

## Minneapolis 2019 Holiday Boutique Short-Term Food Permit Procedures

All Exhibitors in the show who are dispensing food and/or beverages must obtain a Short-Term Food Permit. Exhibitors must fill out a permit application and provide payment for the application fee. A maximum of two stands by the same exhibitor are allowed to operate per permit.

**Short-Term Food Application** - Please print and complete:

[http://www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/webcontent/convert\\_259929.pdf](http://www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/webcontent/convert_259929.pdf)

Exhibitors must also adhere to:

- **Environmentally Acceptable Packaging Ordinance:** when distributing samples, exhibitors must use environmentally acceptable packaging.  
([http://cdn.minneapolis.org/digital\\_files/6379/eap\\_ordinance.pdf](http://cdn.minneapolis.org/digital_files/6379/eap_ordinance.pdf))
- **Guidelines for dispensing foods:**  
(<http://www.minneapolismn.gov/www/groups/public/@health/documents/webcontent/wcms1p-136887.pdf>)
- **Fill out the Event Food Booth Self-Inspection on site when setting up booth**  
(<http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/wcms1p-124444.pdf>)

Marketplace Events (MPE) acts as the Event Food Sponsor for the 2019 show. MPE is responsible for collecting all completed permit applications, fees and submitting all exhibitor information, **one time**, directly to the Minneapolis Development Review Office prior to the start of the show.

Exhibitors must send their application and payment to MPE by Friday, **October 4th**. Any exhibitor not adhering to these timelines are subject to additional fees per the City.

**Please make checks payable to: Minneapolis Finance**

**Applications and payments should be sent to:**

Marketplace Events

Attn: Julianne Spargo, Show Manager

75500 France Ave. S #260

Edina, MN 55435

**\*Exhibitors that have a Seasonal Permit DO NOT have to pay the \$87.00 fee, but must still fill out an application and provide permit number in lieu of payment.** Permits will be issued after approval by the Division of Environmental Health has been given. MPE will notify all exhibitors of the approved permit before the shows starts by Monday, October 29, 2018.

MPE and City of Minneapolis employees will be on-site during the show verifying that booth self-inspections have been filled out and that booths are in compliance with the City.