



## 2017 RiverFest

### Craft / Commercial / Antique Vendor Application

This festival is produced by *RiverFestFM, LLC* & presented by the various sponsors and the city of Fort Madison, Iowa. We allocate spaces based on when we accept you and several other factors. Vendors who apply early will have the best chance of receiving their location request. The address for the park is 600 Riverview Drive, Fort Madison, IA 52627. This is an **OUTDOOR** event.

The Annual RiverFest Craft, Commercial, and Antique Vendor Fair will be held August 3 - 6, 2017 at the Fort Madison Riverfront.

**APPLICATION PROCESS:** We will accept vendors until the event is full. This is the application, it does not guarantee acceptance. You will be notified of your status within 7 days of us receiving the completed application. We will not process your fees unless you have been accepted. Once accepted, we will deposit your fees, you will receive an acceptance email and then 20 – 30 days prior to the event you will receive a Participant Email with all your set up information. Special needs and requests (i.e. adjoining booth spaces, etc.) should be indicated on the registration form. All booths will be issued on a first come, first served basis. Please be sure to completely fill out the registration form on page 3 and initial **each** page in the space provided.

**PAYMENT:** We will *not* accept any applications without payment. Upon acceptance, payments will be processed. Preferred form of payment is by PayPal. ([charles@riverfestfm.com](mailto:charles@riverfestfm.com)) Other payment forms accepted are check or money order. A \$50.00 charge will be assessed for checks returned for insufficient funds – no exceptions.

**BOOTH RENTAL:** All booths are 15' x 10', so you can position your tent in the center and have room for people maneuver both sides, as well as the front. Rental cost \$75.00 *before* June 1, 2017. Any number of booths may be reserved, no partial booths will be sold. Check or Money Order **must** accompany registration forms in order to reserve a booth. **Any late payments received after June 1<sup>st</sup> will be assessed a \$10.00 late fee, and will be accepted in cash or PayPal only. NO Exceptions.**

**REFUND POLICY:** If the withdraw is made 60 days or more prior to the first day of the event, you can receive a 50% refund on your space fee; if it is made 59 days or less from the first day of the event, no refunds are available as all funds are committed to the production, promotion, marketing & advertising of the Festival. All refund requests must be made in writing & received by our office via fax, email or mail. Please site the reason for the withdraw. This is an **OUTDOOR** event. The festival is rain or shine and no refunds will be issued for inclement weather.

**FIRE EXTINGUISHERS:** Vendors that are selling candles or anything with an open flame are required to provide a fire extinguisher in their booth.

**TRASH:** Vendors are responsible to collect & **properly bag** trash within your sales location and deliver it to the dumpster on site. Under NO circumstances will vendors place their trash in or around festival trash cans.

**ICE:** Bagged Ice is available for purchase on site.

**FOOD & BEVERAGE ITEMS:** No Food items can be sold by Commercial, Craft, or Antique vendors without expressed written permission from RiverFest. Beverages other than bottled water may **NOT** be sold. You may sell bottled water at \$1.00 per bottle. Alcoholic beverages are **not** allowed in the vendor area under any circumstances.

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**PARKING:** Vendors are **NOT** allowed to park in any location other than the designated parking lots in the park.

**PROHIBITED ITEMS:** Novelty type items such as silly string, fireworks, stink bombs and other such items will not be sold at RiverFest. Firearms may not be sold unless the vendor has a Business address located in Iowa and a valid FFL. Tobacco products and electronic cigarette fluid can only be sold by those licensed in the State of Iowa to legally do so. Legal synthetic drugs such as, but not limited to "K2" or "Bath Salts" cannot be sold under any circumstances. Illegal Drugs cannot be sold or consumed at RiverFest. Antiques are allowed, however we do not allow "flea market" items such as car parts, used clothing, etc.

**What We Provide:** Included in your application fee for RiverFest, unless otherwise stated, is a 15'x10' site for each space purchased. You provide everything else for your setup. There are limited vendor opportunities available inside the paid entertainment area. Please call (319)-669-0039 for details.

**PARTICIPATION EMAIL:** The email will include...

- A schedule of events with times for the entire four days including carnival start & stop times, and wristband & special events days & times.
- A Map of park, with a map key telling where things are located.
- Booth location on the map, so you can easily locate your space.
- A flyer to print out and put up everywhere that you can. The more people that come to RiverFest, the more customers there are to shop our booths, so spread the word everywhere you go!

**WHAT YOU PROVIDE:** Each vendor *MUST* provide a tent for their space (s). The tents must be serviceable and in good repair. No tents that resemble 'tarps on sticks' will be allowed. It is recommended that vendors use "commercial" quality tents and properly secure them with proper stakes in case of wind or rain. In addition, you must provide any and all tables and chairs needed, if any, for your **OUTDOOR** booth. New vendors must submit photos of their booth by email (vendors@riverfestfm.com). We reserve the right to deny sale of any questionable items and we reserve the right to relocate vendors. Vendors are also responsible for remitting any sales tax due to the state of Iowa. Commercial vendors may only sell **one** product line per booth. Sharing of booths by 2 or more vendors is not permitted.

**SET UP:** Set up hours are 6:00am to 1:00pm on Thursday, August 3<sup>rd</sup>. Vendors must provide their own carts for unloading and loading of their product, and must keep their storage boxes in their booth (out of sight), or in their vehicle. No admission fee is charged. Extensive advertising will be done. Food and beverages will be available and sold throughout the day. There is NO parking for vendors next to the vendor area. Vendors can bring a vehicle in to load / unload supplies each morning if needed with the exception of Saturday. All vehicles need to be removed by 6:30 AM on Saturday due to the RiverFest event schedule.

**HOURS of OPERATION:** Vendors will be required to be open for business during the following times (Unless you have indicated you will be there on specific days); Thursday August 3<sup>rd</sup> from 4pm to 7pm, Friday August 4<sup>th</sup> from 4pm to 7pm, Saturday August 5<sup>th</sup> from 8am to 5pm, and on Sunday August 6<sup>th</sup> from 8am to 5pm. Certain events and concerts may fall outside the stated times of operation. Any vendor that wishes to stay open outside the stated times may do so.

**SECURITY:** Although RiverFest will provide overnight security each night during the event, RiverFestFM, LLC and its subsidiaries are not responsible for loss due to theft or damage of property. It is your responsibility to secure your booth(s) each evening.

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To register, please fill out the registration form on this page and return it with payment (checks and money orders made out to RiverFestFM, LLC) to: **Gina Simmons, 702 N. 6<sup>th</sup> Street, Monmouth IL 61462.**

For information email: [Vendors@RiverFestFM.com](mailto:Vendors@RiverFestFM.com) or call (309)-371-4839

Business Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Booth Rental 15'x10' \$75.00 = \_\_\_\_\_

Additional Spaces 15'x10' \_\_\_\_ x \$35.00 = \_\_\_\_\_

Late Fee (After June 1) \$10.00 = \_\_\_\_\_

Total Enclosed (Unless PayPal used) \_\_\_\_\_ (PayPal email used \_\_\_\_\_)

Craft Items? \_\_\_\_\_ Commercial Vendor? \_\_\_\_\_ Antique Dealer? \_\_\_\_\_

Type of Items Sold: \_\_\_\_\_

Special Needs: \_\_\_\_\_

I agree to abide by the rules stated. I understand that all promotion of my items must take place within the confines of my booth. I further understand that RiverFestFM, LLC and all their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after each event I have applied to as a result of the display of my work, equipment or material. I understand that there are no refunds or rain-checks due to inclement weather. The duplication of any trademarks or logos belonging to the committee is strictly prohibited. RiverFestFM, LLC reserves all rights to refuse booth space based on Event guidelines. If these guidelines are not upheld, my booth will be closed immediately and my funds will not be refunded.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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