

Chameleon SHOPPES

Hello,

We are excited to open applications for our Annual Pop-up. Due to Covid-19, this year we are hosting it as a holiday market. 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 *who has generously provided the space without upfront fees or percentage of sales* . The program will run November to December. November will be focused on business development and marketing. The store will be open December 2nd-18th, 11am-3pm Wednesday to Friday.

We will be following all city and state mandated protocols on operating capacity and cleaning. Participants must maintain flexibility as these protocols may change prior or during the pop-up.

New Benefits

We are excited that each participant will receive a free membership to Impact Hub Minneapolis St. Paul that will last one year. Through these memberships, program participants will have access to educational opportunities to assist with business development. During the month of November, each participant will work with the Chameleon Shoppes in producing a 1 minute marketing video that focuses on participants' story and products. This video can be used by participants outside of Chameleon Shoppes marketing.

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. For this pop-up there will **NO** upfront fees or a percentage of sales. The only cost to the vendors will be the credit card processing fee that will be deducted by the Minneapolis Downtown Council from total sales of each vendor.
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.
8. Tables will be provided.

Important Dates:

10/1/2020- Application opens

10/30/2020- Application closes

11/4/2020- Vendors notified

11/2020 (Dates TBD)- Business development workshops and marketing assistance available for accepted vendors

12/2/2020- Grand Opening

12/18/2020- Pop-up last day

12/20/2020- Last day to remove inventory

*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 in the process of approval.