



Arts in the Park

City of Forest Lake - Arts in the Park 2025 Season Vendor Handbook

Tuesdays: June 3rd - August 26th, 2025

**No Arts in the Park July 1st or July 8th*

5:00 PM – 8:30 PM

For more information, please contact the 2025 Arts in the Park Market Manager:

Kyle Young, Parks and Recreation Coordinator

Phone: (651) 209-9723

Email: kyle.young@ci.forest-lake.mn.us

1. NAME

The event shall be known as Arts in the Park (AIP) and is governed by the City of Forest Lake.

2. PURPOSE

The purpose of the AIP Vendors' Handbook is to:

- A. Describe the organization and administration of AIP.
- B. Detail the rules and regulations to be followed by the vendors.
- C. Make sure all vendors are treated fairly and given the best opportunity.
- D. Provide a safe and enjoyable experience for those who participate.

Mission

The Forest Lake Arts in the Park (AIP) mission is:

To enhance the value of the Forest Lake community by providing a venue where local crafters, food, farmers market, artisans and entertainers come together with residents of the community to have fun and encourage community pride and cohesiveness.

Market Vendors

Each market vendor should feel free to comment to the Market Manager with respect to:

- The overall management, operation and administration of AIP.
- The improvement of the AIP site and area; the layout of the vendor's space, and other physical improvements.
- The regulations of AIP, including: the hours of operation; designation of stall space; market fees; housekeeping and sanitation; rules and regulations; communications and other matters.
- The advocacy and support of AIP and development of advertising and promotional programs for AIP.
- An AIP evaluation will be provided for the specific use of generating feedback from vendors and attendees and will be used for potential improvements as well as track goals.

3. MARKET LOCATION AND SEASON

AIP will be located in the grassy area of Lakeside Memorial Park in downtown Forest Lake at 95 E Broadway. The 2025 season will be:

- Tuesday, June 3rd – August 26th from 5:00 PM– 8:30 PM
 - AIP will not be held Tuesday, July 1st or July 8th

4. MEMBERSHIP

Vendors must be in good standing to keep their spot at the event. A vendor in good standing is someone who:

- Pays the fee.
- Abides by all AIP regulations and requirements.
- Responds promptly to AIP communications.
- Is respectful and courteous with other vendors, attendees and City staff.
- If a vendor loses their good standing during the season (as determined by the Market Manager), they will forfeit their spot immediately and fees will NOT be refunded.

Items Offered for Sale

- All items must be prepared, labeled, displayed, and stored in accordance with the Minnesota Department of Agriculture and Minnesota Department of Health.
- Cottage food producers must comply with the following:
 - Be registered with the Minnesota Department of Agriculture (MDA) for 2025.
 - Have all items labeled with name, address, date produced, ingredients and potential allergens.
 - Prepare and sell approved items by MDA.
 - Display a sign that says “These products are homemade and not subject to state inspection.”
 - The person who makes the food must be the one to sell and deliver the food.
- Produce sold as Certified Organic must have originated from an organic grown Certified Farm and the vendor must provide a copy of the vendor’s National Organic Standard certificate as provided by a USDA-accredited agent.
- All items should be sold by bulk, bundle or individual item. Items sold by weight units of measure require a Minnesota State Certified Scale.

5. SELECTION PROCESS

All applicants for membership must complete a “Vendor Application” Form. The purpose of the Vendor Application and Agreement Form is to:

1. Maintain a high quality, producer-based market.
2. To provide a variety and balance of products.
3. To ensure fairness to all vendors.
4. To ensure the vendors abide by the rules of AIP.

The agreement also lists all the products approved by the City for sale. The City will make the final determination as to what vendors will be allowed to sell. The Market Manager has the right to require a vendor to remove unapproved products. A vendor seeking to sell items not listed on their application must request approval in writing (email is acceptable) to add items to their application two weeks before the market. These additional items cannot be sold until the Market Manager approval is received.

The number of vendors in each category is limited in order to prevent saturation in one category. This will improve sales for all vendors. The City of Forest Lake will determine the number of vendors in each category through the application process. The City of Forest Lake will allow multiple vendors who are selling similar products (e.g., vegetables, cookies, handmade jewelry) since each one of these items could be a unique design or recipe. Each individual vendor is responsible for distinguishing themselves amongst their competition.

Review Process. All products to be offered for sale must be approved by the City of Forest Lake to ensure they are indeed produced by the applicant, produced direct from farm to market, and that they are of high quality and are compatible with the other products sold at the market. The City of Forest Lake reserves the right to refuse acceptance of any applicant or product that is not following the rules or regulations.

6. BOOTH/STALL ALLOCATION

Space Assignment and Location. Booth spaces are assigned by the Market Manager to allow for best product mix and traffic flow. Each vendor will receive their location assignment prior to the start of the season. Having a booth space in one season does not guarantee that a vendor will have the same space the next season. Market Manager reserves the right to move vendors to a different booth location at any time during the AIP season.

Space. Each vendor is assigned a single booth space which is 12 x 12 feet. A vendor may apply for multiple spaces, but allocation depends on the space available at the time, and may be withdrawn at any time if the space is required for new vendors. No vendor may rent more than two (2) stalls which consists of up to 24 frontage feet.

Each vendor is responsible for providing their own canopies, tables, chairs, etc. All equipment, including signs, must be kept within the booth space.

Sharing. Two market vendors, subject to approval prior to the first day of the market by the Market Manager, may share one stall. Another vendor may **not** be added to your stall once AIP has begun.

Electricity. Electricity is limited and available upon special request and on a first come, first served basis. In some cases, vendor may be required to supply an extension cord. In the event an electric cord must extend across a sidewalk, vendor is required to completely cover the cord with a rug.

7. VENDOR RESPONSIBILITIES

Compliance. Vendors must fully comply with the following items. Failure to do so may be grounds for termination and expulsion from AIP without refund:

- Abide by the Forest Lake AIP Vendor Handbook Rules and Regulations.
- Be respectful of customers and other vendors in all interactions; refrain from any kind of harassment or other inappropriate behavior.
- Comply with all Federal, State and Municipal regulations regarding labeling, measures, health, and safety standards for all products offered for sale at AIP. Compliance is the responsibility of the individual vendor.

Payment of Fees. All fees must be paid in full before participating in AIP. Once the vendor fees have been accepted they are not refundable or negotiable.

Booth Personnel. Vendors are expected to attend AIP in person to sell their products and not make use of agents or employees. Anyone other than the grower, producer or artisan that operates the booth must be listed on the vendor application. Merchants want to speak to the actual grower, producer or artisan who is knowledgeable about their product and pricing.

Attendance. Full Season Vendors are required to be present for at minimum 80% of the vendor season, unless Market Manager has notified otherwise. If a vendor is not able to attend a Tuesday the vendor must notify the Market Manager as soon as possible, but no later than noon the day before the event. **NO EXCEPTIONS.** Our customers depend on us to be there every week. Please let the Market Manager know if you are not able to make it by sending an email to: parks@ci.forest-lake.mn.us.

Repeated late arrivals or absences by a vendor, with or without notice, may result in suspension or revocation of a vendor's selling rights. If a vendor needs to leave AIP early, prior approval is needed from the Market Manager.

If a personal emergency situation arises after the market opens and a vendor feels they must leave, please notify the Market Manager.

Punctuality. Vendors may start to set up no earlier than 3:30 p.m. and be open and ready for business at 5:00 PM. Vendors may not take down displays until 8:30 PM. This includes putting products away, taking down tents, tables, etc. All vendors must remove their vehicles, market belongings and products after each market day. The stalls shall be clean and vacant by 9:00 PM. (9:00pm is a hard stop for all sales and park activities related to Arts in the Park)

Products. Please bring enough products to last for the entire event. Exceptions may be made for reasons of product supply beyond their control.

Displays. Tents and canopies are recommended and all vendors are responsible for providing tent weights for any tent structures within their stall space. **No stakes of any kind may be used in the park and nothing may be pushed into the ground.** This includes stakes for canopies, yard signs, metal display stands or other items that may be pushed into the ground. Canopies shall be secured with weights or buckets of sand/water. Do not attach anything to the exterior of any of the park property buildings. This is to ensure safety and protect your tents, as well as merchants and vehicles. Vendors assume full responsibility for any injury, loss, or damage of any kind that may result from improperly or insufficiently securing tents, awnings, display equipment, products or other items.

Vendors are responsible for providing, setting up and taking down all their own display/stall materials. The Market Manager may ask that unsightly, inappropriate or unsafe materials be removed. Stalls must be kept neat and clean at all times. AIP accepts no responsibility for damaged or lost materials. It is strongly encouraged that all market vendors must have signs displaying their name. All signs must be posted within assigned vendor booth space.

Parking. To allow premiere parking for vendor customers, AIP vendors are strongly encouraged to park outside of the main parking lot at Lakeside Memorial Park. Vendors are allowed to drop-off from the main parking lot at Lakeside Memorial Park. You will be notified of additional overflow vendor parking as it is available.

Conducting Business. A vendor must remain in their own booth/stall(s) when selling. Sales must be conducted in an orderly and businesslike fashion. No shouting or other objectionable means of soliciting sales are permitted.

Permit, License, Taxes, and Insurance. Vendors are responsible for obtaining all necessary licenses, permits, inspections and certificates for the sale of their products. The permits must be displayed and/or available on-site throughout the season. All vendors are required to carry their own general liability and product liability insurance and must provide a Certificate of Insurance and list the City of Forest Lake as additional insured at \$1.5 million dollars per occurrence.

AIP is not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or the vendor, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at AIP; whether such injury, illness, theft, loss or damage occurred prior, during, or after AIP. By participating in AIP, the vendor further agrees to indemnify and hold AIP harmless for and against any claims for such injury, illness, theft, loss, or damage.

The MN Cottage Food Law allows for gross sales on cottage foods (home prepared, baked or canned and not potentially hazardous) per individual up to \$18,000 in a calendar year. These individuals must register with the MN Department of Agriculture and complete training before selling. For more information go to:

- Register: www.mda.state.mn.us/cottagefood
 - scroll down to “Basic Registration Process”
- Fact sheets can be found here:
 - [Minnesota Farmers Market Association - https://www.mfma.org/](https://www.mfma.org/)
 - <http://mfma.org/pages/MNCottageFoodsLawResources>
- All vendors are required to return an [ST-19 Operator Certificate of Compliance](#) form with their application in order to be accepted. Any required sales tax collections are the sole responsibility of the vendor.

Farm Products Grades and Sales Act. Produce shall be sold by units or in containers. If a product is sold by weight, the scale has to be government inspected, with a valid sticker displayed. All produce shall be correctly labeled and priced.

Food Safety. Food safety is the responsibility of the individual vendors at AIP. You do not need a food license for product sampling but you must follow the Minnesota food code requirements for “Special Event Food Stand”. For details on specific food safety practices or questions go to the MN Farmers Market Association, MN Department of Agriculture or MN Department of Health. Every person handling food products must maintain a very high standard of personal hygiene and cleanliness. All vendors and staff must practice these standards to prevent the transfer of pathogens between vendors/staff and therefore to foods. Failure to do so may result in immediate termination from AIP event. Vendors should be aware that State officials visit AIP without advanced notice throughout the season to assess compliance with rules and regulations. For more on food safety, go to: <http://www.mda.state.mn.us/en/food/safety.aspx>

Trash. Stalls must be kept free from trash. When vacating the event, all trash items must be discarded in the trash receptacle on site or taken with you for disposal. This is especially critical for any produce and food vendors, because of the risk of vermin. Scraps of any such material must be cleaned up from the floor or ground. Vendors who do not comply will lose their good standing which will result in forfeiture of their booth space.

Family Friendly.

- No alcoholic beverages are permitted in the park.
- Animals are not permitted in vendor stalls or vehicles.
- No bikes or skateboards are permitted in the park.

Tobacco products. No Tobacco products allowed in the booths.

Weather. The City reserves the right to cancel AIP due to the possibility of severe inclement weather. If the forecast indicates a possibility of rain, and no severe weather, it is up to the discretion of the vendor if they would like to attend or not. The City is not liable to damage to goods and materials due to any inclement weather.

The City will monitor weather each week, and a cancellation is likely if there is a severe weather watch issued for Forest Lake within two (2) hours of the event. Vendors will not be issued a pro-rated refund for any days missed due to weather. For updates on weather, check the city of Forest Lake website at <https://www.ci.forest-lake.mn.us/287/Parks-Recreation> or City Government Page on Facebook.

8. MARKET MANAGER RESPONSIBILITIES

Rules and Regulations. The Market Manager supervises the operations of the event. The Market Manager will apply the rules and regulations of the event as detailed in the Forest Lake AIP Vendor Handbook and report violations to the City of Forest Lake, as necessary. The Market Manager may ask the City of Forest Lake to suspend a vendor for one or more days for a serious violation of the rules. Depending on the nature of the violation the Market Manager and/or the City of Forest Lake reserves the right to remove a vendor at any time for any reason.

Space Allocation. The Market Manager shall assign all stall space with consideration of the following: vendor attendance record, including late arrivals and early departures (applicable after the first year that a vendor participates); stall availability; product category and its compatibility with products of nearby vendors; and special requirements such as late arrivals. The Market Manager may move a vendor for reasons of safety, health, product compatibility or any other valid reason.

Removal of Persons. The Market Manager has the authority, with cause, to request any vendor or other person to leave the event and, if necessary, call the police for assistance. The Market Manager, depending on the violation, may expel a vendor from the event and future events.

Problem Resolution. Vendors are encouraged to approach the Market Manager if they encounter a problem that is urgent and any discussion of the problems of AIP in front of customers is strongly discouraged.

If a vendor has an issue of anything operational related, discussions are to happen outside of event hours.

Entertainers. Musicians and entertainers present must have the prior approval of the Market Manager and City of Forest Lake.

9. **FEES**

The following are the fees for the 2025 season:

- **Vendors**

- **Food Truck**

- Full Season Fee: \$550

- **General Vendor**

- Full Season fee: \$200

- **Farmer Market**

- Full season fee: \$100

- **Non-profit Vendors**

- Non-profit – no fee, but must distribute market posters and flyers in their business in exchange for setting up at the market. Nonprofits cannot sell products.

Applications will be reviewed by the City of Forest Lake and vendors notified upon completion of the review. Any “non-sufficient fund” check that is returned will be assessed the current rate charged by the bank.

Refund Policy. The vendor stall fee is non-refundable and non-negotiable.

Arts in the Park/Farmer’s Market – Acceptance Acknowledgment Agreement

Tuesdays, June 3rd – August 26th, 5:00 PM – 8:30 PM (no AIP on July 1 or July 8 2025)

Please carefully review our 2025 Vendor Handbook and return (via email or drop-off) this completed and signed document to the Market Manager by the given deadline.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name of Business/Organization: _____

Name of Contact Person(s): _____

Please read and initial each of the following:

____ I acknowledge that I have read the City of Forest Lake Arts in the Park 2025 Vendor Handbook and agree to comply with all rules and regulations.

____ I acknowledge that I am compliant with all Federal, State and Municipal licensing and permit requirements and enclosed a copy of required permits (Food vendors only).

Indemnification: The undersigned hereby agrees to defend, indemnify and hold harmless the City, its officers, officials, employees and agents from and against any and all claims, causes of action, lawsuits, damages, losses, or expenses, including attorney fees, out of, or resulting from the undersigned’s (including its officials, agents, or employees) use and occupancy of the City property.

The undersigned further understands and agrees that he/she will be solely responsible for any and all damages or losses to undersigns personal property while located at the Arts in the Park event.

Signature: _____

Date: _____