

## COMMUNITY GROUP INQUIRY FORM



Thank you for your interest in tabling at the Bloomington Farmers Market! We book community groups each Saturday at our market between June 10<sup>th</sup> and Oct. 14<sup>th</sup>, 2023. All activities should be appropriate for an all age's event. Bookings must be done in advance through the market coordinator.

## INSTRUCTIONS AND MARKET RULES

Bloomington Farmers Market's primary purpose is to provide a space for its farmers/vendors to sell and promote their produce and products in a lively, vibrant marketplace. We welcome local community groups to enhance this atmosphere, but must emphasize that the groups' needs are secondary to the needs of the market. Please read the following market rules and sign before filling out the form below:

### COMMUNICATION

- The market coordinator is the point of contact for all community groups.
  - Email: [kramstrom@bloomingtonmn.gov](mailto:kramstrom@bloomingtonmn.gov)
  - Mobile Phone: 612-965-2403

### EQUIPMENT

- Bloomington Farmers Market will provide a 10'x10' tent (may be shared space with another groups depending on availability) and a table. \*Please bring your own chairs.
- Groups are responsible for their own signs, materials, and other necessary supplies.

### WEATHER

- All events will be held outdoors rain or shine.
- Bloomington Farmers Market will provide a 10'x10' tent to protect from light rain or sun.
- In the event of heavy rain, activities may be moved to a more sheltered space or indoors.
  - If the market is canceled due to weather, the market coordinator will contact you before your scheduled start time.

### DAY OF INFORMATION

- The Bloomington Farmers Market is open from 8am-1pm; we ask that community groups maintain a presence at the market during the full hours. The market coordinator may pre-approve shorter hours based on the group's planned activities and schedule upon request.
- Groups must check in with the market coordinator BEFORE setting up.
- If you get a crowd gathered, please remind the crowd to come in closer to ease congestion. Occasionally the crowd blocks vendor booths and it is critical that customers are able to easily get to and from vendor booths.
- Groups may NOT leave the market early unless approved by the market coordinator.
  - We advertise our events calendar to our patrons and it is important we observe scheduled dates and times to provide the best experience for our attendees.
- Things happen! If you need to cancel the morning of your event, you must notify the market coordinator by calling the market mobile phone by 7am or as soon as possible.
  - Repeat cancelations or late attendance may jeopardize future bookings.
- In respect to our vendors, community groups are prohibited from selling, fundraising, or soliciting monetary donations at the market.

**I have read and understand the above rules and considerations.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Please fill out the following information to help us determine if your group would be a good fit for our market. Return the signed Instructions and Market Rules and completed form below to the market coordinator at: [kramstrom@bloomingtonmn.gov](mailto:kramstrom@bloomingtonmn.gov)

If you have any questions or concerns, please reach out! We're happy to work with your community group to provide the best experience possible for you and market attendees.

<b>Name of Community Group:</b>	
<b>Main Contact Name, Phone Number, and Address:</b>	
<b>Description of Mission and Values:</b>	
<b>Website or Facebook page:</b>	
<b>Date(s) available between 06/10/23 and 10/14/23 on Saturday's</b>	
<b>Number of members you'll bring to staff table/activities:</b>	
<b>Have you tabled at a farmers market before? If so, which ones?</b>	
<b>Briefly describe Planned Activity/what you'll do at your table:</b>	
<b>Do you have any special needs we should consider like extra space or tables?</b>	
<b>Other information you'd like us to consider:</b>	