



Art in the Park Vendor Agreement

Come celebrate the CD release of *The Songwriters and Musicians of Carver County!* Enjoy a live concert featuring musicians from the CD, shop local art vendors, eat, and play!

Location

Firemen's Park, 3210 Chaska Boulevard, Chaska, MN 55318

Important Registration Details

August 1st - Application due to Alyssa Trumbower, Recreation Supervisor of Community Events

- \$50 Booth fee for non-Art Stock vendors
- \$35 Booth fee for Art Stock vendors – request discount code from Alyssa (contact info page 4).

The 10' x 10' booth fee is due at application time. Fees can be [paid online](#), by a credit card over the phone (Chaska Parks and Rec 952-227-7742) or check payable to The City of Chaska.

After deposit of fees, there will be a \$25 cancellation fee. Cancellations must be in writing. After August 15, 2022, no refunds will be given, unless due to inclement weather (policy on page 2).

Event Schedule and Activities

Sunday, August 28, 11 AM-5 PM

- 11 AM - 2 PM: Live Music
- 12 AM - 2 PM Children's Crafts & Games
- 2 PM - 5 PM: Artists CD Release Party
- 11 AM - 5 PM: Art Vendors

Schedule/Times

Check-In & Set-up

All vendors will be **ready to sell by 11:00 AM** on Sunday, August 28, 2022. Exhibitors are responsible for any loss, theft, or damage to their work and/or personal property while setting up, participating in, and taking down their work and display materials during the event.

Vendors can unload their vehicles from the Firemen's Park/Event Center parking lot, then park in the Veterans Parking lot. Volunteers and staff will be available to assist with carrying items, setting up booths, and answering questions.

Vendor Tear Down

No tear down until after the public clears out. All vendors must complete take down **by 6:00 PM**.

Vendors will load their vehicles from the Firemen's Park/Event Center parking lot. We recommend using a cart to bring art pieces to/from your vehicle.

Electricity Needs

Food trucks should be self-sufficient and bring generator(s). Limited plug-ins available.

Menu for Food Vendors

Please include a list of all items and prices to be sold. Please be able to accept cash and credit cards.

Health Permit

All food vendors must be licensed to sell food products and provide a copy of the following licenses with their application: **State of Minnesota Mobile Food license.**

Notes and Reminders

Vendors must supply their own tent and/or awning with **weights**, table(s), chair(s), banner(s), and other supplies. Spaces will be marked and a map showing booth location will be provided prior to the event.

All tents use weights. Be certain that the weights are sufficient to sustain strong winds that sometimes occur during outdoor events. Vendors are responsible for properly securing their tents. **The City of Chaska does not allow stakes.**

All vendors are required to clean their area at the end of the event.

Each exhibitor must comply with all event policies and procedures as well as city, state and federal laws. The Chaska Parks and Recreation Supervisors reserve the right to make determination on any of the above policies and procedures. Compliance is verified during the festival. If any work is determined not to follow policies and procedures, artists agree to remove the work immediately. Failure to remove the work or failure to abide by any other policies and procedures may result in exhibitor's removal from Art in the Park and/or being prevented from future involvement.

City of Chaska Cancellation-Inclement Weather Policy

If we must cancel, due to inclement weather, the following process will be followed:

- Cancellation before 4:30 p.m. on August 27th, 2022: the City will refund the vendor. Every effort will be made to reschedule.
- Cancellation after 4:30 p.m. on August 27th, 2022: the City will refund the artist.
- If the event is stopped by inclement weather/rain and not able to continue, the City will refund the vendor.

Art in the Park Inclement Weather Plan

This event is rain or shine. In case of inclement weather, the event will be moved inside the Chaska Event Center. The **first 30 vendors to register and pay** for this event will receive an 8' x 8' inside space.

Cancellation for Force Majeure

Upon occurrence of a Force Majeure event (as defined below), the City shall promptly notify the other party that a Force Majeure event has occurred and its anticipated effect on performance, including its expected duration or reschedule. If no reschedule is feasible, no compensation will be paid. A "Force Majeure" is an unforeseen event that (i) is beyond a Party's control and may include, but is not limited to, **Acts of God, significant inclement weather conditions, fire, flood, labor difficulties, strike, civil disturbance, war (whether declared or not) , riot, blackout, air raid, acts of public enemy, acts of terrorism, epidemic, pandemic, quarantine or any law, order, rules, regulations, acts or restraints of any governmental body of authority** and (ii) make it impossible or impractical to perform the obligations hereunder.

Additional Regulations and Requirements

- Vehicles are not permitted on sidewalks, grass, or any other event areas besides the parking lots.
- All booth material, tarps and other coverings shall be fire-retardant or fire resistant. Open flames are not allowed.
- No gasoline, kerosene or motor oils are permitted in the event area.
- Unless artists are officially notified of an emergency, booths must be open at the starting time and not close before the closing time. Artists concerned with their personal safety may close. Artists are expected to reopen as soon as the dangerous situation has ended.
- Rude, obscene, or abusive language and/or threatened, actual physical restraint and/or abuse of another event member, staff or public are prohibited.
- No debris may be left behind after tearing down.
- Artists must be present and must show their work for the duration of the show.
- No commercial dealers or agents are permitted to represent the artist.
- Artists must have a Minnesota Tax ID number and submit a completed [Minnesota ST-19](#) form to the Chaska Parks and Recreation Department ATTN: Alyssa Trumbower within 30 days of acceptance to the event.
- Studios involved in volume production, commercially made or manufactured items, are not permitted to exhibit.
- There is approximately a two-foot allowance behind your booth to allow for storage of packing boxes and excess materials.

PARTICIPATION AGREEMENT

I (we) agree with the above agreement to be a vendor at the Art in the Park and CD Release Party. I understand that other vendors may offer products like those available in my area. The City of Chaska nor its representatives shall be held responsible for any damage or loss incurred from any cause, including inclement weather. I understand that if I or any representative of my group do not meet and abide by the regulations, I will be asked to stop operations and will not be eligible for a refund. No refunds will be made after I have accepted participation, unless the event is cancelled due to severe weather, then at the discretion of the Recreation Supervisor.

Full Name: _____

Signature: _____

Date: _____

Submit the agreement with required attachments/copies via mail or email. Electronically via email is preferred.

Email: atrumbower@chaskamn.com

Mail: Chaska Parks and Recreation

ATTN: Alyssa Trumbower

1661 Park Ridge Drive, Chaska, MN 55318