

Rondo Avenue,

1360 University Avenue, PO Box 140, St. Paul, MN 55104



Incorporated

Phone: 651.315.7676 www.RondoAvenueInc.org

Dear Rondo Village Candidate:

On behalf of the Board of Directors of Rondo Avenue, Inc., (RAI) we would like to extend an invitation to you, to join us as we celebrate the 33rd Anniversary of the Rondo Days Festival, Frank Adams 5K Walk & Run and Grande Parade on Saturday, July 16th, 2016. Our theme is:

“RONDO 2K16: RECOGNIZING THE PAST, HONORING THE PRESENT & SOARING INTO THE FUTURE”

The RAI Board is excited to announce that this year, Rondo Days Festival will be featuring the “Rondo Village”: Large tents hosting smaller businesses (net revenue \$100,000 (or less) annually) “the moms and pops businesses” that helped Rondo’s community be self-sustaining and the arts at the affordable fee of \$250 per table space. The Village Area will have limited space available, so please apply early to secure a spot by:

1. Completing the attached Rondo Village Application packet. Note: Rondo Days Festival is a rain or shine event and refunds will NOT be issued if event is cancelled due to dangerous or severe weather conditions or any other acts of God, or any other situations beyond RAI’s control.
2. Please make your check or money order payable to Rondo Avenue, Inc. and mail payment and documents to: Rondo Avenue, Inc., Festival Department, 1360 University Avenue West, P.O. Box #140, St. Paul, MN 55104.
3. Applications **MUST** be fully completed and include proof of insurance and required licenses along with full payment of application fees and \$50.00 Clean up & Recycling Deposit when submitted. Incomplete applications will **NOT** be processed.
4. Please note the designated times for the following activities:
 - ❖ **Set Up Time:** **Saturday, July 16th, 2016 from 6:00AM – 9:30AM**
 - ❖ **Festival Hours:** **Saturday, July 16th, 2016 from 10:00AM – 6:00PM**
 - ❖ **Tear Down:** **Saturday, July 16th, 2016, from 6:00PM – 7:30PM**
 - ❖ **NO Parking Enforced:** **Saturday, July 16th, 2016 from 9:30AM -6:00PM**
 - ❖ **Frank Adams 5K Walk and Run:** **Saturday, July 16th, 2016 from 8:00AM – 9:30AM**
 - ❖ **Grande Parade:** **Saturday, July 16th, 2016, from 10:00AM – 11:30AM (ending at Mackubin Street and Carroll Avenue -- near the Festival Grounds)**

Village table space will be assigned according to your business type and the date your application is received, therefore it’s invaluable for your small business/organization to return your Rondo Village Application packet, all required documents and payment as quickly as possible.

If you have any further questions, please feel free to contact the Rondo Hotline at 651 315 7676, extension #1, visit our website at www.RondoAvenueInc.org or email us at VisionsMerging@gmail.com

We look forward to receiving your application.

Sincerely,
Rondo Days Festival Committee

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Rondo Phone: 651 315 7676, Extension #1

Fax: 651 538 6511

SMALL BUSINESS NAME:

CONTACT NAME:

CONTACT PHONE:

EMAIL:

RONDO VILLAGE APPLICATION CHECK LIST

Items Completed And Included With This Application	Check Appropriate Box
1. Rondo Village Application Check List	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Rondo Village Application Form	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Signed Rondo Village Agreement	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Documentation Business net \$100,000 (or less) annually (REQUIRED)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Merchandise Vendor – List of Items Being Sold	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Art <input type="checkbox"/> Books <input type="checkbox"/> CDs/Music <input type="checkbox"/> Clothing (<u>NO</u> sale of T-shirts will be allowed!!) <input type="checkbox"/> Jewelry <input type="checkbox"/> Pre-packaged Homemade Food (<u>NO</u> sale of beverages will be allowed!!) <input type="checkbox"/> Professional Services	<input type="checkbox"/> \$250.00
7. Cleaning & Recycling Deposit of \$50.00 (Separate Check Please)	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. General Liability Insurance Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
9. MN State Tax ID (enter your number here _____)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

Mail all required documents with completed application and \$250 Village fee check along with a SEPARATE check for the \$50.00 cleaning & recycling deposit to: Rondo Avenue, Inc., Festival Department, 1360 University Avenue West, P.O. Box #140, St. Paul, MN 55104

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2016 Rondo Village Application

- ❖ The 2016 Rondo Days Festival is Saturday, July 16th, 2016 at the Rondo Educational Center Field, Basketball Court and upper parking lot on the corner of Dale and Concordia Ave (560 Concordia (Old Rondo) Avenue).
- ❖ Included in your purchase: One 8 foot table and two chairs -- NO personal tents allowed. If additional chairs -- NO extra tables allowed -- are needed, please bring your own.
- ❖ Mail completed application and full payment – including separate \$50.00 Clean Up & Recycling Deposit check to: Rondo Avenue, Inc., Festival Department, 1360 University Avenue, P.O. Box #140, St. Paul, MN 55104
- ❖ Your participation is at the discretion of the Rondo Avenue Inc. Board, whose decisions are final. In the event your application is denied, payment will be returned in full within 6-8 weeks of receipt date.
- ❖ A separate check for the \$50.00 CLEAN UP & RECYCLING DEPOSIT is required and must be submitted with Village application. This payment will be refunded to the Villager upon Check Out provided the chairs and table are returned to the Information Tent and successful clean up of tent area – sorting and placing trash and recycling in the proper receptacles provided. Failure to check out will result in forfeiture of security/clean up and recycling deposit check – NO EXCEPTIONS.
- ❖ NO refunds of Village fees will be issued unless your application is denied by the Rondo Avenue Inc. Board.

SMALL BUSINESS INFORMATION:

Business:

Date:

Contact Name(s):

Address:

City:

State: Minnesota

Zip:

Day Phone:

Eve. Phone:

E-mail:

Website:

Description of small Business:

Description of Merchandise Being Sold:

The Rondo Village will be located on the Rondo Educational Center Basketball Courts. Rondo Days Festival Committee reserves the right to place Villagers according to the needs of the Villagers and Event.

CHECK #1: Small Businesses (<u>MUST</u> include documentation that business revenue nets \$100,000 (or less) annually and list of merchandise being sold)	\$250.00
CHECK #1 GRAND TOTAL	\$250.00
CHECK #2: Clean up & Recycling Deposit Fee (available for pick up during check out if space is clean, recycling in proper containers and table & chairs are returned to Information tent)	\$50.00



RONDO VILLAGE AGREEMENT

General Contract & Village Policies:

1. **Agreement:** Rondo Avenue, Inc. (RAI) reserves the right to accept, change, or reject an agreement if said agreements fail to meet specific requirements based on vendor category selection, incorrect or misleading information or any item that may be considered a violation of RAI, City or State rules, regulations, ordinances or law.
2. **Alcoholic Beverages:** Consumption of alcoholic beverages within the park is prohibited.
3. **Applications:** Applications MUST be fully completed and include proof of insurance and required licenses along with full payment of \$250 Village application fee and \$50.00 Clean up & Recycling Deposit when submitted. Incomplete applications will NOT be processed.
4. **Attendance:** Estimated attendance is projected to reach up to 30,000 people throughout the day. The Rondo Days Festival Committee (RDFC) does not present projected attendance as actual – it is an estimate based on past attendance, planned promotions and other various factors.
5. **Cancellation Policy:** The Festival will be held rain or shine. Refunds will NOT be issued if event is canceled due to dangerous or severe weather conditions or any other acts of God, or any other situations beyond RAI's control.
6. **Emergency Assistance:** A festival volunteer or police officer will offer assistance to you at any time. Medical staff will also be available in the park. If you need any assistance during the event, please notify a RDFC staff person at the Information Booth.
7. **Equal Opportunity Vendor:** Each Vendor affirms that they are an equal opportunity Vendor and that they do NOT discriminate in hiring, employing, participating in services rendered based on race, color, creed, national origin, ancestry, age, sexual orientation, marital status, disability or as otherwise specified by governing law.
8. **Exclusivity for Approved Villagers:** Rondo Days Festival is issued a Block Party Permit from the City of St. Paul Police Community which allows Rondo Days Festival to control/restrict ALL outside vending and peddlers within 2,000 feet (approximately 4 blocks) every direction of the outer perimeters of the Rondo Days Festival. Minnesota State Licensing Staff, the St. Paul Police Department and our Staff/Board will be checking every food vendor for the Official Rondo Days designation as well as all Permits required by law. Vendor units positioned outside on private residential property located with 2,000 feet of Rondo Educational Fields are subject to all Rondo Days fees, rules and Minnesota Department of Health (MDH).
9. **Generators:** ALL Villagers must provide their own generators for electrical power. Single outlet power cord extensions to your booth are your responsibility. Electrical cords should be in good condition, without splices, deterioration or damage. This is for the public safety of all Festival Guests.
10. **"Green" Festival":** We are a "Green" Festival. Our goal for this year's Festival is to reach the 100% Waste site Prevention mark. We request that you join us in our "recycle, reduce, and reuse" efforts. Please try to use as many paper/recyclable, bio-degradable products as possible – Styrofoam and waxed products are NOT allowed.
11. **Guns:** Rondo Avenue, Inc., and St. Paul Public Schools BANS all GUNS on the Festival grounds.
12. **Insufficient Funds:** If your check is returned to Rondo Avenue, Inc., due to insufficient funds, you will be notified. Full restitution, including an insufficient funds charge of \$35.00, must be received before relevant deadlines. Acceptable methods of payment are cash, money order or cashier's check. Rondo Avenue, Inc., reserves the right to suspend check writing privileges for future Rondo Avenue, Inc., payments.
13. **Letters of Confirmation:** Letters of Confirmation, including booth assignment, will be emailed prior to Rondo Days Festival to the email address provided on the application.
14. **Noise Amplification:** Noise amplification equipment is prohibited.
15. **Pets:** No pets are allowed in the park, unless they are certified medical assistance dogs.
16. **Radio, Web, Social Media:** Any Radio, Internet, Social Media (i.e. Facebook, Twitter, Instagram, etc.) or other electronic transmissions including, but not limited to, videotaping and photography of any kind for public use or personal gain is forbidden without the prior written approval of RAI.
17. **Removal of Villagers:** RAI will assess costs associated with Villagers that are removed from the Festival and will subsequently invoice those Villagers for that cost.
18. **Right to Refuse Applicants:** Rondo Avenue, Inc. (RAI) Board reserves the right to refuse applicants. The decisions of the RAI Board are final!! In the event that your application is denied, the Rondo Days Festival Committee (RDFC) will refund your full payment, including your \$50 Clean up and Recycling deposit within 6-8 weeks of receipt date. Non-approved Villagers will NOT be allowed on site.



19. **Rondo Avenue, Inc., Name and/or Logo:** Participation in the Rondo Days Festival does not imply endorsement or affiliation with the organization and/or individual. Villagers are prohibited from using the Rondo Avenue, Inc. Festival name and/or logos without prior written approval from RAI.
20. **Security:** There will be security personnel on duty during the festival. However, the Rondo Days Festival and/or the Rondo Avenue, Inc. Board of Directors cannot be held liable or responsible in any way for loss or damage to merchandise, equipment or injury to any person participating. Please remove all personal items from your booth and vehicle when left unattended.
21. **Smoke Free Environment:** The Rondo Days Festival is a smoke free event. Smoking, including E-Cigs, on the Festival grounds is prohibited.
22. **Tax Calculating and Reporting:** ALL Villagers are solely responsible for calculating and reporting to the Internal Revenue Service and the Minnesota Department of Revenue for all taxes arising from all sales of taxable items at the Festival.
23. **Vendor Sales:** The Rondo Days Festival Committee does NOT guarantee vendor sales.
24. **Waste and Recycling:** As a result of the City of St. Paul recycling ordinance, Rondo Avenue, Inc. requires ALL VILLAGERS to adhere to the recycling regulations. Each Vendor is responsible for the clean up in their assigned area. To help to easily identify, Villagers are asked to place their recycling material in clear bags and trash/waste in black bags. In addition, all recycling materials should be flattened and placed in appropriate recycling container. The \$50.00 Clean up & Recycling deposit will be refunded if all recycling conditions have been satisfied.

Check In and Check out Procedure:

1. Each Villager **MUST** check in at the Rondo Avenue, Inc. Information Booth, located at the Southwest corner of the Upper Parking Lot, near the entrance to the Rondo Educational Field, to confirm/receive your tent location **BEFORE** you may set up.
2. Vendor check-in begins at 6AM on Saturday, July 16th, 2016. ALL Villagers must check in **prior** to 9:30AM on Saturday, July 16th, 2016.
3. Villagers are restricted from driving vehicles into festival areas, including all entrance areas and driveways, from 9:30AM – 6:00PM. You may shut down early, however **NO** vehicles will be allowed in the festival area until the specified 6:00PM ending of the event and all patrons have cleared the area.
4. Each Villager **MUST** check out with a RAI Board Member or volunteer, at the Information Tent. Tables and chairs are to be returned to the check-in/information booth immediately at the end of the festival. Your \$50.00 Clean up & Recycling deposit will be refunded if you have satisfactorily cleaned your Village space – sorting and placing trash & recycling in the proper receptacles provided. Failure to check out will result in forfeiture of clean up & recycling deposit check (NO EXCEPTIONS).

Parking:

1. Rondo Days Festival will NOT assume responsibility for any tickets issued by the City of St. Paul Police or Parking Enforcement nor any towing expenses incurred for vehicles.
2. The No Parking Signs will be enforced from 9:30AM –6:00PM. You will need to unload your equipment immediately and remove your car from the no parking areas.
3. Upon check-in, **VILLAGERS** will be issued a Parking Pass that will allow one vehicle to park in the UPPER RONDO Educational Center Parking lot, provided it is prominently displayed in your driver's side, front windshield, with your business name and Village space # written on it. ALL VIOLATORS ARE SUBJECT TO BE TICKETED AND/OR TOWED by St. Paul Police Parking Enforcement and RAI will not assume any responsibility *Please note: For the safety of festival attendees, vehicles parked in the UPPER parking lot will **NOT** be allowed to (re-)enter after 9:30AM until the Festival is over**

Space Assignments and Location:

1. Please come to the Rondo Information Booth to check-in to receive your space number. Space is assigned by the Rondo Days Festival Committee (RDFC) thus you are restricted from “switching”, changing, or altering your assigned booth space. Minor modifications may be made if space allow, and approved by the RDFC.
2. RDFC reserves the right to place Villagers according to the needs of its members and the Festival.
3. Space is limited. Villagers may use only agreed upon space approved by the RDFC. You are renting a space – ALL business or other activity for which applicant has rented a space, **MUST** be conducted in your designated area only. NO distribution of literature, campaign signs, advertising signs, materials, sales or sampling etc. may be done via walking around the Rondo Days Festival grounds. Signs posted outside of your assigned booth space will be promptly removed and disposed of by the RDFC and/or security.
4. All Villagers agree that all fees paid to RAI are non-transferable and no space may be sublet, reassigned or otherwise transferred to a 3rd party.

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- Rondo Avenue, Inc. (RAI) has legal possession and control of the festival on Saturday, July 16th, 2016.
- I agree to waive, release and discharge from any and all liability for death, disability personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me and/or my business/organization. RAI and its officers, directors, agents, and employees-, RAI and Rondo Days sponsors and their officers, agents and employees, contractors, Parks and Recs and the City of St. Paul, St. Paul Public Schools, it's officers, agents and employees.
- I have read, clearly understand and agree to the conditions stated in the 2016 Rondo Days Village Agreement, and have provided truthful and complete information.
- I clearly understand the responsibilities accorded to me/my business as a Village vendor at the 2016 Rondo Days Festival.

Please sign below to confirm you understand and agree to the Rondo Village Agreement, Terms and Conditions as well as all related attachments and that you, the undersigned agrees to hold harmless Rondo Avenue, Inc. (the "Organizer") and each of its directors, officers, officials, employees, contractors, agents, attorneys and consultants from any and all losses, claims, damages, expenses, judgments and liabilities and causes of action, including, but not limited to, claims, judgments, liabilities and reasonable attorney's fees on account of any act, omission, negligence, fault or default of any third party not within the control of the Organization. Upon execution of this agreement, the undersigned agrees that it shall be deemed to have released the Organization from any and all claims, causes of action and liability to the undersigned, its representatives, successors and assigns, in connection with this Agreement or the performance of any services rendered by the undersigned or the Organization.

I CERTIFY THAT I, _____, HAVE COMPLETELY READ ALL 6 PAGES OF THIS DOCUMENT AND HAVE (OR SHALL) COMMUNICATE IT TO PERSON(S) WORKING IN MY VILLAGE AREA. MOREOVER, I UNDERSTAND THAT MY VILLAGE OPERATION MAY BE SHUT DOWN BY RONDO AVENUE, INC. FOR VIOLATION OF ANY OF THE ABOVE PROVISIONS.

Name (Printed)

Title (Printed)

Signature

Date Signed

*****Failure to sign and agree to the Terms and Conditions will result in your application being denied*****