



MUSIC & MOVIES IN THE PARK FARMERS MARKET - FOOD TRUCK VENDOR

Boerboom Veterans Memorial Park, 416 Central Avenue, Osseo, MN

Vendor Guidelines

Concerts and presentations are scheduled Tuesday nights in the summer. Approximately 50-250 adults and children attend each week. Food Truck vendors are invited to apply to attend the events to market their wares. This small city event values diversity, value, and novelty when selecting event vendors.

Application and Fees

- ◆ Vendors wishing to participate must complete an application form and return it with a refundable \$50 deposit to the City of Osseo to be considered to participate.
- ◆ **The City shall review and approve all vendor applications before a vendor can participate.** Home location of the vendor, and the items a vendor offers will be factors in determining approval. In addition to the refundable deposit, a Transient Merchant permit will be required from selected vendors. The City Council will waive the fee for this permit for approved vendors.
- ◆ Deposits for unaccepted applications will be returned promptly. Deposits will be 'cashed', and refunds will be made by a check payment.

Vendor Goods

- ◆ Vendors may not sell any items not approved or listed in their application. The City has the right to ask vendors to remove such products.
- ◆ All items must be prepared, displayed, and stored in accordance with Minnesota Department of Health and Hennepin County Health Department guidelines.

General Guidelines

- ◆ Vendors must be ready to start selling at 4:30 p.m. The City of Osseo encourages vendors to be in place ½ hour before the event opens, but please note no presales are allowed. Failure to comply with the starting time will result in forfeiture of the deposit and/or loss of future selling privileges. With the exception of the June 18 event, a Market Coordinator will typically be in the vicinity as early as 2:30 p.m. to check in vendors and assist them.
- ◆ There will be space for 1 or 2 vendors per week.
- ◆ There will be no moving vehicles in the sales area between 4:15 p.m. and 8:00 p.m. Failure to comply with this regulation may result in forfeiture of the deposit and/or loss of future selling privileges.
- ◆ Events may occur rain or shine. Weather-related cancellations will be announced by noon on the day of the event. Please call 763-425-2624 if you have questions about threatening weather.
- ◆ Vendors are allowed only one vehicle in the sales area. Personal vehicles may also be parked in a nearby lot.
- ◆ Vendors are responsible for providing all tables (if desired), menu boards, canopies, or any other items needed for their display.
- ◆ Tents and canopies must be weighted down. No stakes may be pounded into the tarmac.
- ◆ Alcoholic beverages are prohibited.
- ◆ Cleanliness is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- ◆ Price, terms of sale, etc., are between buyer and seller only. Vendors agree to abide by fair business practices.
- ◆ Vendors must remove all trash from the market area before leaving. This includes debris, bags, and boxes as a result of their sales. Trash cans are provided only for incidental trash.
- ◆ Any vendor who the City feels is not complying with the Market rules may be asked to leave.

Permits, licenses, taxes, and insurance

- ◆ An event permit will be provided to each vendor. It must be visible in the stall at all times and is not transferable.
- ◆ All permits and licenses required by the City of Osseo, Hennepin County, the State of Minnesota, or the Federal Government are the sole responsibility of the vendors and must be displayed.



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- ◆ In addition to a \$50 refundable deposit, the City of Osseo requires a Transient Merchant permit. The City Council will waive the Transient Merchant fees for selected vendors.
- ◆ Any required sales tax collections and remittances are the sole responsibility of the vendors.
- ◆ The City of Osseo is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the event; whether such injury, theft, or damage occurred prior, during, or after the event, seller further agrees to indemnify and hold the City of Osseo harmless for and against any claims for such injury, theft, or damage.
- ◆ All vendors should carry their own general liability and product liability insurance, as the City does not provide this coverage.

Deposit

A \$50 deposit is required to accompany your application. Deposit will be 'cashed'. Deposits will be returned in full via a check mailed from the City of Osseo following the event, if all of the following requirements are met:

- ◆ Vendor arrives and departs the sales location on time.
- ◆ Vendor provides trash receptacles and removes refuse at the end of the sales period.
- ◆ Vehicles are not moved during the required sales period (4:15 p.m. to 8:00 p.m.).
- ◆ Vendor completes a written evaluation of the event, including providing a summary/approximation of their total sales and recommendations for sales at future events in the City of Osseo.
- ◆ All other requirements listed in this application and guidelines are met.

Music & Movies in the Park Events Diagram



Key

★ **Bandshell / Presentation Location in Boerboom Park**

1 Food Truck Vendor Parking Area
2 Parking Area

Boerboom Park, 416 Central Ave. Osseo, MN

Osseo City Hall, 415 Central Ave. Osseo, MN

Parking: Street & City Hall Lot

Farmers Market: West half of 5th Street blocked 2 pm - 7:30 pm Tuesdays July - September



MUSIC & MOVIES IN THE PARK FARMERS MARKET - FOOD TRUCK VENDOR

Boerboom Veterans Memorial Park, 416 Central Avenue, Osseo, MN

FOOD TRUCK VENDOR APPLICATION

Phone: (763) 425-1454, Nancy Abts Email: nabts@ci.osseo.mn.us

Please Print

Date _____

Food Truck name _____

Name of primary seller _____

Street address _____

City _____ State _____ Zip _____

Home phone _____ Cell phone _____ Fax _____

Email _____ Website _____

Address where food is produced: _____

Minnesota Sales Tax ID number (if applicable) _____

What food related licenses do you currently hold? _____

Additional licensing from the Hennepin County Community Health Department may be required.

Please list all items you intend to sell and their prices. Attach additional page if necessary.

Social media account(s) / website (to be shared while the City promotes the event):

Return completed application & \$50 refundable deposit or [Credit Card Authorization](#) form to:

City of Osseo Parks & Recreation, 415 Central Avenue, Osseo, MN 55369

Fax: 763-425-1111 Email: nabts@ci.osseo.mn.us (please do not email Credit Card information or SSN)

Completed applications received by April 28, 2019, will be considered first. Applications received by April 28 will be notified of their status approximately May 10. Applications that arrive after May 1 will be given consideration, if space allows. Full refunds of the deposit will be given to any applications that are not accepted.



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Please rank your preference of all events you would like to be considered for, with #1 being your most preferred event. (If a date does not work for you, please mark it with an "X".) Approximately 50-250 adults and children attend each week.

| Rank Available Dates (1-8) | Date | 7 pm Performer | Movie at dusk | Expected audience |
|-----------------------------------|-------------|---|--|------------------------------------|
| | June 18 | Led Penny—Classic Rock | | Adults, older children and teens |
| | July 9 | Classic Big Band & the Nostalgics | | Older adults |
| | July 16 | The Zoomobile (presentation) | <i>A Dog's Way Home</i> | Families |
| | July 23 | Darlene and the Boys | | Adults and families |
| | July 30 | (rain date for cancelled performances) | <i>Bumblebee</i> World Taekwondo Academy presentation precedes movie | Families, older children and teens |
| | August 13 | Spark Music Studio student performances | <i>Coco</i> | Extended families |
| | August 20 | Capri Big Band | | Older adults and families |
| | August 27 | | <i>Hotel Transylvania 3</i> Elis Dance Studio presentation precedes movie | Families |

Please read and initial:

- _____ I have read and agree to abide by all policies.
- _____ I agree that the City of Osseo and their respective officers, employees, agents, and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the event; whether such injury, theft, or damage occurred prior, during, or after the event; I further agree to indemnify, defend, and hold harmless the City of Osseo their respective officers, employees, agents, and consultants for and against any claims for such injury, theft, or damage.
- _____ I understand that it is recommended that I carry my own general liability and product liability insurance, as the City of Osseo does not provide this coverage.

Signature _____ Date _____

Return completed application & \$50 refundable deposit or [Credit Card Authorization](#) form to:

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CITY OF OSSEO
 415 Central Avenue
 Osseo, MN 55369
 Phone (763) 425-2624
 Fax (763) 425-1111

Registration for:
 Solicitors
 Peddlers
 Transient Merchants

Information included on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

Applicant Information:

Name _____ Home address _____
First Middle Last Street Address

_____ Home phone _____
City State Zip Code

Daytime phone _____ Other names used by applicant: _____

Date of Birth _____ Drivers License # _____ State _____

Height _____ Weight _____ Hair color _____ Eye color _____ Male _____ Female _____

Have you been convicted of a felony, gross misdemeanor, or misdemeanor in the past 5 years?
 ___ Yes ___ No *If Yes, please explain how this conviction may affect your proposed activities.

| REQUIRED FEES <i>as of 1/1/2016</i> ** | | FEES | |
|--|--|---------------------|-------|
| All Applicants: | Registration Form (Criminal Background Check) Authorization and Release | \$15 per individual | |
| | | No fee | |
| Peddlers & Transient Merchants: | License | 1 Day | \$15 |
| | | 7 Days | \$25 |
| | | 30 Days | \$50 |
| | | 356 Days | \$150 |

****Fees waived for approved Food Truck Vendors for 2019 Tuesday events**



CITY OF OSSEO
 415 Central Avenue
 Osseo, MN 55369
 Phone (763) 425-2624
 Fax (763) 425-1111

Release for:
Minnesota Data Practices Act
General Authorization & Release
Per MN Statute 13.05, § 4

To: City of Osseo
415 Central Avenue
Osseo, MN 55369

I, _____, hereby authorize and grant my informed consent to permit you, _____, to release and make available to the Osseo Police Department and/or its agents and/or representatives, data classified as private which concerns me, except medical and psychological information, and which may be in your possession. The data that I authorize to be released consists of private data, as defined by MN State. 13.02, and has been collected by you as a result of my contacts and associations with you and/or your agents and representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the Osseo Police Department to have access to this information is to do a criminal background check on myself in order for me to be considered for employment with the City of Osseo.

I hereby authorize and grant my informed consent to permit you to make photocopies for the Osseo Police Department of data which concerns me and is in your possession.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the Department or to you of that fact.

Date: _____

Applicant's full name printed: _____

Applicant's address: _____

 (City) (State) (Zip)

SSN: _____ Date of birth: _____

Driver's license number: _____

Applicant's signature: _____



CITY OF OSSEO
 415 Central Avenue
 Osseo, MN 55369
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 Fax (763) 425-1111

License for:
Peddlers
Transient Merchants

*** Solicitors are not Licensed**

Information included on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

Business Information:

Business name _____

Address _____
Street Address City State Zip Code

Phone _____

Federal Tax ID: _____ MN Tax ID*: _____

****If a Minnesota Tax ID is not required, please explain on the reverse***

For Profit ___ Non-Profit ___ Supervisor/manager's name _____

Local point of distribution/address _____

Full description of merchandise you are selling _____

Merchandise in possession? ___ Yes ___ No

Dates and times you will be working in the City _____

List all vehicles that will be used during sales:

Vehicle #1 _____
Make Model Year Color License # State

Vehicle #2 _____
Make Model Year Color License # State

Last five cities where Applicant/Business has been licensed previously _____

I AGREE TO OPERATE SUCH BUSINESS IN ACCORDANCE WITH THE LAWS OF MINNESOTA AND THE ORDINANCES OF THE CITY OF OSSEO. THESE STATEMENTS ARE TRUE, CORRECT, AND ARE MADE WITH THE KNOWLEDGE THAT THIS INFORMATION MAY BE MADE PUBLIC. FALSE DISCLOSURES ARE SUBJECT TO PERJURY PROCEEDINGS AND FORFEITURE OF THE LICENSE APPLICATION.

Signature _____ Date _____

For City Use Only:

Receipt # _____ Date _____

| REQUIRED FEES <i>as of 1/1/2016</i> ** | | FEES | | |
|--|---|---------------------|-------|---|
| All Applicants: | Registration Form (Criminal Background Check) | \$15 per individual | | |
| | Authorization and Release | No fee | | |
| Peddlers & Transient Merchants: | License | 1 Day | \$15 | |
| | | 7 Days | \$25 | |
| | | 30 Days | \$50 | |
| | | 356 Days | \$150 | |
| | | TOTAL | \$15+ | = |

Background check completed? _____(Date) City employee doing check _____

City employee granting approval _____ Issue date _____

***For any monthly permit, this Permit is valid for 30 days from the issue date.**

**Fees waived for approved Food Truck Vendors for 2019 Tuesday events