



Vendor/Sponsor Permitting Instructions

For the Walk/Run for Celiac Disease in the Twin Cities on May 19, 2012, any vendor or sponsor who is bringing food and/or supplements to sample and/or sell is required to have a permit from the State of Minnesota. Depending on what you will be serving and preparation involved, you will be issued either a Minnesota Department of Health (MDH) permit or a Minnesota Department of Agriculture (MDA) permit. *In 2012, vendors/sponsors are required to obtain their own permits from the MDA or MDH.*

Please Follow These REQUIRED Steps to be a Vendor/Sponsor and Get Your Permit

1. Submit completed enclosed "Vendor/Sponsor Form" to Celiac Walk organizers to confirm your space at our event. This must be done first. If we are full, we don't want you buying a permit you don't need.
2. Once you have a confirmed space, if you already have a permit from the MDH or MDA for 2012, please send event organizers your permit number and you will be complete. If you had a permit for our event last year, fill out the renewal application that is coming to you (mailed by MDH in November 2011, mailed by MDA in Jan-Feb 2012)

If you don't fall under these options or can't find your renewal form, please continue with Steps 3-5.

3. Figure out what kind of product you will be sampling. Then contact the department that covers that kind of item (see rough criteria below) and request application be mailed to you. If you're unsure, take your best guess and your contact will assist you.

MN Dept Of Health: Anything cooked onsite

Contact: Sarah Leach Sarah.leach@state.mn.us or by phone: 651-201-3984

MN Dept of Agriculture: Anything prepackaged (served in the package or opened and sampled), popcorn, etc

Contact: Cody Gramm cody.gramm@state.mn.us or by phone: 651-285-8465

4. Fill out MDH or MDA application and send it in with fee to the MDH or MDA no later than April 15th, 2012 (Room for 2 dozen vendors. First come, First served)
5. Receive your permit in the mail and bring with you to the May 19th event. The state is usually there for the event, and our vendor liaison will also ask you to make sure you have your permit. You will not get to sample/sell your food if you don't have a permit.

Please don't forget we will be providing your hand-washing station, but you will need to provide other health inspection-required items like serving utensils, gloves and more. Please make sure you know about, and are prepared to meet, those requirements.

Questions?

- **Food Permitting:** please contact Sarah Leach with the Department of Health or Cody Gramm with the Department of Agriculture (contact information above)
- **Event:** Other questions on the Run-Walk For Celiac Disease/Making Tracks for Celiacs, please contact event coordinators: Amy Leger amy@legermn.com | ph: 763-772-4782 or Ann Snuggerud asnuggerud@comcast.net | Ph: 612-889-1511

Don't Forget: First, confirm your interest in the vendor space before getting your permit. Mail your vendor forms & check (payable to ROCK) to Amy Leger, Making Tracks for Celiacs, 1767 127th Ave NE, Blaine, MN 55449