



Riverfest 2023

A River Reach Foundation Event

Memorial Day Weekend-May 26th – May 28th

Berg & Animas Parks, Farmington NM 87401

Friday May 27th 5pm-9pm Berg Park

Saturday May 28th 10am-8pm Berg Park & Animas Park

Sunday May 29th 11am-6pm Berg Park & Animas Park

January 9, 2023

Dear Vendors,

Enclosed you will find information on this year's 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 – Petting Zoo – Food Vendors – Gourd Dances – Kids Arts and Crafts – Car Shows – Beer N' Wine Garden – Duck Race – Fun Run. Riverfest is promoted locally and regionally.

This packet includes a food vendor application, terms and conditions, and acknowledgement form. Please read all pages carefully and thoroughly. You must fill out the appropriate forms and submit all required information by March 1, 2023, information should be returned via **EMAIL ONLY** for consideration to Monica Smith at j.l.sandoval@hotmail.com. **DO NOT SUBMIT ANY PAYMENT AT THIS TIME. PAYMENT WILL BE TAKEN AFTER FOOD VENDORS HAVE BEEN APPROVED.**

All for profit Food/ Drink/ Treat vendors must submit to the RIVER REACH FOUNDATION, INC. a \$50.00 non-refundable cleaning fee per space in addition to the regular space fees.

Each vendor's participation in the event is by invitation and approval only. Approved Food Vendors will be notified of acceptance and sent a contract no later than March 17, 2023. Once Approved - Contracts and full payment of space(s) must be received by the River Reach Foundation by April 1, 2023. An additional \$250.00 per booth space will be required after April 1, 2023, for Late Registration or failure to submit all required information or documentation. **NO EXCEPTIONS WILL BE MADE – IT IS THE VENDOR'S RESPONSIBILITY TO SUBMIT ALL REQUIRED INFORMATION.** Vendor will forfeit space and all fees paid to date - if full payment or failure to submit all required documentation is not received by April 22, 2023.

Food vendor information packets with set up information and details will be emailed out by May 15th.

Sincerely,

Monica Smith
Food Vendor Coordinator
j.l.sandoval@hotmail.com
505-947-1852
505-947-7899

River Reach Foundation

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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 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 are 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 the responsibility of the vendors to always keep the area of their booth clean.

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. Food/Treat/Novelty/Games/Rides and Animal Petting Areas liability insurance will be required of all vendors. The minimum coverage of \$1,000,000 per occurrence and \$500,000 per person shall be required. Insurance Certificate must name River Reach Foundation & the City of Farmington as additional insured. (P.O. Box 2056 Farmington, NM 87499-2056)

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Food Booth Locations:

- (1) River Reach Terrace (RRT) (Corner of Scott and San Juan Blvd)
- (2) Berg East
- (3) Rocky Reach Landing (RRL) (Center of park)
- (4) Cotton Wood Landing
- (5) Veterans Memorial Park
- (6) Red Barn

Set-up Times and Hours of Operation:

River Reach Terrace

Setup Food Vendors - Friday 10:00 am (after Parks & Rec has finished their setup)

Hours of Operation:

Friday 5:00 pm - 9:00 pm

Saturday 10:00 am – 8:00 pm

Sunday 11:00 am – 6:00 pm

Berg East, Cotton Wood Landing, Veterans Memorial Park

Setup Food Vendors Friday 1:00pm

Hours of Operation:

Saturday 10:00 am – 8:00 pm

Sunday 11:00 am – 5:00 pm

Rocky Reach Landing

Setup Food Vendors Friday 2:00 pm

Hours of Operation:

Saturday 10:00 am – 8:00 pm

Sunday 11:00 am – 5:00 pm

Red Barn

Setup Food Vendors Friday 3:00 pm

Hours of Operation:

Saturday 10:00 am – 8:00 pm

Sunday 11:00 am – 6:00 pm

Due to limited access to and from the vendor areas, it is very important that each vendor be present at the designated time to facilitate parking and placing of your vendor unit. If you are not present at the designated time, you may lose your space. We also ask that you not set up earlier than your designated time unless specifically instructed to do so.

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Product Prices:

Shall be posted on opening day, one hour prior to opening. No changes to prices will be allowed once prices have been posted.

Booth Waste and Cleanliness:

All booth waste, trash, and vendor garbage must be placed in dumpsters by the vendor. Dumpsters provided by the City of Farmington. The vendor is responsible for putting their trash in the dumpster. Vendor trash shall not be disposed of in any of the park trash cans. The park trash cans are for public use ONLY. The City of Farmington Park personnel nor Riverfest volunteers will not be responsible for vendor trash disposal.

Any Vendor placing their booth trash into a park trash can, designated for the public instead of the dumpster will be asked to close immediately. NO Exceptions will be made or allowed.

All food vendors are expected to have at least 2 – 32 gallon trash cans as well as trash bags at their booth.

Do not throw wastewater in the park, grass, bushes, ditches or river.

Food Vendors will not be allowed to sit on the grass at River Reach Terrace. This includes serving tables, counters, and tents. No exceptions will be made.

Vendors selling/cooking food in tents will be required to place tarps down to prevent grease spills and stains on pavement and brick pavers.

Food Vendors should not place signs or canvas on the grass when setting up or tearing down.

All Food Vendors are responsible for cleaning your space/ area before you leave. Your area should look like it did when you arrived.

Food Vendors are not allowed to pour ice or water on the grass.

Failure to comply may be grounds for closure of your booth(s), removal from the event and denial of future participation at Riverfest.

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Electricity and Water:

The City of Farmington will have water and 1- 120 electrical power outlet available for each food vendor.

Electricity and Water will only be provided at Berg and Animas Parks. Vendors in other areas will need to provide their own electricity and water.

Power is limited at all vending locations. We ask that all food vendors use only one (1) 20 amp plug. Units that require more than one plug will be asked to supply their own power via generator. Vendors are responsible for their own extension cord.

Food Vendors plugged into more than plug will be required to pay an additional \$50.00. Power plugs will be checked.

Potable Water will be available.

Food Vendor Menu:

A menu or list of your products must be submitted with your application. If a product is not approved, you will be notified.

There will be no debate or exceptions on the approved menu due to limitations being made. You may NOT add items to your menu(s). You may only sell those items on your approved menu sent back to you with the contract.

Each item or food item will be limited. It will be a first come, first serve basis.

Failure to comply may be grounds for closure of your booth(s), removal from the event and denial of future participation at Riverfest.

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 including food and ice 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 7:00 am and again in the evening 8:00 pm to 9:00 pm. All vehicles driven into the park must yield to pedestrian traffic. NO vehicles will be allowed to enter the park after 7:00am or during the hours of operations. No Exceptions will be made. If you need to replenish your supplies during the event, you will have to hand-deliver it from your support vehicle which must remain parked in the designated vendor parking area. Failure to comply may be grounds for closure of your booth(s), removal from the event and denial of future participation at Riverfest. All vehicles used for set up will be required to provide proof of vehicle insurance and vehicle registration,

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Parking:

Vendors will have designated parking areas.

NO vehicle parking at the Rock 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.

Booth Spacing:

Vendors are not guaranteed the same location, park area, or space as last year.

The River Reach Foundation reserves the right to relocate any vendor as they see fit. Food Vendor spaces will be assigned based on products sold. River Reach Foundation will in a fair manner determine each vendor location. We reserve the right to relocate any vendor to avoid a concentration of food types in any one area. No more than two like vendors will be placed in the same area.

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

All food vendor spaces are limited to 20'X20'. If a vendor needs to utilize more than 20'x20' they will be required to purchase an additional space for \$200.00, this includes any booth/ trailer exceeding 20 foot in length, trailer hitches, supply areas, entrance and/or exit areas. No one booth will be allowed to exceed 40 feet in length.

Each vendor is required to provide an Overhead View Drawing of your booth setup, you MUST include a photo of the front of your booth with your application. Photo must be recent, clear and in color.

No food preparation will be allowed on the grass located behind the booths. Use of the grass behind the booth is prohibited. Vendors may only utilize the paved area.

Failure to comply may be grounds for closure of your booth(s), removal from the event and denial of future participation at Riverfest.

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Payments and Fees:

Food /Drink /Treat vendors must submit to the RIVER REACH FOUNDATION, INC. a \$50.00 non-refundable cleaning fee per space in addition to the space fee. Full payment along with all the necessary paperwork must be received by the chairperson/ coordinator of the committee by the due date as required.

Locations:

RIVER REACH TERRACE *flat rate of* \$850.00 plus \$50.00 deposit nonrefundable (Friday, Saturday, and Sunday Sales)
ROCKY REACH LANDING *max booth fee (see below)* \$500.00 plus \$50.00 deposit nonrefundable (Saturday and Sunday Sales)
COTTONWOOD LANDING *flat rate of* \$100.00 plus \$50.00 deposit nonrefundable (Saturday and Sunday Sales)
BERG EAST *max booth fee (see below)* \$500.00 plus \$50.00 deposit nonrefundable (Saturday and Sunday Sales)
RED BARN *flat rate of* \$100.00 plus \$50.00 deposit nonrefundable (Saturday and Sunday Sales)
VETERANS MEMORIAL *flat rate of* \$100.00 plus \$50.00 deposit nonrefundable (Sunday Sales)

Rocky Reach Landing and Berg East food booth fees, will be on a sliding scale as follows:

Per Gross of \$1,000, 10% fee, not to exceed \$500.00

*\$1,000.00 @ 10% = \$100.00
\$2,000.00 @ 10% = \$200.00
\$3,000.00 @ 10% = \$300.00
\$4,000.00 @ 10% = \$400.00
\$5,000.00 @ 10% = \$500.00*

All food vendor spaces are limited to 20'X20'. If a vendor needs to utilize more than 20'x20' they will be required to purchase an additional flat fee of \$200.00, this includes booth exceeding 20 foot in length, trailer hitches, supply areas, entrance and/or exit areas. No one booth will be allowed to exceed 40 feet in length.

Additional \$250.00 Late Registration Fee required after April 1, 2023. Late Registration fee will be applied to any vendor that fails to submit any of the required information by the due date. It is the vendor(s) responsibility to make sure that all required information has been submitted on time and completed. Failure to submit all the requested and required information is in no fault the responsibility of the River Reach Foundation but rather that of the vendor. NO EXCEPTIONS WILL BE MADE. Vendor will forfeit space and all fees paid to date - if full payment or failure to submit all required documentation is not received by April 22, 2023.

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In addition to fees Vendors must:

1. Obtain a New Mexico Gross Receipt Tax ID number from the New Mexico State Tax and Revenue Department
2. All Food/Treat/Drink vendors must obtain a Purveyor' Permit from the New Mexico State Environmental Department. Vendors selling on Friday evening; are required to apply for a 3 day permit at the cost of \$25.00 for each space. You must comply by the rules enforced the by NMED, failure to comply in the rules will result in booth closer for the event. In the event that a booth is closed by the NMED, Vendor Fees will not be refunded.
3. Provide evidence of public liability Insurance Coverage. The minimum coverage of \$1,000,000 per occurrence and \$500,000 per person shall be required. Insurance Certificate must name River Reach Foundation & the City of Farmington as additional insured. (P.O. Box 2056 Farmington, NM 87499-2056)

Vendor Applications:

FOOD VENDORS must submit the attached application and required information by the required date for consideration. *Applications should be emailed to Monica Smith at j.l.sandoval@hotmail.com by March 1, 2023. Monica Smith can also be contacted at 505-947-7899*

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FOODVENDOR APPLICATION

APPLICATION WILL NOT BE ACCEPTED IF ANY OF THE REQUESTED INFORMATION IS LEFT BLANK.

Company Name: _____

Booth Name: _____

New Mexico Gross Receipt Tax Id #: _____

Mailing Address: _____

City, State & Zip Code: _____

Contact Person: _____

Primary Contact Phone Number: _____

Secondary Contact Phone Number: _____

Email: _____

Emergency Name & Number: _____

Where you a vendor last year: YES _____ NO _____

Preferred Booth Location: (1st) _____ (2nd) _____

Booth Structure (Trailer, Food Truck, Tent/ Canopy, Push Cart): _____

Booth Measurements:

Width (including window/canopy/etc.): _____

Length/Front Footage (including hitch/windows/etc.): _____

Do you plan to exceed the 20X20 max area: _____

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Draw Overhead View of Booth in Space Below:

Show both length and width and record information in space provided or use additional sheet if needed.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SAMPLE DRAWING.

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Menu Items (if not enough room please attach menu):

APPLICATION WILL NOT BE ACCEPTED WITHOUT MENU.

Other Required Information:

APPLICATION WILL NOT BE ACCEPTED IF ANY OF THE REQUESTED INFORMATION BELOW IS MISSING

- Photo of Booth
- Certificate of Liability Insurance. Must be valid for the dates of the event
- Vehicle Registration and Insurance. Must be valid for the dates of the event.

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ACKNOWLEDGMENT:

I/ We have read the terms and conditions in this vendor application and understand that by signing below I/ we will comply with all aspects of the Applications/ Terms & Conditions. I/ We understand that by submitting this application, approval to provide vendor services for Riverfest is solely at the discretion of the River Reach Foundation. I/ We am/are aware that the Application Packet must be complete and received no later than March 1, 2022. I/ We am/are aware that the failure to comply with any of the terms and conditions 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. As well as refusal from participating in future Riverfest events.

The information provided in the Application is true to the best of my knowledge and I/ We have not knowingly submitted any false or misleading information.

I _____, authorized representative of _____

Name

Booth and/or Business Name

do hereby declare that I have read and fully understand and agree to the terms and conditions put forth by the River Reach Foundation, INC.

Vendor Name (Print)

Vendor Signature

Date

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