



Open Streets at Penn Fest 2016

Sunday, September 18, 12:00 – 4:00 pm
Penn Avenue, Richfield
\$150 Fee



Business APPLICATION

Open Streets at Penn Fest attracts residents from Richfield and beyond by providing the opportunity to explore the Penn Central neighborhood and businesses through walking and biking. An estimated 7,000 people attended the 2015 Open Streets at Penn Fest event, creating a hub of activity & exposure for local groups and businesses.

Businesses will be charged a \$150 fee to have a space at Open Streets at Penn Fest.

REGISTRATION DEADLINE: SEPTEMBER 6, 2016

Business Name _____

Will you be selling products? No Yes – items being sold: _____

Primary Contact: _____

Phone: _____ Email: _____

To help us plan for your space, describe your set-up and what you will bring for equipment & supplies:

*Groups must be self-sufficient and are responsible for providing their own equipment and supplies, including generators, chairs, tables & tents. Electricity is not available!

Will your group be selling or providing any food/drinks? Yes No

If yes, please list items: _____

Instructions

- For your application to be considered for participation, the following items must be submitted by Tuesday, September 6, 2016:
 1. Completed application
 2. Entry fee (check only, made out to Penn Central) of \$150
 3. ST19 Form (if selling products)
- The Open Streets at Penn Fest Committee reserves the sole right to approve the participation of any applying business. Completing an application does not guarantee participation in Open Streets at Penn Fest. You will be contacted to verify your applications approval. **Non-approved vendors will not be allowed on site.**
- Placement along Penn Avenue will be determined by the Open Streets at Penn Fest Committee. You will be allowed to start set-up at 11:00am on Sunday, September 18 and must be removed from the street by 5:00pm on Sunday, September 18.

- Businesses are not allowed to share or sublet their space to/with another business or organization.
- Space assignments are set-up on Penn Avenue. Businesses are not allowed to set-up on private property. You will receive sufficient space to set-up based on your provided description.
- Businesses must provide all of their own equipment, including tents, chairs, tables & generator. Tents need to be secured by sandbags; stakes may not be driven into the pavement.
- Each business is responsible for the clean-up of their assigned area and adjacent property before departing.
- Space assignments will be sent by September 14 along with detailed information regarding directions for the day of the event.
- Open Streets at Penn Fest will take place rain or shine. No refunds will be issued because of weather. In the case of severe weather, decisions will be made by the Open Streets at Penn Fest Committee.
- No other refunds will be issued for any reason.
- **Anyone selling or providing food (including samples) is required to complete a Temporary Food License Application through the City of Richfield by August 31. No exceptions!**

I hereby release and forever discharge Open Streets at Penn Fest, the City of Richfield, Penn Central, all sponsoring organizations and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of my participation in the Open Streets at Penn Fest event. I further consent to the enforcement of all policies and procedures as set forth in the accompanying information.

I recognize that various photographs, video recordings, and other media will be taken during Open Streets at Penn Fest. I agree to grant full permission to use any photographs, video recordings, or other media that may contain my likeness for the purpose of promoting Open Streets at Penn Fest and its sponsors.

Open Streets at Penn Fest organizers reserve the right to cancel the event without issuing refunds, due to dangerous weather conditions or any unforeseeable circumstances.

Name of Business

Name of Business Representative *(please print)*

Signature of Business Representative

Date

<p>Send application, ST19 Form (if selling products) and payment (check only, payable to Penn Central) to: Open Streets at Penn Fest 7000 Nicollet Ave. Richfield MN 55423</p> <p><u>All registration forms must be received by September 6, 2016</u></p> <p>For questions, contact Ann Jindra, Recreation Supervisor, at ajindra@cityofrichfield.org or 612-861-9361</p>	<p>For office use only:</p> <p>Date Rec'd _____</p> <p>Fee Rec'd _____</p> <p>Check # _____</p> <p>Approval sent _____</p>
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