



2017 Community Table Application & Policies

Application

/	/	2017	/	/	/
application date	(shaded area for office use)	accepted		date paid	receipt #

organization name _____ **website** _____

contact name last _____ first _____ middle _____

e-mail _____ **phone** _____

please list the dates you would like to reserve a community table at the market

describe the information you would like to distribute at the market

Release and Waiver. I hereby release, forever discharge and hold harmless the West Broadway Farmers Market, the West Broadway Business and Area Coalition, the City of Minneapolis, and their successors and assigns, from any and all liability, demands of whatever kind or nature, which arise or may hereafter arise from or in connection with my participation in the West Broadway 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 agree to all of the above terms. I certify that all information given here is accurate.

contact signature _____ **date** _____

Participation Policies

The West Broadway Farmers Market invites not-for-profit community organizations to rent stall space at Friday markets in order to share information about their work with the market community.

Scheduling: Groups that would like to have a Community Table at the market must complete the above application and submit it to the market staff (marketmanager@westbroadway.org) ten business days before the market they wish to attend (the more advanced notice, the better!).

Fees: When requested dates are approved by Mrkt Mgr, the organization will receive an invoice for the agreed upon amount. The fee is due at least 5 days prior to the market you will attend. **(circle below to indicate if you need to rent equipment)**

Table Space at Friday Markets:	\$20 per day	
Rental Equipment:	\$10 per day	* (Limited Quantities-This includes a tent, table, and chair. Organizations are welcome to bring their own equipment or rent it from the market when available.)

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

- 1) No products of any kind may be sold at the market site—all items available at a group's table must be available free of charge. Community groups may **not pass out anything intended for consumption**. Donation jars are permitted. If approved by market management, organization memberships may be sold at the market.
- 2) If participants plan to unload tabling materials directly from a vehicle, they must arrive before 2:30pm on Fridays. No vehicles are allowed to pass through the market after these times.
- 3) Community Table participants are encouraged to interact with customers and come from behind their tables, if possible. However, information may only be distributed at designated tables. Participants may not shout at shoppers passing by their tables.
- 4) All banners and signage visible to passers-by must not contain vulgar language.
- 5) The market is intended to be a welcoming space for all. Community tabling groups may not engage in partisan political promotions. Animals (other than service dogs) are not allowed at the market. No Smoking within 25 feet of market.

Please contact market staff at 612.353.5178 or marketmanager@westbroadway.org with any questions or concerns.