



Open Streets at Penn Fest 2017

Sunday, September 17, 12:00 – 4:00 pm

Penn Avenue, Richfield

\$50 Fee



The Market 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 2016 Open Streets at Penn Fest event, creating a hub of activity & exposure for local groups and businesses.

Individuals selling items, including self-made or home-based products, will be charged a \$50 fee to have a space at Open Streets at Penn Fest.

REGISTRATION DEADLINE: AUGUST 30, 2017

Business Name _____

Items/Products 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:

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

Will you be selling or providing food/drinks? Yes No

Temporary food license is required for anyone giving out food/drinks, including samples!

If yes, please list items: _____

Instructions

- For your application to be considered for participation, the following items must be submitted by **Wednesday, August 30:**
 1. Completed application
 2. Entry fee (check only, made out to Peggy Carlson) of \$50
 3. ST19 Form and a Temporary Food License (if providing food/drinks, by August 25)
- 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 17 and must be removed from the street by 5:00pm on Sunday, September 17.
- Vendors 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 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 severe weather, decisions will be made by the Open Streets at Penn Fest Committee.
- No other refunds will be issued for any reason.
- **Anyone giving out food/drinks (including samples) is required to complete a Temporary Food License Application through the City of Richfield by August 25. 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 Vendor Representative (*please print*)

Signature of Vendor Representative

Date

Send all forms and payment (check only, payable to **Peggy Carlson**) to:

Peggy Carlson
2802 Galtier St.
Roseville, MN 55113

All registration forms must be received by August 30, 2017

Temporary Food License applications are due by August 25

For questions about the Market, contact Peggy Carlson of
Peggy Connects at 612-308-5398 or peggyconnects@gmail.com



For office use only:

Date Rec'd _____

Fee Rec'd _____

Check # _____

Approval sent _____