



Open Streets at Penn Fest 2017

Sunday, September 17, 12:00 – 4:00 pm

Penn Avenue, Richfield

\$230 Fee



Food Vendor APPLICATION

Open Streets at Penn Fest attracts residents from Richfield and beyond by providing the opportunity to explore the Penn Central neighborhood through walking and biking. An estimated 7,000 people attended the 2016 Open Streets at Penn Fest event.

Food Vendors will be charged a fee of **\$230** to have a space at Open Streets at Penn Fest.

A temporary food license through the City of Richfield is REQUIRED for all food vendors.

This is a special license unique to Richfield, more details on page 2.

All vendor applications are due to our office no later than **August 25, 2017.** Applicants will be notified via email if they have been approved or denied as a selected vendor.

2017 Open Streets at Penn Fest Food Vendor Guidelines

- For your application to be considered for participation, the following (5) items must be submitted no later than **August 25:**
 1. Completed application
 2. Entry fee (check only, made out to Penn Central) of \$230
 3. ST-19 Form (separate attachment)
 4. Copy of general liability insurance (naming City of Richfield Recreation Department, 7000 Nicollet Avenue, Richfield, MN 55423 as additional insured)
 5. Temporary food license application (separate attachment)
- It is recommended that Food Vendors apply as soon as possible as applications will be accepted on a first come-first considered basis. Completed applications will be reviewed and approved based on need. We try not to duplicate food vendors.
- Completing an application does not guarantee participation in Open Streets at Penn Fest. You will be contacted via email to verify if your application has been approved or denied. If your application is denied, your entry fee check of \$230 will be mailed to the address provided on the application. The Open Streets at Penn Fest Committee reserves the sole right to approve or deny any Food Vendor. **Non-approved Food Vendors will not be allowed on site.**
- Placement along Penn Avenue will be determined by the Open Streets at Penn Fest Committee. Food Vendors will be allowed to start set-up at 11:00am on Sunday, September 17 and must be removed from the street by 5:00pm on Sunday, September 17. Event is from 12:00 – 4:00pm.
- Space assignments are set-up on Penn Avenue. Food Vendors are not allowed to set-up on private property. The size and location of the vendor space that will be assigned to you will be based off of the description you give on your application.

- No vehicles will be allowed to remain on Penn Avenue except for the food vehicle itself. All others must be removed and parked on an adjacent street. No one will be allowed to drive onto Penn Avenue during event hours for restocking or for any other reason.
- Food Vendors are not allowed to share or sublet their space to/with another business or organization. Shared/sublet vendors will be removed from the event, no refund will be given.
- Food Vendors must provide all of their own equipment. Tents need to be secured by weights; stakes may not be driven into the pavement. **Electricity is NOT available! Generators, if needed, must be provided by the vendor.**
- Each Food Vendor is responsible for the clean-up of their assigned area and adjacent property before departing.
- Food Vendors are required to provide their own trash and recycling receptacles within your unit.
- No grease, cooking water or other food-processing residue may be deposited on or adjacent to Penn Avenue or its sewers.
- Space assignments will be sent by September 12 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 inclement weather, decisions will be made by the Open Streets at Penn Fest Committee.
- No other refunds will be issued for any reason.
- **All Food Vendors must provide a copy of their general liability insurance naming City of Richfield Recreation Department, 7000 Nicollet Avenue, Richfield, MN 55423 as additional insured**
 - The amount should be no less than \$1,000,000 per incidence
 - The name of the insured on the certificate of insurance must match the company name listed on the application, NO EXCEPTIONS.
- **If approved, ALL FOOD VENDORS are required to complete a Temporary Food License Application through the City of Richfield by August 25.**
 - Any food vendor with a Department of Agriculture license or who is licensed by the Minnesota Department of Health still needs to apply through the City of Richfield. This enables our own health inspector to know who will be serving food and what the menu will be.
 - A portion of your fee covers the administrative costs incurred by the city and its contracted health department, Bloomington Public Health.
- Health inspectors from Bloomington Public Health will be on site during the event and will ensure that food dispensing guidelines are followed.

Food Vendor

OPEN STREETS AT PENN FEST APPLICATION

Vendor applications will be accepted until **August 25.**
Applicants will be notified via email if they have been approved or denied.

Business Name _____

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

List ALL food and beverage items you will be selling (and prices if known) or attach a menu:

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

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

(continued on next page)

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.

Business Name

Name of Food Vendor Representative (*please print*)

Signature of Food Vendor Representative

Date

Send completed application, ST-19 Form, proof of insurance, temporary food license application and payment (check only, payable to **Penn Central**) to:
Open Streets at Penn Fest
7000 Nicollet Ave.
Richfield MN 55423

All registration forms & payment must be received by August 25

For questions, contact Ann Jindra, Recreation Supervisor, at
ajindra@richfieldmn.gov or 612-861-9361

For office use only:

Date Received _____

<input type="checkbox"/> Application	<input type="checkbox"/> \$230 Fee
<input type="checkbox"/> ST-19 Form	Check # _____
<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/> Food License
	Date Approved _____