



**HISTORY CENTER**  
OF OL MSTED COUNTY

## Walk Around the World Information Packet

**For Vendors, Performers, Cultural Booths, and Community Agencies**  
**Saturday, June 22<sup>nd</sup>, 12:00PM - 4:00PM**  
**History Center of Olmsted County**  
**1195 W Circle Dr., Rochester, MN 55902**

Thank you for your interest in participating at Walk Around the World! This event celebrates World Refugee Day (recognized on June 20<sup>th</sup>) and honors the stories and lives of refugees and immigrants residing in Olmsted County and surrounding areas. At the event, we seek to coordinate a diverse representation of food, products, service resources, and cultural education booths to highlight the multicultural community in the area. This packet contains all the information you need to set up your booth.

Please read all the information in this packet carefully and make sure you understand all the forms you need to submit. Timely submission of your forms and additional information helps the event planning team to be more efficient with organization of the event. If you have any questions about the information in this packet or the required forms, please contact Susan Haskamp at [susan.haskamp@imaa.net](mailto:susan.haskamp@imaa.net).

### Section 1: Schedule and Important Dates

**1. Event Date: Saturday, June 22<sup>nd</sup>**

*\*Rain date is scheduled for Sunday, June 23<sup>rd</sup>\**

**2. Application Deadline: Friday, May 31<sup>st</sup>**

**3. Event Hours:**

10:30AM-12:00PM	Load-in and Setup
12:00PM	Event Begins
4:00PM	Performances and Activities conclude
4:00-4:30PM	Pack-up/Clean-up

**4. Information Packets will be emailed out to you after you complete the registration.**

### Section 2: Costs

**1. Cultural and/or Community Agency Booth: NO FEE**

**2. Product Vendors: NO FEE**

### 3. Food Vendors: NO FEE

- **FOOD VENDORS ONLY: IMAA and HCOC must receive a copy of your food permit & insurance forms**
  - **Due date: Friday, June 7<sup>th</sup>**

## Section 3: Reimbursement, Cancellation & Termination Policies

1. **Reimbursement:** All paid monies are non-refundable unless specifically stated.

### 2. Cancellations:

- a) **In case of rain or other inclement weather, the rain date is scheduled for Sunday, June 23<sup>rd</sup>**
- a. IMAA and HCOC will communicate with all participants by 8am on the morning of the event if inclement weather is a factor.

- b) **If event organizer cancels:** The event is immediately over when evacuation orders have been issued by the Event Organizing staff due to any unpredictable emergency factors

**No reimbursements will be applied to any event dates cancelled by the Event Organizer due to weather or other unpredictable factors, as all paid monies are already accounted for and applied towards the marketing of the event, promotional items and entertainment.**

- c) **If Vendor Cancels:** If you decide to cancel your participation, you must give as much advanced notice as possible, so that staff may try to fill your space from the waiting list.

3. **Termination:** Event staff reserves the right to terminate any vendor in violation of any policy or procedure, including ill-behavior toward event staff and volunteers, event attendees, and/or other vendors, without warning.

## Section 4: Layout, Setup, and Loading

1. When you arrive on the day of the event, event staff and volunteers will greet you and direct you to your assigned location.

2. Vendor and booth displays must be open from 12:00PM to 4:00PM

3. We request that all vendors and participants are considerate of other vendors and participants during load-in/load-out.

### A. Load-in procedure:

1. Follow directions of event staff/volunteers to your assigned space
2. Unpack vehicle
3. Return after parking your vehicle to set up your display

### B. Load-out procedure:

1. Pack up your display;
2. Retrieve your vehicle from the parking lot;
3. Follow directions of event staff/volunteers to the load-out space.

4. Each vendor should plan accordingly for their display space. You will need to bring:

- Table and chair(s)
- Table cloths
- Sign or Banner
- Decorations for your space
- Any necessary equipment
- Tarps to cover your display if rain comes in unexpectedly
- Items for sale (if applicable)
- Tape or table weights to wind-proof everything in your display space
- Informational products, displays
- Trash bags to clean up after yourself
- Extension cords if you need to hook up to an electrical outlet

5. **You may bring a canopy tent (10x10-ft.).** Food vendors are required to bring a tent. Each canopy tent **MUST** be weighted down with at least 30 lbs. per leg. This is extremely important as your tent, or items within it, can blow around and cause injuries or property damage.

6. A sign or banner with your business/organization name is recommended. The signs/banners must be affixed to your display. No signs or banners are allowed to be hung or posted outside of your booth area. Business cards and other marketing materials are highly recommended.

7. There is limited electricity for vendor usage. If you will need assistance with electricity, you must indicate the need on the vendor application. Note that electricity is not guaranteed just because you request it. If you have any questions about electrical usage, please contact Ashley Evans at HCOC ([events@olmstedhistory.com](mailto:events@olmstedhistory.com)).

- **If you are a food truck, you will need to bring your own generator.** HCOC does not have the capacity to accommodate the electrical usage required by food trucks.

## Section 5: HCOC Parking and Grounds Information

1. Parking is free and available on the grounds of HCOC.
2. No smoking is allowed on the grounds of HCOC and will be strictly enforced for all vendors, staff, volunteers, and participants.
3. This is an alcohol and drug free event and will be strictly enforced for all vendors, staff, volunteers, and participants.

## Section 6: Food

Food vendors are required to bring acceptable floor coverings (plastic/rubber) to protect the floor of the prep area and your own garbage cans to collect food service waste. Food vendors must adhere to all food safety regulations. Any damage to the space will be the responsibility of the vendor.

2. If you have a restaurant/catering service and are planning to sell ready-to-eat foods that are not considered farmer's market goods (i.e. items that are considered high-risk foods), you must obtain your own permits from the Olmsted County Department of Health.

Even if your business is not preparing food at the market, you are still responsible for obtaining a permit from the Olmsted County Department of Health.

Permits must be displayed in plain sight at the event, and a copy must be submitted to IMAA and HCOC by Friday, June 7<sup>th</sup>

For approval or questions about food permits, visit the [Olmsted County Public Health website](#)

3. If you are selling ready-to-eat food items, you must have a sign on your table stating that your goods have not been produced in a commercial kitchen and that the consumer is eating the items sold at their own risk. You must also provide a list of ingredients (due to food allergies), your name and address on a label on each food product prior to placing your items out for sale (This also helps to generate return business!).

4. **Weather Conditions & Food:** Please note that you must follow all requirements and guidelines for weather condition limitations as stated from the Department of Public Health.

Other conditions that would merit temporary food service suspension consideration could be loss of power, sustained high wind, wind-blown dust (debris), rain (including wind-driven rain), excessive heat (inability to keep cold food cold) and birds (or other critters).

\*\*Event staff will contact the Olmsted Department of Public Health if conditions are questionable, and will notify your business or restaurant if it is unsafe for your business to be serving food at that time.

## Section 8: Liability

1. IMAA, HCOC, or any associated businesses are not responsible for any accidents that take place because of your vending at the event.

2. IMAA or HCOC is not responsible for any goods that you sell that in any way cause harm to the purchaser of your goods or services provided at the event.

3. All authorized vendors participating in the event shall be individually and severally responsible to IMAA for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's acts of negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save IMAA harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by IMAA by reasons of the vendors' act, negligent or otherwise, that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify IMAA for negligence of the event site, its servants, agents or employees. No insurance is provided by IMAA to participate in the event.

**For questions, please contact:**

Susan Haskamp, IMAA  
Email: [susan.haskamp@imaa.net](mailto:susan.haskamp@imaa.net)

Or

Ashley Evans, History Center of Olmsted County  
[events@olmstedhistory.com](mailto:events@olmstedhistory.com)