



Parade Unit and Vendor Entry

Requested by:
City of Brooklyn Park
Recreation & Parks

Deadline:
Early Bird Entry: April 29
General Entry: May 6

**Celebrate Brooklyn Park: Tater Daze
Parade and Community Gathering
Saturday, June 1, 2024**

WHAT HAPPENS AT THE EVENT?

Parade Line up is 9:30 - 10:30am on Welcome Ave. Parade is from 11-12pm starting on 101st to Regent to Oak Grove.

Community Gathering starts at 12pm at the Community Activity Center.
Features: Concert, Community Resource Tables, Food Trucks, Inflatables, and a Makers Market.

FREE entrance and open to all ages.
Apply to become part of the event!

APPLICATION DEADLINES

Completed entry forms must be received on or before deadlines above to receive the stated price. Confirmation of your received entry will be acknowledged via email within a week of receipt. Parade line-up information will be emailed to all accepted units. Please address parade questions to:
michelle.chang@brooklynpark.org

PARADE INFORMATION

Parade Unit Applications must be received by: 12pm on MAY 6

THREE WAYS TO SUBMIT APPLICATION:

1. Mail the completed parade entry packet to:
Brooklyn Park Community Activity Center (CAC),
5600 85th Avenue N, Brooklyn Park, MN 55443
2. Drop-off the completed parade entry packet to:
Brooklyn Park CAC front desk.
3. Email completed parade entry packet to:
michelle.chang@brooklynpark.org.

PARADE UNIT			GATHERING	
Type of Unit	Early Bird	General	w/Parade	Vendor Only
Public Safety/Military	FREE	FREE	FREE	FREE
Ambassador/Royalty	FREE	FREE	N/A	N/A
Marching Band	FREE	FREE	N/A	N/A
Community Group (Local Artisans, Schools, Nonprofits, etc)	\$25	\$50	+\$25	\$25
Food Trucks	N/A	N/A	FREE	FREE
Business	\$150	\$225	+\$50	\$75
Politicians (per politician)	\$150	\$225	+\$50	\$75

SUBMISSION REQUIREMENTS

1. Completed parade entry form.
2. Entry fee (check made out to: City of Brooklyn Park) cash or credit card accepted at the Brooklyn Park Community Activity Center, 5600 85th Avenue N, Brooklyn Park, MN 55443.
3. Signed Liability Statement and Parade Commentary (included on page 5)
4. Proper insurance papers verifying adequate vehicle commercial coverage
 - All Vehicle Units – entries must provide automobile insurance with the minimum limits of \$100,000 per person, \$300,000 for bodily injury and \$100,000 property damage. You can send a copy of your current insurance card showing coverage to satisfy this requirement.
 - Additional requirements for organizations/commercial units – entries must provide Comprehensive General Liability (CGL) insurance, having a combined single limit of no less than \$300,000 covering bodily injury, personal injury, and property damage. The City of Brooklyn Park is to be named an additional insured for the day of June 1, 2024 with respect to any liability arising from participation in the Tater Daze parade.



GATHERING PARTICIPATION INFORMATION

Makers Market and Community Organization Applications must be received by:
12pm on MAY 6

***Vendor spaces are available on a first-come, first-served basis and does not include tables, chairs, tents, electrical power or water.



Selling Items

Vendors and exhibitors must do business as stated on application. All activities must relate to business. Vendors must limit the conduct of activities to booth space(s). Sales or distribution are not allowed outside of assigned booth space(s). The following items are not allowed for vendors to sell or distribute: explosive products, real or realistic looking replicas of guns, smoke bombs, lighters, drug paraphernalia, sparklers, knives, nun-chucks, or other weapons.

Provide a list of items for sell at your booth space(s) on page 5

Spaces are for one business only and must match the application submitted. Vendors are not allowed to share or sublet booth space(s) to or with another business or organization. Shared or sublet vendors will be removed from the event; no refund will be given to the applicant.

Brooklyn Park reserves the right to determine and edit the number of businesses or organizations that exhibit or vend the same or similar products and/or services. The event producers will place vendors according to the best needs of the event.

Setup and takedown

Vendors may begin setting up on Saturday at 9:00 am. Parking details and where to unload your items will come with your application approval information. Takedown will begin on Saturday at 4:00 pm.

Cancellation

The Brooklyn Park Community Market will be held, rain or shine. Vendor fees are non-refundable.

Failure to follow guidelines and laws

Brooklyn Park reserves the right to remove you from the Market for failure to follow these guidelines, the instructions of the Market staff and their contractors, or the laws and regulations of the City of Brooklyn Park, State of Minnesota or any organization under those governmental entities. This would occur without any refund or other compensation. Such removal may also result in cleaning fees and/or other cost associated with your business being removed being assessed.

By filling out the application and participating in the event, your business agrees to these conditions and to pay any such fee(s) that may be imposed as a condition of participating in the Market.

MN Rev ST-19 Form

Every market is required to have on file, for every vendor, the Minnesota Department of Revenue Form ST19 Operator Certificate of Compliance with sales tax requirements. Markets must collect these forms from vendors every year, for every market. If you have not filed this form with the City of Brooklyn Park, please go to the following link, fill out the form and return it with your application: <https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>



PARADE AND GATHERING ENTRY

INFORMATION, CONTACT, PRICE, AND PAYMENT METHOD

Unit and/or Booth Name:

Contact Person: Date Of Birth:

E-mail:

Cell#: Work#:

Street Address:

City: State: Zip code:

Website:

How did you hear about the Parade/Market?

Music: No Music Live Music Recorded Music

UNIT SIZE (used for staging purposes):

Vehicle or Float (approximate length in feet)

Group of People (approximate number)

ANIMALS: No Animals Service Animals

Other

BRIEF DESCRIPTION (see next page for complete description):

HANDOUT ITEMS: List any items you will be handing out on the parade route such as: coupons, stickers, lanyards, rub-on tattoos, flags, lip balm, business cards, necklaces, small toys, candy and other promotional items.

PARADE UNITS			GATHERING	
Type of Unit	Early Bird (by 4/29)	General (by 5/6)	w/Parade	Market/Fair Only
Public Safety/Military	Free	Free	Free	Free
Ambassador/Royalty	Free	Free	N/A	N/A
Marching Band	Free	Free	N/A	N/A
Community Group (local artisans, schools, nonprofits, etc.)	\$25	\$50	\$25	\$25
Business	\$150	\$225	\$50	\$75
Politicians (per politician)	\$150	\$225	\$50	\$75

Entry Packet Checklist

- Application (pgs. 4-5)
- Booth Payment
- MN Rev ST10 Form (if selling goods)

Payment - CASH OR CHECK

CASH: Bring to the CAC address below

CHECK #:

Pay to: City of Brooklyn Park
 Mail to: CELEBRATE BROOKLYN PARK
 Community Activity Center
 5600 85th Avenue N
 Brooklyn Park, MN 55443

Payment - CREDIT CARD

NOTE: Credit card payments CANNOT be processed by mail or fax
 CALL: I will pay by calling 763-493-8333
 IN PERSON: I will bring payment to 5600 85th Ave N, Brooklyn Park, MN 55443
 CALL ME at this #
 for office staff to assist with card processing

FOR OFFICIAL USE ONLY

Parade Activity #999419-43

Market Activity #999419-42

Date In: _____ Time Entered: _____ Clerk: _____

PARADE AND GATHERING ENTRY (CONT)

LIABILITY STATEMENT, PARADE COMMENTARY, AND VENDOR/ORG DESCRIPTION

PARADE LIABILITY

I understand that my participation in the Parade is at my own risk and the City of Brooklyn Park will not provide me with protection against injury or damage; I assume all risk of injury and damage to myself and all others under my direction and control and to my property and all other property under my direction and control. I hereby agree to hold harmless the City of Brooklyn Park, employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs (including reasonable attorney's fees) arising out of, or connected with, the events associated with but not limited to: the set-up, removal, maintenance, occupancy or use of the property, owned or rented by the City of Brooklyn Park and its affiliates.

Signature

PARADE COMMENTARY

(2 - 3 Sentences)

Tell us about your organization or business. Who is in your unit?
What is unique about it?

VENDOR/ORG DESCRIPTION

(2 - 3 Sentences)

Tell us about what services your organization or business provides. What items are you selling (if any)? Please list below.

For Questions & More Information:

Email Michelle Chang at michelle.chang@brooklynpark.org



www.brooklynpark.org/celebrate/parade-marketplace/



763-493-8371