



Hello,

We are excited to open applications for our 2nd annual spring pop-up! The last year has been a remarkable year of discovery, shared learning, and deepening partnership with diverse and local businesses. Thank you for your interest in joining our mission for change and advancing diverse local businesses and makers. This year, our pop-up will be held in the IDS Center. The store will be open 11am-3pm Wednesday to Friday.

As we receive a lot of applications, please read all the information carefully. Incomplete applications or materials submitted after the noted date will not be accepted. Vendors should also be aware that the terms of participation are non-negotiable.

Terms:

1. 20% of sales (15% to property managers, 2.5% for credit card processing fee, 2.5% to Chameleon Consortium for pop-up materials)
2. Chameleon Consortium does not reimburse vendors for any expenses including parking, individual marketing or food permit fees.
3. Vendors are responsible for lost or stolen products.
4. All vendors MUST use provided the Square systems which include tablet and chip reader, checkout, and inventory tracking.
5. NO cash or check sales.
6. Upon acceptance, all vendors will be required to submit a W9 and provide proof of liability insurance.
7. Optional: If you are not able to be onsite during the hours stated above, there is a \$250 per month fee for Chameleon to hire staff to sell your products in the pop up shoppe.

Important Dates:

2/1/2020- Application opens

2/16/2020- Application closes

2/19/2020- Vendors notified

2/24/2020- Accepted vendors deadline for required forms.

4/2020 (Dates TBD)- Business development workshops available for accepted vendors

5/1/2020- Grand Opening

6/26/2020- Pop-up last day

*additional dates for staff fee payment, site orientation and move-in and -out will be announced to accepted vendors.

Food Vendors

We can once again accept food vendors! Please see the information below:

1. Chameleon Consortium does not provide refrigeration. If that is required, please note that in the application and your intended methods for providing refrigeration for your prepared food.
2. Chameleon will be holding a Confectionery Permit. Please follow this [link](#) to see what the guidelines are for prepackaged (includes label) food.
3. Food vendors are required to carry one of the following:
 - a. **Food distributor** or **Micro Wholesaler** license from the City of Minneapolis (These are most often comes paired with a “Food Manufacturer” license, but can also be paired with a Restaurant/Café license)
 - b. **Wholesale** license from the state of MN
4. All food needs to be prepared in a commercial kitchen as per the above permits required.

If you're not sure if you're properly licensed or have questions about how to get licensed, you can contact mia.cannon@impacthub.net.

ALL food vendors **must** attach copies of these permits when submitting their applications. Applications will not be considered complete without these. If you are in the process of obtaining these licenses, please attach documentation from the city that your application has been received and is process of approval.