



# Open Streets at Penn Fest 2018

Sunday, September 16, 12:00 – 5:00 pm  
Penn Avenue, Richfield  
\$150 Fee



## Business APPLICATION

Open Streets at Penn Fest temporarily closes Penn Avenue to car traffic and welcomes community groups, local businesses and vendors to create a fun and festive environment for people to walk, bike, skate and play in the street. This is not a street festival, it is meant to encourage people to explore the Penn Central neighborhood and promote active transportation and healthy living. The event is one mile in length and attractions are spread out along the entire stretch of Penn Ave., creating an active and entertaining environment for all. An estimated 8,000 people attended the event in 2017.

**REGISTRATION DEADLINE: AUGUST 29**

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 **Wednesday, August 29:**
  1. Completed application
  2. Entry fee (check only, made out to Penn Central) of \$150
  3. ST19 Form (if selling products/food/drinks) and/or a Temporary Food License (if providing food/drinks, by August 24)
- 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 11:15am on Sunday, September 16 and must be removed from the street by 6:00pm on Sunday, September 16.
- 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 11 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 free food/drinks (including samples) is required to complete a Temporary Food License Application through the City of Richfield by August 24. 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 all forms and payment (check only, payable to <b>Penn Central</b>) to:  <b>Open Streets at Penn Fest</b>  <b>7000 Nicollet Ave.</b>  <b>Richfield MN 55423</b></p> <p><b><u>All registration forms must be received by August 29!</u></b>  <b>*Temporary Food License applications are due by August 24*</b></p> <p>For questions, contact Ann Jindra, Recreation Supervisor, at  ajindra@richfieldmn.gov 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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