



Open Streets at Penn Fest 2019

Sunday, September 15, 1:00 – 5:00 pm
Penn Avenue, Richfield
\$20/\$50 Fee



Farmers Market 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 2018.

Vendors who participated in the 2018/2019 Winter or 2019 Summer Richfield Farmers Market will be charged a \$20 fee to have a space at Open Streets at Penn Fest. This is a special discounted rate only available to Richfield Farmers Market vendors! All other vendors will be charged a \$50 fee.

REGISTRATION DEADLINE: AUGUST 23

Business Name _____

Primary Contact: _____

Name of Person Selling at the Event (if different than primary contact): _____

Phone: _____ Email: _____

Products sold: _____

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. Tents need to be secured by weights; stakes may not be driven into the pavement. Electricity is not available!**

Will you be selling ready to eat foods? Yes No

**If yes, you are required to apply for a Temporary Food License through the City of Richfield. A Temporary Food License is necessary and must be completed by August 23! A Safe Food Sampling Worksheet is also required.*

Instructions

- The following items must be submitted by August 23 for your application to be considered for participation:
 - Completed and signed application

2. Entry fee (check only, made out to Penn Central) of \$20 or \$50
 3. ST-19 form
 4. Safe Food Sampling Worksheet, if offering samples/ready to eat foods
 5. Temporary Food License Application through the City of Richfield, if offering ready to eat foods.
- The Open Streets at Penn Fest Committee reserves the sole right to approve the participation of any applying vendor. You will be contacted to verify your applications approval. **Non-approved vendors will not be allowed on site.**
 - **You will be allowed to start set-up at 11:30am on Sunday, September 15 and must be removed from the street by 6:00pm on Sunday, September 15.**
 - Space assignments are set-up on Penn Ave. Vendors are not allowed to set-up on private property. You will receive a 15 foot long space, 10 feet deep. If more space is required, contact Ann Jindra (info below).
 - Vendors must provide all of their own equipment, including tents, tables, chairs, & generators. Tents need to be secured by sandbags or weights; stakes may not be driven into the pavement. **Electricity is not available!**
 - Each vendor is responsible for the clean-up of their assigned area and adjacent property before departing.
 - Space assignments will be sent by September 10 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.

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

Please send all forms 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 23

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

For office use only:

Date Rec'd _____

Fee Rec'd _____

Check # _____

Approval sent _____