



# Riverfest 2023

A River Reach Foundation Event

Memorial Day Weekend-May 26th – May 28th

Berg & Animas Parks, Farmington NM 87401

Friday May 26th 5pm-9pm. Berg Park  
Saturday May 27th 10am-8pm. Berg & Animas Parks  
Sunday May 28th 11am-5pm. Berg & Animas Parks

Enclosed you will find information on this year's 35th 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, 2023. 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.** The 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 goers 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 28<sup>th</sup> 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 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.
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](http://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 southeast 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 Glenda Allies Fox  
1420 Camina Entrada  
Farmington, NM 87401

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

If you have any questions, please contact Glenda Fox at 505-402-3268 or email: [glendaalliesfox@gmail.com](mailto:glendaalliesfox@gmail.com)

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