



Riverfest 2020

A River Reach Foundation Event

**Memorial Day Weekend – May 22nd – May 24th
Berg & Animas Parks, Farmington NM 87401**

January 2020

Dear Vendors

Enclosed you will find information on this year's 34th annual Riverfest celebration. The River Reach Foundation, in conjunction with the City of Farmington, is again sponsoring the 2020 Riverfest on Memorial Day weekend, May 22nd – May 24th, 2020. This packet includes the terms and conditions, the vendors rules and regulations, the registration form, and the acknowledgement form.

Please read all the pages carefully and thoroughly because many terms, rules, and payment information has changed. Please fill out the appropriate forms and submit all required information no later than May 1st, 2020 for consideration.

Contracts and full payment of space must be received by May 1st, 2020. An additional \$100.00 per booth space will be required for late registration after May 10, 2020

Please feel free to contact me with any questions.

Sincerely,

D'Ann Waters
Non-Food Vendor Director
dannwaters@msn.com
(505) 486-4118



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Friday May 22nd 5pm-9pm. Berg Park
Saturday May 23rd 10am-8pm. Berg & Animas Parks
Sunday May 24th 11am-5pm. Berg & Animas Parks

Enclosed you will find information on this year's 34th Annual Riverfest Celebration. The River Reach Foundation hosts this event with the assistance of the City of Farmington and other community partners and sponsors. The River Reach Foundation is a 501 (c) 3 nonprofit organization.

Riverfest takes place in Farmington, NM Memorial Day weekend at Berg Park and Animas Park, along the Animas River. Over 20,000 people attend this three day, free community event featuring 2 music Venues – Tractor Rides – Native American Expositions – River Rafting – Wiener Dog Races – Kids Area – Food Vendors – Gourd Dances – Kids Arts and Crafts – Car Shows – Beer N' Wine Garden – Duck Race – Fun Run. Riverfest is promoted locally and regionally.

NON-FOOD VENDORS: Rules & Regulations:

1. **NON-FOOD VENDORS:** There are 3 categories for VENDOR designation.
 - a. **SALES: Products & Novelties** – Gifts, services, and manufactured products which are being sold.
 - b. **PROMOTION:** The sole purpose is to provide information or market the company and nothing is being sold.
 - c. **NON-PROFITS:** an official 501©3 non-profit who wishes to share information about their service or event.

All items sold or distributed, and personal conduct must be "G-Rated." Riverfest is a family friendly event.

2. **FEES:** The SALES fee for the 2-day event is \$125 at both the Rocky Reach Plaza and Y Trail. It is \$150 at Berg Park East Picnic and Play area. The PROMOTIONS fee is \$225 for the 2-day event. The NON-PROFIT fee for the 2-day event is \$75. Booth spaces are first come, first serve and are very limited for Promotions and Non-Profits. Fees MUST be received by May 1, 2020. Booth Fees are non-refundable without notice prior to the event.
3. **SPACES:** Booths may be shared and must fit in one 10' x 10' space. You may rent multiple spaces. Each additional 10X10 space is an additional \$100. **TABLES, CHAIRS, AND TENTS ARE THE RESPONSIBILITY OF THE VENDOR.** T Parks Department does NOT have tents available for vendor rental. Specific spaces will be assigned but cannot be guaranteed. Mobile vending, approaching or soliciting event goes outside of designated booth space is not allowed.
4. **CRS Requirement:** Vendors are responsible for the sales tax liability for all items sold. New Mexico requires all sales vendors at Riverfest to have CRS #'s for filing gross receipts tax. If you have a business with an existing CRS # you just need to pay your sales tax by the 28th of June. The City of Farmington will submit to the state a list of names and addresses of all vendors at Riverfest.
5. **HOURS:** Booths must operate during event hours (**see top**) and adhere to set up times. Booths may not break down until the event is over.
6. **SECURITY:** Security of material is the sole responsibility of the exhibitor. Exhibitors should be prepared for wind and/or rain.
7. **ACCESS:** Vehicle access will require PROOF OF INSURANCE, WHICH MUST ACCOMPANY VEHICLE REGISTRATION. Upon receipt of the insurance, a VENDOR PASS will be issued for the vehicle. There will be NO VEHICLE ACCESS in or out during hours of operation. Access will be allowed only before or after operating hours. Saturday morning access will be limited due to the Fun Run. For vendors with large or cumbersome displays, Friday set up is recommended. Upon receipt of completed registration, directions and maps for access and parking will be shared with the vendor.
8. **POWER:** There is no access to power. If you need to use a generator, make sure to let us know, or your booth

River Reach Foundation

PO Box 2056 • Farmington NM 87499-2056
(505) 716-4405 • www.RiverReachFoundation.com





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position may have to change.

- 9. **NON-POLITICAL and RELIGIOUS EVENT.** No Political or Religious materials, including but not limited to signage, banners, brochures etc., may be posted or present at vendor booths, or any associated physical element on event grounds. (No approaching or soliciting.)

Vendors will be located on the plaza at Rocky Reach Terrace in Animas Park AND THE Berg Pak East Picnic and Play areas. A few choice spaces may be available down the main river Y trail south east of the Berg Park area to the Rocky Reach Terrace. These venues are in a more wooded setting but get the same amount of foot traffic. (They are on the trail between the two areas.)

Upon receipt of the completed registration, you will be contacted about booth location and access and parking regulations.

RIVERFEST VENDOR REGISTRATION FORM

TYPE OF VENDOR: Sales Promotion Non-Profit

Contact Person: _____

Business Name: _____

Mailing Address: _____

E-Mail: _____

Cell Phone # _____

Type of vendor/Items sold: _____

Number of booth spaces being requested: _____

CRS# _____

Notes: _____

Location: Berg East ____ Y Trail ____ Rock Reach Terrace ____

Need for vehicle access: attach proof of valid vehicle insurance and registration

Signature _____

Date _____

Signature above indicates you have read the rules & regulations, understand them and agree to follow them.

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Please Mail

1. Vendor Registration Form
2. Proof of Vehicle Insurance and Registration, if needed
3. Check or Money Order made out to River Reach Foundation

Mail or drop off to:

c/o D'Ann Waters
1405 N Mesa Verde Ave
Farmington, NM 87401

Check or money order should be made out to the River Reach Foundation

If you have any questions, please contact D'Ann Waters at 505-486-4118 or email: dannwaters@msn.com

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Sunday	May 24th	11am – 5pm	Berg & Animas Parks

TERMS AND CONDITIONS

GENERAL INFORMATION:

The River Reach Foundation, Inc., has developed the following vendor rules and information for participating vendors. The information provided below is essential to the operation of the event. These policies and procedures are designed to maintain order and regulate activities at each event/park location. These policies and procedures will be strictly enforced. It is the vendor's responsibility to ensure that all employees or representatives working each booth are familiar with and understand the policies and procedures outlined below.

The River Reach Foundation, Inc., reserves the right to interpret the policies and procedures as outlined below. The decisions/interpretation of any and all policies and procedures will be made by the chairperson/Coordinator(s) and/or River Reach Foundation members and will be considered final. In the case where the policies or procedures may be unclear or does not exist, the chairperson(s) will request clarification from the River Reach Foundation, Inc. Board.

The River Reach Foundation Inc. will strictly enforce the policies and procedures contained in the policies and procedures. Failure to comply with the provisions will result in the vendor forfeiting all privileges and all fees paid, as well as refusal from participating in future Riverfest events.

Members of the River Reach Foundation Inc. will be available to assist vendors throughout the Memorial Day weekend events.

The River Reach Foundation Inc. The City of Farmington, The New Mexico Environmental Department, and the State of New Mexico will take precautions for the safety of all participants. These agencies will assume no liability for personal injury or for the loss or damage to any property real or personal of the vendor/concessionaire or patron due to the theft, fire, tornado, flood or weather conditions or other causes.

The River Reach Foundation Inc. requires that all vendors maintain a safe and clean area. It is always the responsibility of the vendors to keep the area of their booth clean. All vendors are responsible for cleaning your space area before you leave. Your area should look like it did when you arrived.

Vendors agree to indemnify the River Reach Foundation Inc., The City of Farmington, and The State of New Mexico from any liability whatsoever resulting from the operations of the subject business and shall provide the River Reach Foundation Inc. evidence of public liability Insurance Coverage. Liability insurance will be required for Games, Rides, and Children's Amusements. The minimum coverage of \$1,000,000 or per occurrence and \$500,000 per person shall be required. Your insurance Certificate must name River Reach Foundation, Inc. & The City of Farmington as additional insured. (P.O. Box 2056; Farmington, NM 87499-2056).

PARK AREAS:

- (1) River Reach Terrace (RRT) – Corner of Scott and San Juan Blvd.
- (2) Archway Court – Berg East
- (3) Rocky Reach Landing (RRL) – Center of park
- (4) Cottonwood Landing

BOOTH INFORMATION PAYMENTS AND FEES:

Vendors are responsible for the sales tax liability for all items sold. New Mexico requires all vendors at Riverfest to have CRS #s for filing gross receipts tax. All non-profits must provide their non-profit tax ID number. CRS #s and tax IDs must be provided to the chairperson no later than May 10th. The City of Farmington will submit to the state a list of names and addresses of all vendors at Riverfest. Full payment along with all the necessary paperwork must be received by the chairperson/coordinator of the committee by the due date as required.

There are 3 categories for NON-FOOD VENDOR designation.

- a. **SALES – Products & Novelties** – Gifts, services and manufactured products which are being sold. The fee for the 2-day event is \$125 at the Rocky Reach Landing and \$150 at Berk East picnic and playground area. Booth fees are non-refundable without notice prior to the event.
- b. **PROMOTION** – The sole purpose is to provide information or market the company and nothing will be sold. The fee for the 2-day event regardless of park location is \$225. Booth spaces are limited, and fees are non-refundable without notice prior to the event.
- c. **NON-PROFITS** – An official 501 ©3 Non-Profit who wishes to share information about their service or event. The fee for the 2-day event is \$75. (LIMIT 7 / FIRST COME FIRST SERVE) Booth fees are non-refundable without notice prior to the event.

CHILDREN'S ACTIVITIES VENDORS WHICH INCLUDES GAMES/RIDES/ AMUSEMENTS:

Children's amusements include venues for children's entertainment such as bouncy houses, trains, climbing walls, pony rides, and water gun alley etc. The fee for the 2-day event is \$350 per 10X10 per attraction (not per vendor). An additional 10X10 space is \$100.00. Locations will be determined by the Riverfest Operating Committee, not the vendor. Vendor will keep all profits from gate.

BOOTHS AND SPACING:

Booths may be shared and must fit in one 10X10 space. Tables, chairs, and tents are the responsibility of the exhibitor. Additional 10X10 space is \$100.00.

Specific spaces will be assigned but cannot be guaranteed to be in the same location, park area, or space as last year. The River Reach Foundation, Inc. reserves the right to relocate any vendor as they see fit.

Driving stakes into the ground (park or pavement) is not permitted; weights such as sandbags should be used to hold down canopies/tents, (water buckets are acceptable).

All waste, trash, garbage must be placed in dumpsters provided by the City of Farmington. Vendor trash shall not be disposed of in park trash cans. The City of Farmington Park personnel nor Riverfest volunteers will not be responsible for vendor trash disposal.

DELIVERIES/VENDOR SUPPLIES:

All vendors will be issued a delivery/loading-unloading permit, which will allow delivery into the park for the purpose of restocking supplies. All supplies will be allowed to be brought in by vehicle only before or after event hours. Delivery vehicles will be allowed to the park for restocking supplies from 4:00 am to 8:00 am. No vehicles will be allowed to enter the park after 8:00 am or during the hours of operations. No exceptions will be made. All vehicles driven into the park must yield to pedestrian traffic. Failure to comply shall cause for closure of the booth(s) and the removal of the booth(s) from the park as well as forfeiture of all fees paid.

PARKING:

Vendors will have designated parking areas.

NO vehicle parking at the Rocky Reach Landing including the Willets Ditch Road. Violators will be towed.

NO RV's, trailers etc., are to be used for overnight camping/parking within the park area.

SET-UP TIMES AND HOURS OF OPERATION:

River Reach Terrace

Setup Friday 2:00 pm – 5:00 pm
Setup Saturday 6:00 am – 7:30 am
Setup Sunday 9:00 am – 11:00 am

Hours of Operation:

Friday 5:00pm – 9:00 pm (Food Vendors Only)
Saturday 10:00am – 8:00 pm
Sunday 11:00 am-5:00 pm

Rocky Reach Landing

(No Trailers Allowed)

Setup Friday 2:00pm – 5:00pm
Setup Saturday 6:00 am – 7:30 pm
Setup Sunday 9:00 am – 11:00 am

Hours of Operation:

Saturday 10:00 am – 8:00 pm
Sunday 11:00 am – 5:00 pm

Cottonwood Landing & Archway Court (Berg East)

Setup Friday 2:00 pm – 5:00 pm
Setup Saturday 6:00 am – 7:30 am
Setup Sunday 9:00 am – 11:00 am

Hours of Operation:

Saturday 10:00 am – 8:00 pm
Sunday 11:00 am – 5:00 pm

Online Reservations are accepted for Non-Food Vendors

Contact for Non-Food Vendor: D'Ann Waters (505) 486-4118
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RIVERFEST CHILDREN'S AMUSEMENTS: Rules & Regulations:

1. **CHILDREN'S AMUSEMENTS:** Children's Amusements include venues for children's entertainment such as bouncy houses, trains, climbing walls, water gun alley, and pony rides etc.
2. **FEES:** The fee for the 2-day event is \$350 per 10X10 space per attraction (not per vendor). Vendor will keep all profits from gate. Fees MUST be received by May 1, 2020. Booth Fees are non-refundable without notice prior to the event.
3. **SPACES:** Children's Amusements locations will be determined by the Riverfest Operating Committee, not the vendor. And will be located at Berg East or Rocky Reach Landing. Specific spaces will be assigned but cannot be guaranteed.
4. **Liability Insurance:** Children's Amusements vendors must provide proof of liability insurance of one million dollars prior to being approved.
5. **CRS Requirement:** Vendors are responsible for the sales tax liability for all items sold. New Mexico requires all vendors at Riverfest to have CRS #'s for filing gross receipts tax. If you have a business with an existing CRS # you just need to pay your sales tax by the 28th of June. The City of Farmington will submit to the state a list of names and addresses of all vendors at Riverfest.
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7. **SECURITY:** Security of material is the sole responsibility of the exhibitor. Exhibitors should be prepared for wind and/or rain.
8. **ACCESS:** Vehicle access will require Proof of Insurance, which must accompany the vehicle registration. Upon receipt of the insurance, a VENDOR PASS will be issued for the vehicle. There will be NO VEHICLE ACCESS in or out during hours of operation. Access will be allowed only before or after operating hours. Saturday morning access will be limited due to the Fun Run. For vendors with large or cumbersome displays, Friday set up is recommended. Upon receipt of completed registration, directions and maps for access and parking will be shared with the vendor
9. **POWER:** There is no access to power. If you need to use a generator, make sure to let us know, or your booth position may have to change.
10. **NON-POLITICAL and RELIGIOUS EVENT.** No Political or Religious materials, including but not limited to signage, banners, brochures etc., may be posted or present at vendor booths, or any associated physical element on event grounds. (No approaching or soliciting)

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RIVERFEST CHILDREN'S AMUSEMENT FORM

Contact Person: _____

Business Name: _____

Mailing Address: _____

E-Mail: _____

Cell Phone # _____

Type of amusement(s): _____

Number of amusements spaces: _____

CRS# _____

Notes: _____



Attach proof of liability insurance (\$1,000,000)



Need for vehicle access: attach proof of valid vehicle insurance and registration

Signature

Date

Signature above indicates you have read the rules & regulations, understand them and agree to follow them.

Please Mail

1. Registration Form
2. Proof of Vehicle Insurance, if needed
3. Check Or money order made out to River Reach Foundation

Mail or drop off to:

c/o D'Ann Waters
1405 N Mesa Verde
Farmington, NM 87401

Check or money order should be made out to the River Reach Foundation

If you have any questions, please contact:

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