

# OPEN STREETS MPLS

## 2019 Open Streets Guide

Everything you need to know about getting a spot on the street at Open Streets Minneapolis in 2019

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### How to get your spot on the street at Open Streets Minneapolis:

**Step 1:** Review the information in the 2019 Open Streets guide (below)

**Step 2:** Complete the [Open Streets signup form](#)

**Step 3:** If necessary, submit [food permit](#) and/or [Operator Certificate of Compliance \(ST19\) form](#) by [deadline](#)

**Step 4:** If necessary, submit [payment](#) by [deadline](#)

**Step 5:** Look for an email two weeks before each event with your assigned location and event details

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Questions? Contact:

**our  
streets**  
MPLS

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Event and Program Director  
[nickray@ourstreetsmpls.org](mailto:nickray@ourstreetsmpls.org)  
612-758-0722

## About Open Streets Minneapolis

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Open Streets Minneapolis is a free, public event series that opens city streets to folks biking, walking, and rolling. These events are hosted by [Our Streets Minneapolis](#), a local nonprofit organization, in partnership with the City of Minneapolis. Open Streets Minneapolis gets folks out of their cars so neighbors can explore their communities in a whole new way and invites people to be curious about their city as they discover local businesses, use active transportation, view live performances, create art, and make connections with those around them.

## Dates and deadlines

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<b>Open Streets route</b>	<b>Event date</b>	<b>Payment, food permit, and ST19 deadline</b>
Open Streets Lyndale	Sunday, June 2	Monday, May 13
Open Streets Lake + Minnehaha	Sunday, July 21	Monday, July 1
Open Streets Northeast	Sunday, August 4	Monday, July 15
Open Streets Franklin	Sunday, August 25	Monday, August 5
Open Streets University of Minnesota + Motley	Sunday, September 8	Monday, August 19
Open Streets West Broadway	Saturday, September 14	Monday, August 26
Open Streets Nicollet	Sunday, September 22	Monday, September 2

## What you can do at Open Streets Minneapolis

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Anyone can sign up for a spot on the street to sell, promote, engage, entertain, or provide other family-friendly activities or programming. At each Open Streets Minneapolis event local businesses, artists, community groups, and organizations engage in all types of fun activities. Live music, theater, food, games, interactive art, and community engagement, are some of the many ways you can use your spot on the street. All family-friendly activities conducive to the Open Streets environment are welcome.

Have questions about an activity idea? Contact us (see page 1) and we can discuss!

## Cost for a spot on the street

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The Open Streets participation cost structure is built to support local businesses. Cost depends on your business or entity type and planned activities. Price listed is per event and you will receive a 10% discount for attending multiple events.

The price for attending only Open Streets West Broadway or only Open Streets Nicollet may vary as those events are organized by local route hosts. See the [Open Streets signup form](#) for details.

<b>Programmer</b> free	Artists, musicians, performers or anyone else providing free entertainment or activities for the public can get a spot on the street for free as a programmer.
<b>Business on the route</b> \$100	Businesses located on or immediately adjacent to the event route can get a spot on the street to sell, promote or engage for \$100.
<b>Nonprofit or political campaign</b> \$100	Registered nonprofits and political campaigns can get a spot on the street to promote or engage for \$100.
<b>Artisan Market vendor</b> \$40	Small, home-based arts and crafts vendors can get a spot on the street to sell homemade goods in the designated Artisan Market for \$40.
<b>Business within ½ mile of the route</b> \$200	Business within ½ mile or 5 blocks (whichever is further) of the event route can get a spot on the street to sell, promote or engage for \$200.
<b>Business beyond ½ mile from the route</b> \$500	Any business located farther than ½ mile from the route can get a spot on the street for \$500.
<b>Mobile food vendor</b> \$300	Licensed Minneapolis mobile food vehicle vendors, limited mobile vendors and seasonal food permit holders that are located further than 5 blocks or 1/2 mile from the route can get a spot on the street for \$300 (all other businesses further than 5 blocks or ½ mile from the route are required to participate at \$500)
<b>Street Sponsor</b> \$1000	Any group is welcome to sponsor Open Streets Minneapolis beginning at the \$1,000 level. To learn more about sponsorship opportunities and benefits, visit our <a href="#">sponsorship page</a> .
<b>UMN department, researcher or student group</b> free	University of Minnesota departments, researchers and student groups get a spot on the street at Open Streets University of Minnesota + Motley on Sunday, September 8 for free.

## Payment

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See the [Dates and deadlines section](#) for payment deadline. If you are attending multiple events you may pay in installments before each event. Payment is required before you receive your assigned spot on the street. Submit

payment for your spot on the street on the [payment page on the Open Streets website](#). You can also send a check made out to “Our Streets Minneapolis” to:

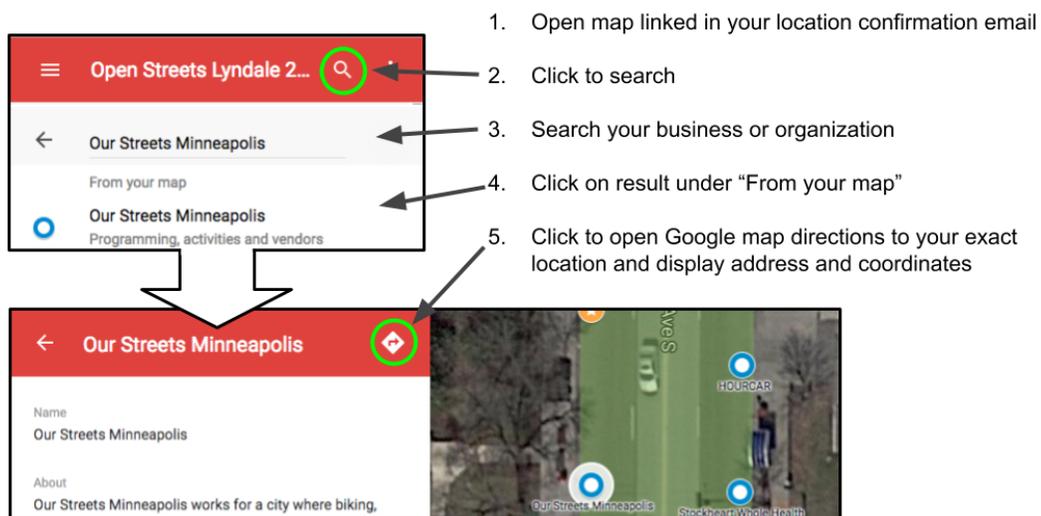
Our Streets Minneapolis  
1428 S Washington Ave #204  
Minneapolis, MN 55454

## Your spot on the street

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Two weeks prior to each event, you will receive an email with a link to the event map that includes your exact spot on the street. If your activities require payment, a food permit, or an Operator Certificate of Compliance (ST19) form for sales, we will not assign your spot until we have received everything we need.

How to find your location on the event map linked in your location confirmation email:



Many factors are considered when determining your location, including:

- Doing our best to honor your location request (you may choose to request a specific location at sign up)
- Ensuring activities are appropriate for their location and respectful to nearby residents and businesses
- Ensuring entities located on the route have first right to the space outside their building or storefront
- Finding a location conducive to your planned activities
- Spacing out mobile food vendors and programming evenly throughout the route
- Ensuring amplified sound locations are at least 300 apart
- Assigning locations in order of sign up; first-come, first-served
- Ensuring the overall event layout meets legal and safety requirements

By default, you get a 20 foot by 20 foot space on the street for your activities. You can request more space at sign up. We can almost always accommodate requests for more space. Your location and a description of your activities you provide at sign up will be placed on a public digital event map on the [Open Streets website](#). Please contact us (see page 1) with any questions about your location or special requests.

# Materials

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Open Streets does not provide any materials; you are responsible for bringing everything you need for your activities. You may bring a tent, tables, chairs, games or other non-dangerous movable materials.

Open Streets does not provide electricity access. You may bring a generator if you need power.

# Event logistics

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## Day-of timeline

<b>Material drop off</b> 9:00 - 10:30 a.m.	Anytime between 9:00 and 10:30 a.m., you may drop off materials in the parking lane or on the boulevard (be respectful of gardens and plantings) adjacent to your assigned spot on the street. You may also move participating motor vehicles (e.g. food trucks) into place during this time. Do not place anything in travel lanes or obstruct the flow of traffic until the street is closed. With the exception of vehicles participating in the event, no parking is allowed on the event route from 9:00 a.m. to 5:00 p.m. All motorized vehicles dropping off materials must be removed from the route by 10:30 a.m. All motorized vehicles participating in the event must be in place by 10:30 a.m.
<b>Street closure</b> 10:30 - 11:00 a.m.	At 10:30 a.m., the police begin closing the route to motor vehicle traffic. By 11:00 a.m., the entire route will be closed to motor vehicle traffic. Once your section of the street is closed, you may move materials into the street. Do not place anything within 10 feet of the center of the street. After the street is closed you may not drive motor vehicles on the event route.
<b>During the event</b> 11:00 - 5:00 p.m.	After the police have closed your section of the street to motor vehicle traffic, you may set up materials in the street. Food, water, portable toilets and fun can be found throughout the event. Call 911 in case of an emergency and specify that you are at Open Streets.
<b>Teardown</b> Must be finished by 5:00 p.m.	Motor vehicle traffic will be back on the street at 5:00 p.m. sharp. All materials must be removed from travel lanes before 5:00 p.m. <b>It is your responsibility to ensure you begin packing up with enough time to be finished by 5:00 p.m.</b> Because teardown times range from 5 to 90 minutes, we do not have a uniform teardown time.
<b>Traffic returns</b> 5:00 p.m.	Police begin opening the street to motor vehicle traffic at 5:00 p.m. Ensure all of your materials are removed from travel lanes before 5:00 p.m. After motor vehicle traffic has returned to the route, you may move motor vehicles participating in the event.
<b>TL;DR (summary)</b>	All your stuff needs to be at your assigned location by 10:30 a.m. and cleared from the street before 5:00 p.m. It is your responsibility to make that happen.

## Inclement weather

Open Streets goes on rain or shine. If severe weather threatens the event, the start time may be delayed or the event may end early. In the event of a start delay, participants will receive an email by 9:00 a.m. the morning of the event. If the event is to end early, Open Streets staff and volunteers will notify all participants in person along the entire route. Any changes to start or end times will also be announced to the general public on all social media platforms.

Portable toilets and water stations will be located throughout each event.

If you have questions during the event, text (preferred) or call our Event and Program Director, Nick Ray at 612-758-0722 or find an Open Streets volunteer.

## Food and beverage permit

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If you are selling or giving away any food or drink, including water, you will need to submit a food permit. See the [Dates and deadlines section](#) for food permit application deadlines. All food permits for Open Streets are free. To obtain a permit, send one of the following to [permits@ourstreetsmpls.org](mailto:permits@ourstreetsmpls.org):

- [Short Term Food Permit Application](#) (complete this application if you do not have one of the pre-existing permit types listed below; the \$90 fee is waived)
- Minneapolis Mobile Food Vehicle vendor (food truck) license number (LICXXXXX)
- Minneapolis Limited Mobile vendor license number (LICXXXXX)
- Minneapolis Seasonal Food Permit license number (LICXXXXX)
- Proof of Cottage Food Law exemption from Minnesota Department of Agriculture
- Proof of registration as a Product of the Farm vendor

You are responsible for complying with the [City's guidelines for dispensing food at events](#). You will be inspected by the City of Minneapolis at Open Streets. The City of Minneapolis will enforce closure and fines for unpermitted vending and food safety violations. For questions on food safety, contact the Minneapolis Health Department at 612-673-3000.

When completing the [Short Term Food Permit Application](#), use the following template when filling out section B:

<b>B Event Information</b>			
Event name		Location of the event	
Open Streets Minneapolis		[list single event--e.g. "Lyndale"--or say "multiple locations"]	
Start date of the event	End date of the event	Start time of the event	End time of the event
[list event date(s)]	[list event date(s)]	11:00 a.m.	5:00 p.m.
Name of the event food sponsor		Name of the sponsoring organization	
Nick Ray Olson		Our Streets Minneapolis	
Email address of the event food sponsor		Telephone number of the event food sponsor	
nickray@ourstreetsmpls.org		612-758-0722	

Approved food distributors will receive a confirmation email a few days before the event confirming the City has approved your participation. Ensure you have your permit at the event. If you have a Mobile Food Vehicle license,

Limited Mobile vendor license, or Seasonal Food Permit license from the City of Minneapolis, ensure you know your license number number (format LICXXXXX).

When setting up, complete the Event Food Booth Self-Inspection Checklist on pages 6 and 7 of the [Short Term Food Permit](#). Avoid common food code violations by:

- Ensuring you have hand washing if you have open food
- Ensuring you have mechanical refrigeration for potentially hazardous foods
- Not touching food that is ready to eat with bare hands

## Securing a food permit for private property

Open Streets cannot provide food permits for activities on private property. If you are thinking of selling or giving away food or beverage on private property or any space not on the street or sidewalk, you must contact Minneapolis Environmental Health well in advance to determine what permits would make this possible:

EnvironmentalHealthPermit@minneapolismn.gov or 612-673-3000. The City of Minneapolis will enforce closure and fines for unpermitted vending and food safety violations.

## Securing a food permit for immediately outside your restaurant

If you are a licensed restaurant along the route that will apply for an expansion of license, contact your [Business Licensing Inspector](#) or Minneapolis Environmental Health. Restaurants with the proper expansion of license usually still need food permits.

## Operator Certificate of Compliance (ST19) form for sales

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If you are selling anything at Open Streets, including food or drink, you must email an [Operator Certificate of Compliance \(ST19\) form](#) to [permits@ourstreetsmpls.org](mailto:permits@ourstreetsmpls.org). Do not send to the Minnesota Department of Revenue. See the [Dates and deadlines section](#) for ST19 submission deadline.

## Amplified sound and music

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Amplified sound means anything loud enough to impact conversations more than 25 feet away. If your sound would interfere with normal conversations at booths or activities immediately next to you, you must specify you intend to use amplified sound when completing the [Open Streets signup form](#). You do not need a sound permit; Open Streets holds the necessary sound permits for the entire event. Open Streets does not provide or facilitate electricity access

A limited number of participants may amplify sound at respectful, family-friendly levels. We fit as many amplified sound sources in as we can while maintaining at least 300 feet between sources to minimize sound overlap. Amplified sound locations are assigned on a first-come, first-served basis.

We love rocking out at Open Streets as long as volumes respect nearby businesses, residents and participants. Your volume must remain at appropriate, family-friendly levels well below what is typical for an outdoor concert. This may mean sound levels need to be lower than you want. Amplified sound subjectively determined to be disrespectfully loud by event organizers will be shut down.

# Policies

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By participating in Open Streets Minneapolis, I agree to the following:

To obtain a dedicated spot on the street during the event to distribute food, sell things, or conduct other approved activities, individuals or entities must complete the [Open Streets signup form](#) or contact Our Streets Minneapolis to sign up (see page 1).

Any individual or group is free to participate in Open Streets Minneapolis without completing the [Open Streets signup form](#) if they are actively moving by biking, walking, skateboarding, etc. within the public right-of-way and not distributing food or beverage, selling anything or engaging in illegal or dangerous activity.

All persons or entities distributing food or beverage within the public right-of-way at Open Street (“food vendor”) must be approved by the City of Minneapolis to distribute food or beverage at Open Streets and be listed on the Event Food Sponsor Permit.

As the event sponsor, Our Streets Minneapolis will apply to the City on behalf of the food vendor for permission to distribute food or beverage at Open Streets. Our Streets Minneapolis will not apply on behalf of vendors with incomplete or inaccurate information. The City has sole authority to approve or deny applicants.

Our Streets Minneapolis will notify all food vendor applications of their approval or denial prior the to event. Food vendor applications denied by the City of Minneapolis are not allowed to participate in the event for which they applied. Food vendors may not apply for or seek permission to distribute food or beverage at Open Streets without Our Streets Minneapolis’ knowledge and consent.

Food vendors must comply with all City of Minneapolis requirements, including completing the day-of Event Food Booth Self-Inspection (see page 4 of the Short Term Food Permit Application).

If using a tent, liquid propane tanks must not be placed under the tent, a 2A10BC fire extinguisher must be on hand and each leg of the tent must have 30 pounds of weight.

Food vendors will be inspected by City of Minneapolis Food vendors found not in compliance with relevant food health and safety standards may receive a citation or be asked to leave the event. All questions regarding food safety and regulations need to go directly to the Minneapolis Health Department at 612-673-2301 or [health@minneapolismn.gov](mailto:health@minneapolismn.gov).

The food vendor is responsible for any penalties--financial or otherwise--as a result of incomplete or inaccurate license or permit information or health or safety code violations or infractions by that food vendor at Open Streets. The food vendor is also responsible for any penalties received by Our Streets Minneapolis--financial or otherwise--a result of incomplete or inaccurate license or permit information or health or safety code violations or infractions by that food vendor at Open Streets.

If you are selling anything at Open Streets you must complete the Open Streets signup form (see the Get a spot page) and submit an Operator Certificate of Compliance (ST19) form (details provided in the signup form and on the permit page) by the specified date. The seller is responsible for any penalties--financial or otherwise--as a result of incomplete or inaccurate information on their Operator Certificate of Compliance (ST19) form or other violations or infractions by that seller at Open Streets.

Payment, food permits, and Operator Certificate of Compliance (ST19) form must be submitted by deadline (See [Dates and deadlines section](#)).

Our Streets Minneapolis and Open Streets Minneapolis reserves the right to refuse participation to and/or remove from any or all Open Streets Minneapolis event any individual, group, or entity that violates any Open Streets policy, engages in illegal activities, or exhibits behavior deemed dangerous, disrespectful, inappropriate, and/or offensive by Our Streets Minneapolis staff.