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**2016 Community Table Policy and Registration Form**

**2016 Hours**: **Saturdays**: 8am – 1 pm, May 7 – October 29 **Tuesdays**: 3:00 – 7:00 pm, June 7 – October 25

Since 2003, the Midtown Farmers Market has brought community residents, artisans, and nearby food producers together in a vibrant neighborhood forum. By participating in this forum, not-for-profit organizations from the surrounding neighborhoods can help to ensure that the Midtown Farmers Market will continue to be a place where communities invest energy, foster meaningful relationships, and celebrate connectedness in the open air. On average, the market draws approximately 2,000 customers on a Saturday and 500 on a Tuesday.

**Participation Policy:**

The Midtown Farmers Market invites **not-for-profit** community organizations to rent stall space at Saturday and Tuesday markets in order to share information about their work with the market community.

***Scheduling:***Groups that wish to table at the market must complete the Community Table Registration form and submit it to market staff (info@midtownfarmersmarket.org) at least eight days prior to the date(s) that they wish to attend the market. Groups that arrive on a market day without having been scheduled by market staff will be denied attendance at that particular market.

***Special Event Days:*** The market is hosting several special event days at the market this season. Community tables requesting the following dates should explain in their application how their work matches the theme of the day.

 **Dates:** 5/14 Urban Ag Day, 5/21 Youth Leadership Day, 6/11 Bee and Pollinators Day, 6/25 African American Heritage

Celebration, 7/9 East African Heritage Day, 7/23 Bike Day, 8/20 Festival del Maiz, 9/10 Nordic Fest, 9/24 Native

American Celebration

***Fees:***If market staff approves the application and requested dates**,** the community group will receive an invoice for the agreed-upon amount. The fee for each market is due on or before the day preceding the group’s scheduled market day.

* Saturday markets: $25 per day
* Tuesday markets: $15 per day
* 10’x10’ tent, table, and chair (2) rental: $15 per day\*

\*Organizations are welcome to bring their own equipment OR can rent equipment from the market (when available). Please indicate whether or not you will be using market equipment on the Community Table Registration Form.

***Saturday Volunteer Exchange Discount****:*We offer a limited number of discounted-rate spots ($15 discount per day) on Saturdays for organizations who send 1 or more volunteers to assist with market set up from 6:00am-8:00am. Volunteers must be able to lift and stack chairs and other market equipment. Discounted rate spots are limited and will be confirmed on a first-come-first-served basis.

*At the market*: Community table participants must follow these rules or will be asked to leave the market:

1. Tabling community groups should be set up and present for the entirety of their scheduled market day (8am-1pm on Saturdays and 3pm-7pm on Tuesdays) unless other arrangements have been made with market management. Groups should arrive at the market with ample time to set up their table.

2. No vehicles will be allowed in or out of the market area after the market is open. A community group may unload materials directly from a vehicle before 7:45am on Saturdays and 2:45pm on Tuesdays but must park their vehicle in the lot. No products of any kind may be sold at community tables—all items available at a group’s table must be available free of charge. Community groups may pass out small packaged items for consumption, such as candy, etc. Donation jars are permitted.

4. All materials must be displayed within the confines of the 10’x10’ space. Information may only be distributed at designated tables. Participants may not approach or shout at shoppers passing by their tables. Participants may not stand at the entrance or walk around the market to distribute information.

5. All banners and signage visible to customers must not contain vulgar language or inappropriate content of any kind (as determined by market management). .

6. Music may be permitted but must be approved by market staff.

Please contact market staff at 612-724-7457 or info@midtownfarmersmarket.org with any questions or concerns.

*See the next page for Community Table Registration Form.*

*For office use only: Accepted\_\_\_\_\_\_Date paid\_\_\_\_\_\_Receipt Number\_\_\_\_\_\_\_*

**Registration Form:**

Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the information you would like to distribute at the market:

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Do you plan to rent a tent, table, and chairs from the market? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like to apply for a Volunteer Exchange Discount?\* (Saturdays only) Yes\_\_\_\_\_ No\_\_\_\_\_

\*Discounted-rate spots are limited. Once your Volunteer Exchange has been confirmed, you will be required to provide name(s) and event-day contact info for volunteer(s).

Please list dates on which you would like to reserve a Community Table at the market:

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**Release and Waiver**. I hereby release, forever discharge and hold harmless the Midtown Farmers Market, the Corcoran Neighborhood Organization, and Minneapolis Public Schools, and their successors and assigns, from any and all liability, claims and demands of whatever kind or nature, which arise or may hereafter arise from or in connection with my participation in the Midtown Farmers Market. I take full responsibility for my rented stall space at the market, my equipment and supplies, and all products that I bring to give away at the market. I understand that all participating organizations are strongly encouraged to carry their own liability insurance.

I understand and agree to all of the above terms. I certify that all information given here is accurate.

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Contact Signature Date