

# OPEN STREETS MPLS

## 2021 PARTICIPANT GUIDE

### HOW TO GET A SPOT ON THE STREET AT OPEN STREETS MINNEAPOLIS

|            |   |
|------------|---|
| STEP ONE   | Review all info in this Open Streets Mpls <b>2021 Participant Guide</b> .   |
| STEP TWO   | Complete the <b>Open Streets Minneapolis registration form</b> .  |
| STEP THREE | Submit <a href="#">food permit</a> and/or <a href="#">Operator Certificate of Compliance (ST19) form</a> by <a href="#">deadline</a> . (If applicable.) |
| STEP FOUR  | Submit <a href="#">payment</a> by <a href="#">deadline</a> . (If applicable.)   |
| STEP FIVE  | Look for an email two weeks before each event with your assigned location and event details.  |

### QUESTIONS? CONTACT OUR STREETS MINNEAPOLIS

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Event & Program Coordinator  
Our Streets Minneapolis  
[events@ourstreetsmpls.org](mailto:events@ourstreetsmpls.org)  
612-568-6227

**our streets** MPLS



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## 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.

## COVID-19 RESPONSE AND CANCELLATION POLICY

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The health of our community is our top priority. Open Streets Minneapolis events will comply with guidance from public health experts and will be canceled if the available information suggests large gatherings pose a significant public health risk. At this time, we are prepared to cancel any and all events as necessary.

**We will decide whether to hold each event eight weeks before the event date.** This timeline gives us flexibility to adapt to new information. If an event is canceled, we will communicate with our partners and the public through our social media, website, and e-mail newsletter. Sign up will become available for each event eight weeks prior to each event.

## DATES AND DEADLINES

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| Open Streets Route                | Scheduled Event Date            | Sign-Up Opens   | Payment, food permit, ST19 deadline |
|-----------------------------------|---------------------------------|-----------------|-------------------------------------|
| <del>Open Streets Franklin</del>  | <del>Sunday, July 11</del>      | CANCELLED       |                                     |
| <del>Open Streets East Lake</del> | <del>Sunday, July 25</del>      | CANCELLED       |                                     |
| <del>Open Streets Northeast</del> | <del>Sunday, August 1</del>     | CANCELLED       |                                     |
| <b>Open Streets West Broadway</b> | Saturday, September 11          | Monday, July 26 | Monday, August 23                   |
| <del>Open Streets Nicollet</del>  | <del>Sunday, September 19</del> | CANCELLED       |                                     |
| <b>Open Streets Lyndale</b>       | Sunday, October 10              | Monday, July 26 | Monday, September 20                |
| <b>Open Streets Minnehaha</b>     | Sunday, October 24              | Monday, July 26 | Monday, October 4                   |

## WHAT YOU CAN DO AT OPEN STREETS MINNEAPOLIS

Anyone can sign up for a spot on the street to sell, promote, engage, entertain, or provide other family-friendly activities or programming! Participants in Open Streets Minneapolis might include:

- Local businesses
- Artists, zine creators, and crafters
- Community groups
- Advocacy organizations
- Live musicians
- Theatre makers
- Food vendors
- Interactive art creators
- Fitness instructors
- Any Minneapolis group or individual with a story to share!

Be creative and think outside the box! All fun, engaging, and family-friendly activities are welcome. Have questions about an activity idea? Contact us at [events@ourstreetsmpls.org](mailto:events@ourstreetsmpls.org) or 612-568-6227.



## SPOT ON THE STREET PARTICIPANT FEES - LYNDAL & MINNEHAHA

The Open Streets Minneapolis fee structure is designed to increase access for local business and advocacy organizations. Fee amount depends on your business or entity type and planned activities. Fee listed is per event. Please note that fees for Open Streets West Broadway differ from the fees for Open Streets Lyndale and Open Streets Minnehaha.

This year, Our Streets Minneapolis is pleased to offer a 30% reduction in sign up fees for the 2021 Open Streets Minneapolis season. This has been made possible through funds provided to Our Streets Minneapolis by the City of Minneapolis through the American Rescue Plan.

| TYPE   | FEE                    | DESCRIPTION  |
|--|------------------------|--|
| PROGRAMMER   | 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.   |
| BUSINESS ON ROUTE                                    | <del>\$100</del> \$70  | Businesses located on or immediately adjacent to the event route can get a spot on the street to sell, promote or engage for a reduced fee of \$70.  |
| NONPROFIT OR CAMPAIGN                                | <del>\$100</del> \$70  | Registered nonprofits and political campaigns can get a spot on the street to promote or engage for a reduced fee of \$70.   |
| ARTISAN MARKET VENDORS                               | <del>\$40</del> \$28   | Small, home-based arts and crafts vendors can get a spot on the street to sell homemade goods in the designated Artisan Market for a reduced fee of \$28.  |
| BUSINESSES WITHIN ½ MILE OF ROUTE                    | <del>\$200</del> \$140 | Businesses 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 a reduced fee of \$140.   |
| BUSINESSES BEYOND ½ MILE FROM ROUTE                  | <del>\$500</del> \$350 | Any business located farther than ½ mile from the route can get a spot on the street for a reduced fee of \$350.   |
| MOBILE FOOD VENDORS AND SEASONAL FOOD PERMIT HOLDERS | <del>\$300</del> \$210 | 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 a reduced fee of \$210. |
| STREET SPONSOR                                       | \$1000 and up          | To learn more about sponsorship opportunities and benefits, visit our <a href="#">sponsorship page</a> .   |

## SPOT ON THE STREET PARTICIPANT FEES - WEST BROADWAY

The Open Streets West Broadway fee structure is designed to increase access for the Near North community of Minneapolis. The Near North Community includes the Harrison, Hawthorne, Jordan, Near North, Sumner-Glenwood, and Willard-Hay neighborhoods. Fee amount depends on your location, your entity type, and your planned activities.

Open Streets West Broadway is hosted by the [West Broadway Business and Area Coalition](#) (WBC). Registration, payment, and permits should be submitted to Our Streets Minneapolis.

| TYPE   | FEE   | DESCRIPTION  |
|--|-------|--|
| PROGRAMMER   | 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.                                   |
| BUSINESS, NONPROFIT, CAMPAIGN, OR ARTISAN MARKET VENDOR ON ROUTE | free  | Businesses, registered nonprofits, campaigns, or artisan market vendors located on or immediately adjacent to the event route can get a spot on the street to sell, promote or engage for free.  |
| BUSINESS, NONPROFIT, OR CAMPAIGN IN NEAR NORTH COMMUNITY         | \$50  | Businesses, registered nonprofits, and political campaigns located in the Near North community in Minneapolis can get a spot on the street to promote or engage for \$50.                        |
| ARTISAN MARKET VENDORS OUTSIDE NEAR NORTH COMMUNITY              | \$28  | Small, home-based arts and crafts vendors located outside the Near North community in Minneapolis can get a spot on the street to sell homemade goods in the designated Artisan Market for \$28. |
| NONPROFIT OR CAMPAIGN OUTSIDE NEAR NORTH COMMUNITY               | \$70  | Registered nonprofits and political campaigns outside the Near North community in Minneapolis can get a spot on the street to sell, promote or engage for \$70.                                  |
| BUSINESSES OUTSIDE NEAR NORTH COMMUNITY                          | \$200 | Any business located outside the Near North community in Minneapolis can get a spot on the street for \$200.   |
| MOBILE FOOD VENDORS AND SEASONAL FOOD PERMIT HOLDERS             | \$150 | Licensed Minneapolis mobile food vehicle vendors, limited mobile vendors and seasonal food permit holders can get a spot on the street for \$150.  |

## PAYMENT

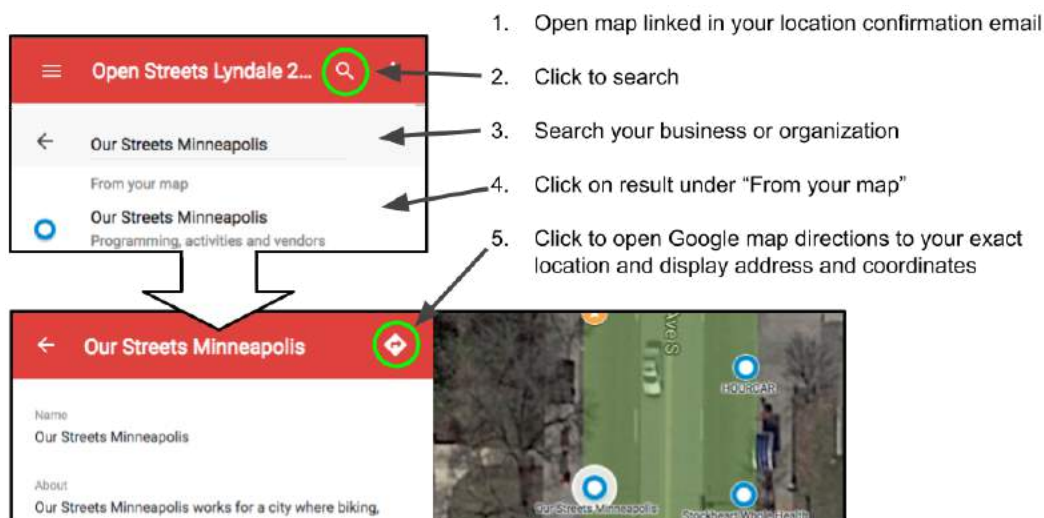
See the [Dates and deadlines section](#) for payment deadlines. **Payment is required for each event before you receive your assigned spot on the street.** Follow the instructions on the invoice you received at sign up to pay. You can also send a check made out to “Our Streets Minneapolis” to:

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

## YOUR SPOT ON THE STREET

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:

- Your location request (you may choose to request a specific location at sign up)
- Ensuring activities are appropriate for their location and respectful to residents and businesses.
- Allowing entities located on-route to have the space outside their building or storefront.
- Choosing 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

## ***(Your Spot on the Street - Continued)***

By default, each spot host has 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 Minneapolis website](#). Please contact us at [events@ourstreetsmpls.org](mailto:events@ourstreetsmpls.org) or 612-568-6227 with any questions about your location or special requests.

## **MATERIALS**

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Open Streets Minneapolis does not provide any materials; spot hosts (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 Minneapolis does not provide electricity access.** You may bring a generator if you need power.

## **AMPLIFIED SOUND AND MUSIC**

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A limited number of participants may amplify sound at Open Streets Minneapolis. Amplified sound means anything loud enough to impact conversations more than 25 feet away. If this applies to your activities, you must specify you intend to use amplified sound when completing the Open Streets Minneapolis signup form. 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.

To respect our neighbors and comply with City ordinance, **all amplified sound at Open Streets Minneapolis must not exceed 85 dB(A)** measured 20 feet from the source. This is well below typical outdoor concert levels. Don't have a sound level meter? We can measure during the event or you can take advantage of the many free sound level meter mobile apps.

You do not need a sound permit; Open Streets Minneapolis holds the necessary sound permits for the entire event. Open Streets Minneapolis does not provide or facilitate electricity access.



## EVENT LOGISTICS & SCHEDULE

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**All materials must be at your assigned location by 10:30 AM and cleared from the street before 5:00 PM. It is your responsibility to adhere to that schedule.**

**If you have questions during the event, text (preferred) or call Ember Rasmussen, Our Streets Events & Program Coordinator, at 612-368-8055.**

### 9:00 AM - 10:30 AM | MATERIALS DROP OFF

- Anytime between 9:00 and 10:30 AM, 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 at this time.
- With the exception of vehicles participating in the event, no parking is allowed on the event route from 9:00 AM to 5:00 PM.
- All motorized vehicles dropping off materials must be removed from the route by 10:30 AM.
- All motorized vehicles participating in the event must be in place by 10:30 AM.

### 10:30 AM - 11:00 AM | STREET CLOSURE

- At 10:30 AM, the police begin closing the route to motor vehicle traffic.
- By 11:00 AM, 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.

### 11:00 AM - 5:00 PM | DURING THE EVENT

- 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.**
- In case of emergency, call 911 and specify that you are at Open Streets Minneapolis.

### BEFORE 5:00 PM | TEARDOWN

- Motor vehicle traffic will be back on the street at 5:00 PM sharp.
- All materials must be removed from travel lanes before 5:00 PM.
- **It is your responsibility to ensure you begin packing up with enough time to be finished by 5:00 PM.** Because teardown times range from 5 to 90 minutes, we do not have a uniform teardown time.

### 5:00 PM | TRAFFIC RETURNS

- Police begin opening the street to motor vehicle traffic at 5:00 PM.
- Ensure all of your materials are removed from travel lanes before 5:00 PM.
- After traffic has returned to the route, you may move motor vehicles participating in the event.

## INCLEMENT WEATHER

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Open Streets Minneapolis goes on rain or shine. If severe weather threatens the event, the start time may be delayed or the event may end early. Any changes to start or end times will be announced to the general public on all social media platforms.

**In the event of a start delay**, participants will receive an email by 9:00 AM the morning of the event.

**If the event is to end early**, Open Streets Minneapolis staff and volunteers will notify all participants in-person along the route.

## 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 Minneapolis 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 Minneapolis. 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.

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 7 and 8 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 Minneapolis 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](mailto: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 Minneapolis, 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 it to the Minnesota Department of Revenue. See the [Dates and deadlines section](#) for ST19 submission deadlines.

## AMPLIFIED SOUND AND MUSIC

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To respect our neighbors and comply with City ordinance, **all amplified sound at Open Streets Minneapolis must not exceed 85 dB(A)** measured 20 feet from the source. This is well below typical outdoor concert levels. Don't have a sound level meter? We can measure during the event or you can take advantage of the many free sound level meter mobile apps.

**You do not need a sound permit;** Open Streets Minneapolis holds the necessary sound permits for the entire event. Open Streets Minneapolis does not provide or facilitate electricity access.

## POLICIES

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

1. 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 Minneapolis registration form.
2. Any individual or group is free to participate in Open Streets Minneapolis without completing the Open Streets Minneapolis registration 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.
3. 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 Minneapolis and be listed on the Event Food Sponsor Permit.
4. 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 Minneapolis. 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.
5. Our Streets Minneapolis will notify all food vendor applications of their approval or denial prior to the 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 Minneapolis without Our Streets Minneapolis’ knowledge and consent.
6. 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).
7. Food vendors using tents must not place liquid propane tanks under the tent, a 2A10BC fire extinguisher must be on hand, and each leg of the tent must have 30 pounds of weight.
8. 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).
9. 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 Minneapolis. 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 Minneapolis.
10. If you are selling anything at Open Streets Minneapolis you must complete the Open Streets Minneapolis registration form (found on the Get a Spot page) and submit an Operator Certificate of Compliance (ST19) form (details provided in the registration 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 Minneapolis.

11. Payment, food permits, and Operator Certificate of Compliance (ST19) form must be submitted by deadline (See [Dates and deadlines section](#)).
12. 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 Minneapolis policy, engages in illegal activities, or exhibits behavior deemed dangerous, disrespectful, inappropriate, and/or offensive by Our Streets Minneapolis staff.