want this to be an amazing event for you, so we have put together a comprehensive package of information that you will need to ensure smooth production- from move in, to move out. We understand that there are a lot of details involved in an event of this size, so please do not hesitate to contact us at any time with questions or concerns.

Enclosed in this package you will find important dates and deadlines, move-in information, utilities order forms, maps and directions, and other details about the show. Please take the time to review this information carefully prior to the show dates.

If you are not the person who will be setting up, manning the booth, or tearing down during this event, please pass this information on to them.

Thank you for participating in the 2026 Minneapolis Gift & Art Expo, we hope you have a wonderful show!

Sincerely,

Deana Escudero – Sales Manager
952-881-5030 x1133
DeanaE@homeshowcenter.com

Steven Meredith – Event Director
952-881-5030 x1101
StevenM@homeshowcenter.com

At a Glance: Important Information —

Show Dates:

November 6 - November 8, 2026

Show Hours:

Friday, 12:00PM - 7:00PM

Saturday, 10:00AM - 6:00PM

Sunday, 10:00AM - 5:00PM

Exhibit Space Includes:

3' high x 10' wide drapery side walls

8' high x 10' wide drapery back wall

Color: Black

1 Company ID Sign

Move-In Hours:

Wednesday, 1:00PM - 7:00PM

Thursday, 10:00AM - 7:00PM

Move-Out Hours:

Sunday, 5:00PM - 9:00PM

Monday, 8:00AM - 1:00PM

Location:

Minneapolis Convention Center

Hall A (Lower Level)

Directory —

Show Facility

Minneapolis Convention Center

1301 2nd Ave S. – Exhibit Hall A

Minneapolis, MN 55403

General: 612-335-6000

Exhibitor Services: 612-335-6550

Fax: 612-335-6600

Show Management

L&L Exhibition Management

7809 Southtown Center #200

Bloomington, MN 55431

Phone: 952-881-5030

Toll Free: 800-374-6463

Fax: 952-881-4272

info@homeshowcenter.com

Official Show Decorator

Cenaiko Expo, Inc.

9697 East River Road NW

Coon Rapids, MN 55433

Phone: 763-755-8111

Email: info@cenaikoexpo.com

Concessions & Food Sampling

Kelber Catering, Inc.

612-335-6082

Laura Caylor

LauraC@Kelber.com

Food Permits & Safety

Minneapolis Health Department

Phone: 612-673-2301

EnvironmentalHealthPermit@minneapolismn.gov

How to Prepare —

You will be provided with a 10'x10' exhibit space that has black 8' high back drape and 3' high side drape. This **does not** include a table, chairs, electricity, other booth furnishing, or carts for setup. Your booth can be displayed however works best for your products, but please view the requirements and recommendations listed below.

Setting up your space —

- **Floor Covering:** The floor of Hall A is concrete, so a floor covering of some kind is recommended and will make your space more inviting. You may bring in your own carpet, area rugs, removable tiles, or any other floor covering for your 10'x10' booth. The flooring does not have to cover the entire floor place, it can be centered within the space. Do **NOT** use self-adhesive tiles or duct tape on the convention center floor, the Minneapolis Convention Center requires you to use gaffer's tape. [Click here to view](#).
- **Holiday Item / Winter Themed Decoration:** All booths are required to have an item that will carry the holiday / winter theme throughout the show. This can be: a holiday item or product that you sell, a string of lights, a small decorative tree, a wreath or garland, or any other type of holiday/festive décor. You can decorate your entire space or accent your booth; we want our visitors to feel the theme of the holidays / winter as they shop the entire show.
- **Height of Display:** You may build your booth up to 8' high on all sides, but you are **required to be mindful of your neighbors** and stay within your allotted 10'x10' booth space. If any part of your display interferes with your neighbor or comes out into the aisle, you may be asked to move your display in accordance with these rules.
- **No Children Under 16:** Any children under the age of 16 will not be allowed on the show floor during set-up or tear-down. This is for their safety and all exhibitors need to be in compliance with the Convention Center's policies.
- **No Tacking, Taping, or Pinning:** All exhibitors must be in accordance with the Convention Center policies regarding hanging decorations. You **will not** be able to tape, tack, nail, or otherwise fasten decorations to the walls, windows, doors, floors, glass, ceilings, or painted surfaces of the Convention Center. In addition, exhibitors **will not** be able to pin any hanging signs or decorations to the drape within their booth, however hanging items from the pipe using s-hooks from the decorator is permitted. S-hooks will be available at the exhibitor check in and decorator desks near the move-in doors.

Move-in and Move-out –

Please review information regarding our set-up and tear-down process. With such a large hall and so many exhibitors, following these instructions will help the entire process run smoothly.

- Vehicles will be permitted into the exhibit hall during move-in and move-out *at the MCC's discretion*. Due to limited space in the hall, vehicles will be limited to 1 vehicle per booth at a time. If you have multiple vehicles, you will need to unload them one at a time to allow other vendors to unload at the same time. You will be able to drive your vehicle into a designated portion of the hall, NOT directly to your booth. **All exhibitors are advised to bring their own carts.**
- Move-in doors are located at the back of the hall and can be accessed through the **Hall A loading docks**. You will enter the loading docks through the entrance off **E. 16th Street**, and attendants at the gates will direct you to **Hall A**. [Click Here to View a Map of the Loading Docks](#)
- You will be assigned a specific move-in time based on your booth size and location. Below are the hours that the hall will be available for move-in, but please arrive at your assigned time.
You will receive your move-in assignment via email two weeks prior to the show.
- General Move-in will be scheduled **Wednesday, November 4th between 1:00PM and 7:00PM** and **Thursday, November 5th between 10:00AM and 7:00PM**. All vehicles and exhibitors must exit the exhibit hall by 7pm each night.
- If the assigned date and time is not possible with your schedule, please let show management know and arrive during the general move in times above. The exhibit hall will be open on Friday before show hours, please contact show management if you will need to set up Friday morning.
- When you arrive, please check in at the table near the move-in doors inside the hall. There you will pick up your exhibitor badges, find your booth, and meet the show managers who will be available throughout the weekend.
- **Storage:** During the show, storage will be available in the back of the hall for any empty containers or for restocking purposes. Show Management and the MCC are not responsible for your items, so please store any valuables or merchandise at your own discretion. If you would like to leave your trailer parked in the hall unhitched from your vehicle, it is available on a first come first serve basis and is limited due to a section of the hall. Anyone with trailers parked are required to move out as soon as possible Sunday night to allow for more vehicles to enter the hall for move out.
- **Loading Dock Parking:** Purchase of loading dock parking passes is a first-come first-served basis with the other events held at the Convention Center. Parking passes are solely purchased through the Minneapolis Convention Center, please contact them directly at (612) 335-6550.
- **Move-out will begin on Sunday, Nov 8th when the show closes at 5:00PM.**
For the safety of attendees and respect for fellow exhibitors, do not begin dismantling your booth before 5:00pm. Leaving early will lower your opportunity to exhibit again at future events. Once you have dismantled and packed up your booth, you will get your vehicle from the parking garage and cart your items to the loading dock.
- You will have access to the hall for move-out until **9:00PM on Sunday Nov. 8th**. The hall will also be available on **Monday, Nov 9th from 8:00AM-1:00PM**. *You must have all your items out of the hall by 1:00PM Monday, or they will be dismantled and stored by the decorator at your expense.*

During the Show –

Show Management is here to help at any point during the show. See below important information that will help make this event a success for you.

- **Onsite Management:** Show managers will check in with you throughout the weekend, but if you have urgent questions, please go to the L&L Info Booth at the front of the Exhibit Hall. If they are unavailable, go to the Box Office and request show management to stop by your booth.
- **Box Office:** The box office will be set up outside the entrance to Hall A.
- **Payment Processing:** Major mobile networks have recently updated their capacity at the MCC, so your cellular data should be high speed for processing credit card payments on mobile apps (i.e. Square). If you need wireless internet services through Smart City, it will be available onsite for a daily rate. You can access this by connecting to the Exhibitor Wi-Fi network and selecting your options from the pop-up page to log in. **If you do not wish to purchase internet and cannot use data, please research an option that allows credit card processing offline.**
- **Booth Sitters:** If you need someone to watch your booth during breaks, there will be booth sitters available at the L&L Info Booth inside the Exhibit Hall. We suggest bringing a friend or coworker to the show to help you with breaks, because a booth sitter is not guaranteed. Show Management is not responsible for your merchandise.
- **Connect with us on Social Media!** Please use the hashtag **#giftandartexpo** on social media and be sure to follow our Facebook and Instagram **@giftandartexpo**. We'd love to see your updates before and during the event!

Dates and Deadlines –

Final Booth Balance Due: October 6th, 2026

Decorator Advanced Orders Deadline: October 27th, 2026 – [Click here to view the exhibitor kit.](#)

Decorator Advanced Freight Deadline: October 30th, 2026

Electrical Advanced Orders Deadline: October 21st, 2026 – [Click here to order online.](#)

Food & Beverage Sampling Applications Due: September 18th, 2026 – [Click here to view.](#)

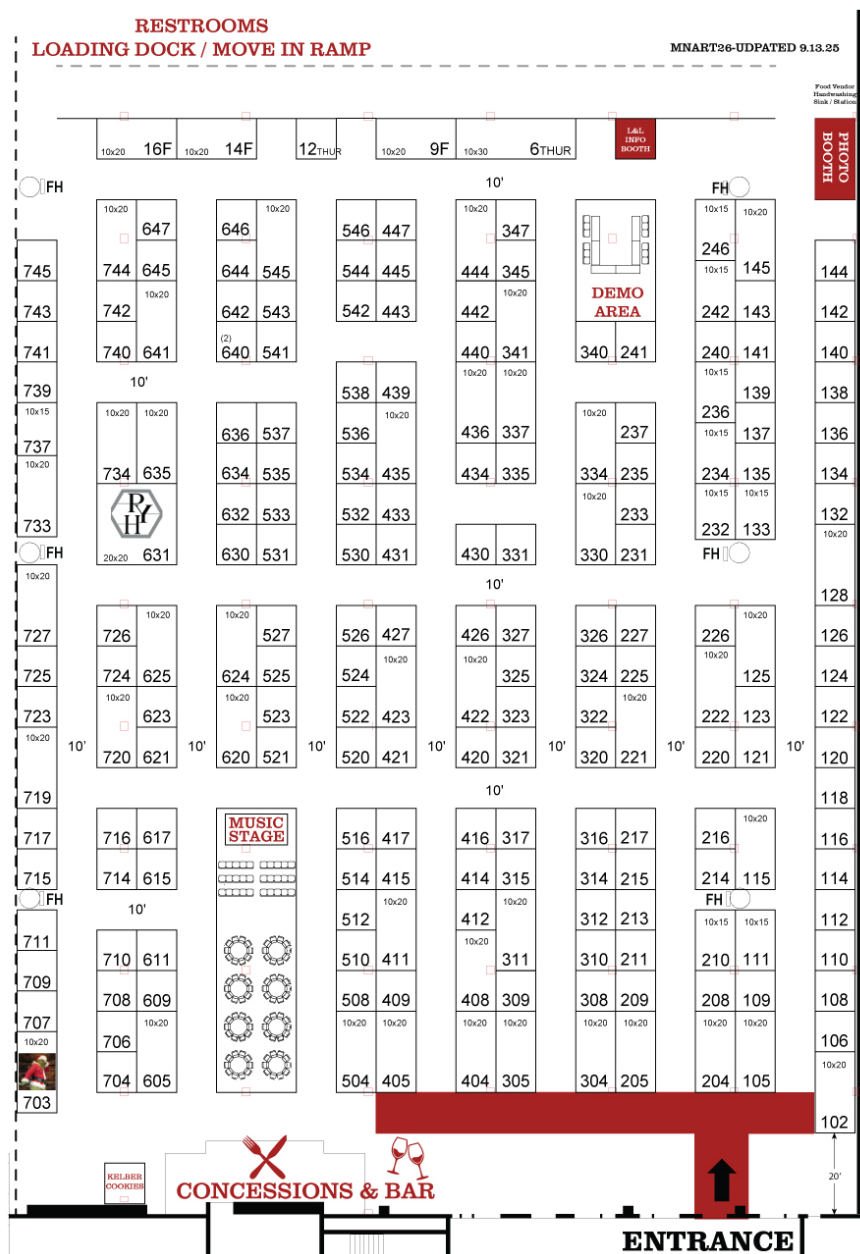
Short Term Food Permit Applications Due: September 18th, 2026 – [Click here to view.](#)

Floor Plan —

- The Gift & Art Expo is located in Exhibit Hall A on the Lower Level of the Convention Center.
- Exhibitors will receive their booth assignments two weeks prior to the event via email.
- Floor plan is subject to change, and you will be notified if your booth location is affected.
[Click Here to View the Current Floor Plan.](#)

- Move-in doors are located at the back of the hall, and they can be accessed through the loading dock entrance off East 16th Street. [Click Here to View the Loading Dock Maps.](#)

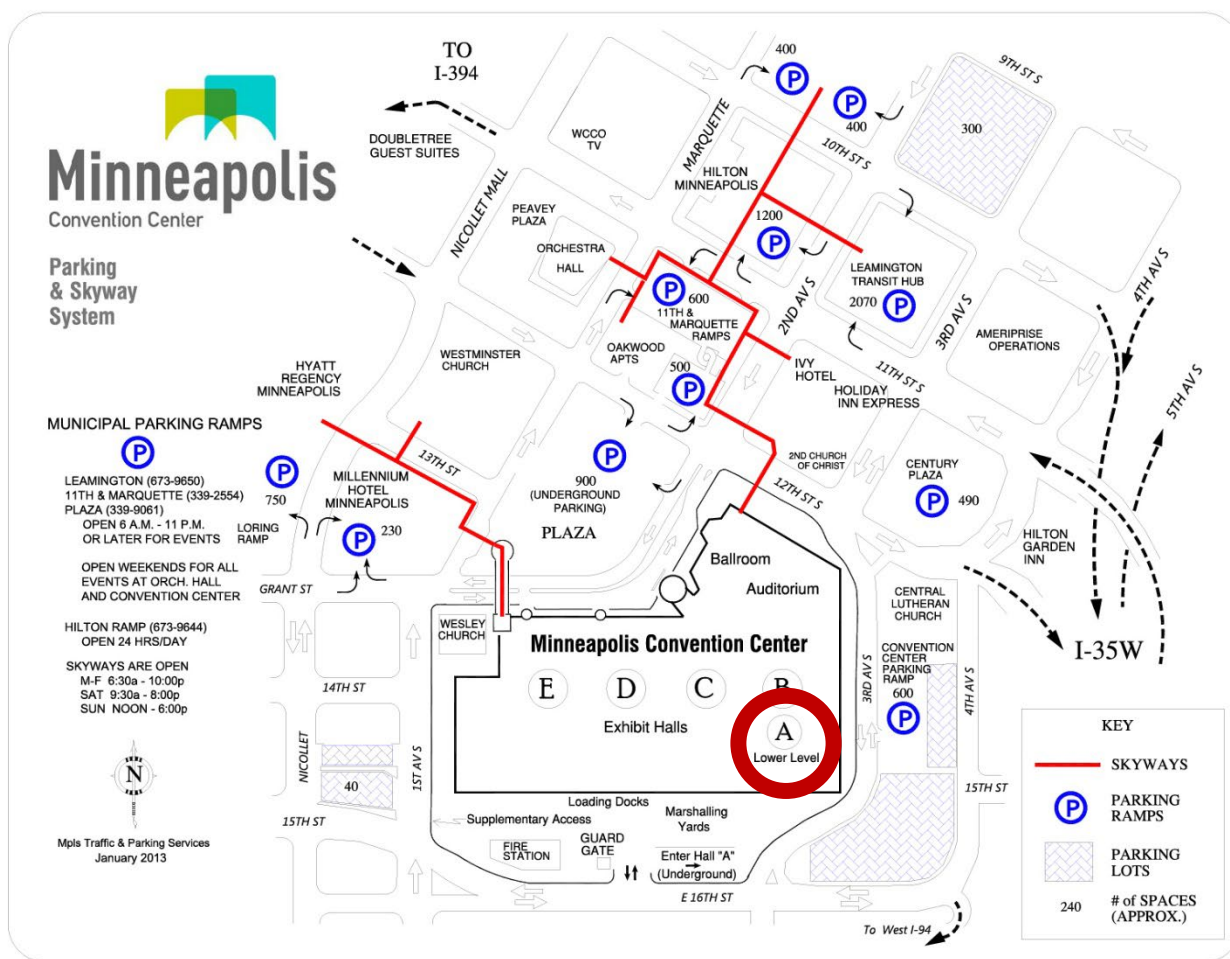
- Attendees will enter through the main entrance door at the front of the hall.
- Concessions will be provided by Kelber Catering through the MCC. Seating for concessions will be located in the front of the hall to the left of the entrance.



Parking –

There are many ramps surrounding the Convention Center in downtown Minneapolis that will be available for parking. The skyways will be open as well for easy access to the Convention Center. See below for a full map of the Convention Center detailing ramps nearby and the entrance you will take to access the loading docks.

- **Click the link below for detailed directions and parking information:**
>>> <http://www.minneapolis.org/minneapolis-convention-center/directions-parking/>
- **Loading Dock Parking Passes are available to purchase through the Minneapolis Convention Center. Call (612) 335-6000 to purchase.**
- **Hotels:** There are many hotel accommodations in downtown Minneapolis near the Convention Center. **Click the link below to find hotel accommodations:**
>>> <http://www.minneapolis.org/hotels/>



[Click here to view the Loading Dock Entrance to Exhibit Hall A on the Lower Level.](#)

Policies —

ST19 - OPERATOR CERTIFICATE OF COMPLIANCE (OCC) FORM:

ALL exhibitors (regardless if they are selling at the show or not) are required to complete an OCC form for the MN Dept. of Revenue that includes a (7) seven digit number. OCC forms are due to Show Management before the show. Companies without an OCC form on file will be subject to fines up to \$500 per show day. Complete the form return to show management prior to the event date. For more information and forms, contact: Department of Revenue Sales & Use Tax Division Telephone: (651) 296-6181. If you do not have a tax ID for your business, it is free to obtain online here: <https://www.revenue.state.mn.us/sales-and-use-tax>

FOOD VENDORS:

All food vendors are required to completed both the Kelber Catering AND Minnesota Department of Health forms to be able to exhibit at the Gift & Art Expo.

Kelber Catering: Any vendor selling, or sampling food must comply with the policies of the contracted caterer, Kelber Catering. All food vendors **MUST** have their items prepackaged and may not be intended for onsite consumption. Consumable products must be pre-packaged and have a minimum sale price of \$21.00 per smallest saleable unit in order to be sold by exhibitors within the MCC grounds.

[Click Here to View the Kelber Catering Food and Beverage Sampling Request Form](#)

Minneapolis Department of Health: All Food Vendors are required to submit a copy of the Short-Term Food Permit [linked here](#) to show management. Please send a copy need a completed short term food permit (and \$50 fee payment) -or- the application with a copy of an exemption from the list below. Fees are doubled for late applications. Your application is late if it is received less than two weeks before your event begins.

List of Exemptions:

- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors
- Licensed Minneapolis Limited Mobile Food vendors
- Vendors with a Minneapolis Seasonal Food Permit
- Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture (MDA)
- Product of the Farm exempt vendors

Payment Options: Contact info@homeshowcenter.com to request.

1. Online with ACH Bank transfer
2. Credit Card Authorization Form

ALCOHOL:

Alcohol is not permitted unless purchased from concessions. Any alcoholic beverage may not leave the exhibit hall once purchased from concessions. For information regarding sampling or sale of alcoholic beverages, please contact Kelber Catering to obtain the necessary permits.

CANDLES: Flameless battery-operated candles are allowed without additional permits.

All open flames will require a "Special Event Permit" from the M.F.D. Fire Prevention Bureau. Application forms are available at <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Fire-Services-Special-Event-Permit.pdf> or by calling 612-673-3000. There is a charge for each permit.

HOLIDAY TREES AND HOLIDAY DECORATIONS:

All artificial trees and wreaths must be flame retardant and lights must be U.L. approved. Real/Natural resin bearing trees and branches used for wreaths, garland, etc. must be treated with a flame retardant. Every natural or resin bearing tree used for holiday decoration, regardless of the type of tree, shall be so placed, kept and maintained so that the butt or bottom end of the trunk is at all times immersed in not less than two (2) inches of water. No cotton batting, straw, dry vines or leaves, celluloid or other flammable material shall be used unless fireproofed in a manner approved by the M.F.D. Fire Prevention Bureau. No trees or natural wreaths, etc., shall be placed in or immediately adjacent to exit areas, light wells or stairwells in the building. No candles shall be used on holiday trees or natural wreaths, etc. No electrical decorations shall be used on holiday trees or natural wreaths, etc.

ANIMALS/PETS:

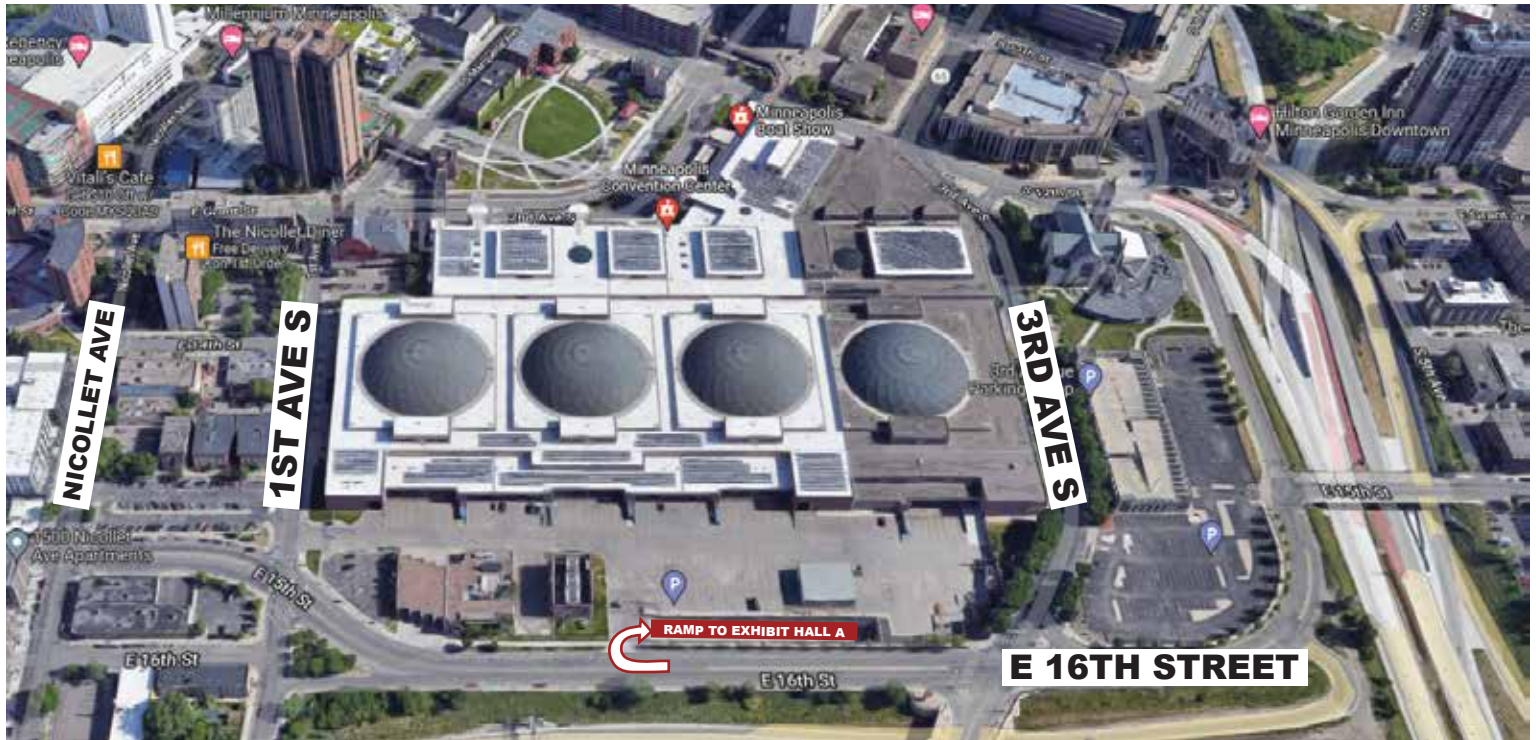
Animals/pets are not permitted in the building without prior approval of MCC management. Approval of animals/pets in the MCC is based on whether the animal or pet is part of an exhibit, activity or performance legitimately requiring use of animals. Such animals/pets must be on a leash, within a pen and under similar control at all times. Such animals/pets shall be kept in the exhibit or performance area at all times. The owner shall take full responsibility for their pet. A City "Animal Permit" is required for events held in Minneapolis involving any hoofed animal or an animal that is wild by nature. For further information and application forms, call (612) 673-6222 or visit <http://www.minneapolismn.gov/animals/licenses/animal-permits>. Service dogs are always welcome.



MINNEAPOLIS GIFT & ART EXPO

MINNEAPOLIS CONVENTION CENTER - HALL A

LOADING DOCK ADDRESS FOR GPS:
16th St & 1st Ave / 3rd Ave S, Minneapolis, MN 55404



DRIVE DOWN RAMP TO HALL A LOWER LEVEL
MUST CHECK IN WITH GATE SECURITY FIRST

GENERAL QUESTIONS & DIRECTIONS CALL: 612-335-6040
FOR PARKING RESERVATIONS CALL: 612-335-6057
CLICK HERE FOR CONVENTION CENTER WEBSITE



Exhibitor Services Order Instructions:

If you'd like to order utilities it must be done via the Minneapolis Convention Center's website

<https://www.minneapolis.org/minneapolis-convention-center/exhibitors>

Please click the button below to be directed to the event calendar. Scroll to Twin Cities Home Expo , and complete the following form.

**CLICK HERE TO PLACE
YOUR UTILITIES ORDERS**

IF LINK ABOVE DOES NOT WORK PLEASE COPY AND PASTE THE LINK BELOW INTO YOUR BROWSER

<https://www.minneapolis.org/minneapolis-convention-center/exhibitors/>

If you are unable to complete this form please contact the Exhibitor Services Department at 612-335-6550 or email MCCExhibitorServices@minneapolismn.gov with questions.





MINNEAPOLIS GIFT & ART EXPO

Festive Holiday Items

To bring the spirit of the holidays to the Gift & Art Expo, all vendors are required to have a festive holiday item in their booth space. This can be exclusive holiday items you create for sale, or themed decor to transport shoppers into your interpretation of the holidays.

Booth Decor Ideas:

Snowmen, candy canes & peppermints, gingerbread people, snowflakes, artificial trees, oversized ornaments, string lights, beaded garland, flame-less candles, floral arrangements, table top decor. See some examples below.



For More Information, Call 952-881-5030 or Visit www.GiftAndArtExpo.com



MINNEAPOLIS GIFT & ART EXPO

Booth Flooring Examples

The floor of Hall E is concrete, so a floor covering of some kind is recommended and will make your space more inviting. You may bring in your own carpet, area rugs, removable tiles, or any other floor covering for your 10'x10' booth. The flooring does not have to cover the entire floor place, it can be centered within the space. Do NOT use self-adhesive tiles or duct tape on the convention center floor, the Minneapolis Convention Center requires you to use gaffer's tape.



For More Information, Call 952-881-5030 or Visit www.GiftAndArtExpo.com



Manufacturers & Distributors Food Sampling Application for Exhibit Booth Sampling at the Minneapolis Convention Center

Food and Beverage samples may only be distributed directly from a Manufacturer or Distributor's exhibit booth within the exhibit space. This Sampling Form must be completed and submitted for approval **45 days** prior to first event date, to Kelber Catering, Inc. (KCI) the exclusive caterer within the Minneapolis Convention Center (MCC).

Any forms received after 45 days may not be approved for sampling. KCI will review your request and reply within 3 business days of receipt.

- 1.)** Food and Beverage samples are limited to products manufactured, processed, or distributed by the exhibiting company within their exhibit booth space only.
- 2.)** Items distributed to attendees are limited to the following sample sizes, **no exceptions without corkage fees:**
 - **Food items are limited to a maximum of 2 oz. portions.**
 - **Non-Alcoholic beverages are limited to maximum of 5 oz. portions.**
 - **Alcoholic beverages are limited to*:**
 - **Beer - 3 ounces**
 - **Wine - 1.5 ounces**
 - **Liquor or Cordials - .75 ounce**
- 3.)** Corkage fees will apply for food and non-alcoholic beverage samples larger than the sizes listed above in addition to all alcohol samples. Corkage fee pricing will be determined based on product and size.
- 4.)** **To follow Minneapolis Convention Center policies, all sampling service-ware such as cups, forms, plates, picks, napkins, etc. must be compostable. The following are helpful suggestions and companies for service-wares.**
 - a. Cocktail Napkins** any paper is fine
 - b. Coffee Cups need to be a PLA-lined paper hot cup (many brands are available:** Primeware, Renewables, Eco-Products, World Centric)
 - c. Bar Compostable ware cups are PLA (our wine cups are a blend of pla/grass) (many brands are available:** Fabrikal/Greenware, Eco Products, World Centric)
 - d. Cutlery must be PLA to be compostable.** (Available brands: Eco Products, World Centric and more) Cannot be PSM (Plant starch material). PSM products contain plastic resins that are not compostable or biodegradable.
 - e. Plates:** They need to be made of sugarcane ("bagasse"), preferably with no added PFAs, Palm-leaf, bamboo, PLA, paper-fiber.

*Exhibitors wishing to distribute alcohol products must contact KCI directly at 612-335-6045 in advance of completing sampling application. Corkage fees will apply to any sampling of alcohol products. A KCI bartender is required to serve sample alcohol products from the exhibitor booth.



Company information (please complete all information in this section)

Company: _____

Booth #: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Contact name: _____

Phone: _____ Cell: _____

Email Address: _____

Product Description & Size: _____

The product listed above has been approved to be given away on show day(s) only. The product must be exactly as the description states and meet all sample size requirements. Please have this form present at booth during show hours.

By signature hereon, above company or individual agrees to hold KCI and MCC harmless of any concerns arising from sample distribution of above stated products. It is the responsibility of the sampling company to have safe handling of products along with a hand washing station within the booth area.

THC Edibles or similar hallucinogenic products are not allowed to be distributed or sold at MCC. All consumable food products or ingested products sold or distributed at MCC must be provided by MCC's in-house caterer. Due to lack of clear licensing and legal liability insurance similar to alcohol sales, Kelber Catering and the MCC do not permit the sale of consumable THC gummies or like consumable THC products.

PUBLIC SHOWS ONLY: Any exhibiting company serving consumable food and/or beverages must complete a [Short Term Food Permit](#) with the City of Minneapolis. It is the responsibility of the sampling company to inform show management of product sampling and to comply with all guidelines set forth within the Minneapolis Short Term Food Permit.

Client Name: _____ Signature: _____ Date: _____
Please print

Approved by: _____ Signature: _____ Date: ____/____/____
KCI Representative



Name of Show: Minneapolis Gift & Art Expo

Dates: November 6-8, 2026

CONSUMABLE FOOD & BEVERAGE SALES POLICY

Kelber Catering, Inc. (KCI) is the exclusive caterer and concessionaire within the Minneapolis Convention Center (MCC). KCI maintains exclusive rights for all consumable food & beverage sales for the MCC and its grounds, including outdoor plaza, surrounding sidewalks, marshalling yard and any other spaces under direct control of the MCC.

A Consumable Product is any product that may potentially be opened and consumed onsite (e.g., pretzels, candies, popcorn, cookies, bottled water, soda, etc.). Consumable products must be pre-packaged and have a minimum sale price of \$21.00 per smallest saleable unit to be sold by exhibitors within the MCC grounds.

Bundling of products is permitted provided the \$21.00 minimum price point is met.

Non-Consumable Products are considered not readily consumed such as sauces, uncooked pasta, drink mixes, food mixes, spices, etc. These products can be sold by unit with no minimum pricing.

For an exhibitor to sell products within the MCC grounds this document must be signed and returned to KCI sales manager along with a readily available copy in your booth during show hours **WITHIN 21 DAYS PRIOR TO EVENT DATES.**

Please sign and return this document by **OCTOBER 16th, 2026**

Exhibiting Company Name _____

Booth # _____

Onsite
Contact: _____

Cell: _____

Email: _____

Date: _____

Authorized Signature: _____

Printed Name: _____



Minneapolis Short Term Food Permit application

A short term food permit is required to sell or give away food to the public in Minneapolis.

This permit application is valid for the event listed.

You may operate using a short term permit a total of 10 days per calendar year. Give your application to your Event Food Sponsor at least 2 weeks before the first day of the event. Do not send your completed application to the City of Minneapolis.

Please expect us to contact you by the email or phone number listed on your application. This is to validate any discrepancies, questions, or to validate items listed on your application.

For reasonable accommodations or alternative formats please contact us at 612-673-2301 or environmentalhealthpermit@minneapolismn.gov.

People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.

TTY users call 612-263-6850.

Para ayuda, llame al 311.

Rau kev pab, hu 311.

Hadii aad caawimaad u baahantahay, wac 311.

Section A – Applicant information

Event name		Dates of the event	
Vendor name (please print)		Business name (please print)	
Street address (please print)			
City	State	ZIP	Telephone number
Email address (please print)			
If you have a license under another jurisdiction:			
Jurisdiction (city, county, state or tribal)		Enter your license number here	
License address			

Section B - Food and beverages

Please list all food and beverages you plan to sell, give away or sample

Please list where you will get your food and beverages such as grocery stores, food suppliers, and farms

Section C - Licensed kitchen

All food storage or preparation outside of the event can only occur in a licensed kitchen. If you are purchasing food on the day of the event and discarding leftovers, you may skip this section.

Licensed kitchen name

License #

Address, city, state, ZIP

Phone #

Submit the letter giving you permission to use or lease the licensed kitchen. Submit the letter with this application.

Section D - Transporting food to the event

How long will your food be in transit? (in miles and transportation time)

What will you use to keep foods cold or hot?

Section E - Equipment and handwashing

If your event is longer than 4 hours:

- You must use mechanical refrigeration to hold time and temperature control (TCS) for safety foods. Equipment must be food safe.
- Sterno™ and other canned heat are not allowed at outdoor events.
- Domestic slow cookers and crock pots are not allowed.

Please list all equipment you plan to use at the event

Will you have handwashing within 10 feet? **(Required if you serve open food, beverages, or samples)**

Yes

No

Will you have mechanical refrigeration at the event for cold holding?

Yes

No

Section F – Food prepared before event

List the menu items you will prepare or store before the event. Describe how you will prepare or store your menu items. All activities listed in this section must occur in licensed kitchen. (If more space is needed, send an attachment of the additional menu items)

Menu Item	Description (Example—cold holding, cooking, storing)

Section G – Food prepared at the event

List the menu items you will prepare at the event. Describe how you will prepare or store your menu items. If your food items are prepackaged, describe how you are holding the item. (If more space is needed, send an attachment of the additional menu items)

Menu Item	Description (Example—cold holding, cooking, hot holding)

Read and initial each item to verify you understand the requirements.

I understand:

- ☐ Once my application is approved, changes cannot be made to the menu.
- ☐ I am required to use the food vendor checklist and have it available during my inspection
- ☐ Hand washing must be set up within 10 feet of menu items being served or prepared.
- ☐ That the city of Minneapolis has rules on containers used for serving food and drinks under the Green To Go city ordinance.
- All to-go containers must be reusable, recyclable, or compostable.
- ☐ I must keep cold time/temperature control for safety foods at or below 41°F.
- If the event is over four hours long, I must use mechanical refrigeration.
- ☐ My food or beverage service will be immediately closed for any of these reasons:
- Serving opened food or beverage without hand washing.
 - Preparing or bringing food from home or from an unlicensed facility.
 - Contamination or other immediate health hazards.
 - Not bringing enough hot and cold holding equipment.

Applicant signature

Date

Submit your application

Applications may be submitted to the Food Event sponsor of the event you are attending.

We may need to call or email you about your application. We will use the contact information you provided. Please monitor your voicemail and email while we review your application.

Minneapolis has rules on containers used for serving food and drinks.

- All food businesses licensed in Minneapolis must follow Green to Go rules
- Caterers, hospitals, and nursing homes do not need to follow Green To Go rules

Green To Go rules apply to food and drinks meant to be eaten immediately or taken to go. Food and drinks must be put in containers that are either:

- Reusable
- Recyclable
- Compostable

Recyclable Plastics

Choose recyclable plastics with a #1, #2 or #5.



Compostable Plastics

Choose compostable plastics with the BPI certified logo.



Not allowed

- Black plastic
- #6 plastics (polystyrene)
- Styrofoam™ (expanded polystyrene)



Exempt items

These items do not need to meet Green To Go rules:

- Utensils
- Straws
- Stir sticks



minneapolismn.gov/green-to-go

For reasonable accommodations or alternative formats please contact Environmental Health at health@minneapolismn.gov or 612-673-2301. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850.

Para ayuda, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay wac 311.

Packaging food onsite

Individual servings of food and drinks must be in packaging that meets Green To Go rules.

This does not include:

- Foods prepackaged by a manufacturer, producer or distributor
- Plastic films less than 10 mils thick

Be aware

Some products promoted as green or good for the environment do not meet Green To Go rules.

Collection bins

Food businesses must provide collection bins for each type of material used.

- Recyclable materials must be recycled
- Compostable plastics must be collected as organics and sent for composting



Hennepin County

Hennepin County offers grants, signage, and technical assistance to businesses. Visit hennepin.us/business-recycling, email businessrecycling@hennepin.us or call 612-543-9298.



MNimize business assistance

MNimize is a non-profit that helps to provide:

- Financial support: get up to \$1,000 worth of containers that meet Green To Go rules
- Technical assistance: get help finding reusable and certified compostable packaging alternatives
- Staff training

Contact MNimize

- Call 651-292-4664
- hello@mnimize.org



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Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type	Name of Business Selling or Exhibiting at Event		Minnesota Tax ID Number	
	Seller's Complete Address		City	State ZIP Code
	Name of Person or Group Organizing Event			
	Name and Location of Event			
	Date(s) of Event			

Merchandise Sold	Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.
	☐ I am selling only nontaxable items.
	☐ I am not making any sales at the event.
	☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	☐ This is a nonprofit organization that meets the exemption requirements described below:
	_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of Seller	Print Name Here
	Date	Daytime Phone

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at **www.revenue.state.mn.us**.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at **www.revenue.state.mn.us**.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.