



Riverfest 2024

Memorial Day Weekend May 24th – 26th, 2024

Farmington, New Mexico

Riverfestnewmexico.com

Friday May 24th 5pm-9pm – Berg Park River Reach Terrace Pavers only

Saturday May 25th 10am-8pm – Berg Park, Animas Park, and Boyd Park

Sunday May 26th 11am-5pm – Berg Park, Animas Park, and Boyd Park

ARTS & CRAFTS VENDORS: Rules & Regulations:

1. **ARTS & CRAFTS:** To qualify as an Arts & Crafts vendor the items being sold must be hand made by the vendor. All items sold and personal selling must be "G" rated.
2. **BOOTH FEES:** the fee the event is based on booth location.
 - River Reach Plaza on Pavers at Berg Park: \$175.00 per 10 x10 space
 - All other Arts & Crafts locations: \$150.00 per 10 x10 space**Fees must be received by May 1st, 2024. Booth fees are non-refundable without notice prior to the start of the event. Long time vendors should apply and pay early to reserve their space(s).**
3. **SPACES:** Booth spaces may be shared but must fit in one 10x10 space. You may rent multiple spaces, each additional 10x10 space is \$100.00. **TABLES, CHAIRS, TENTS, CANAOPIES ARE THE RESPONSIBILITY OF EACH VENDOR.** The River Reach Foundation nor City will NOT provide tables, chairs, tents, or canopies. The Parks Department does NOT have tents or canopies for rent. Specific spaces will be assigned to each vendor but cannot be guaranteed. Mobile vending, approaching, or soliciting event goers outside of your designated booth space is not allowed.
4. **NEW MEXICO GROSS RECEIPT TAX ID NUMBER (CRS):** Vendors are responsible for the sale tax liability for all items sold. New Mexico requires all vendors at Riverfest to have CRS#s for filing gross receipts tax.
5. **HOURS:** Booths must operate during the event hours (see top) and adhere to set up times. Booths at Berg Park River Reach Terrace pavers have the option to be open for the Friday Kickoff from 5pm-9pm. No other Arts & Crafts vendor areas are allowed this option. Optional Friday setup would be 2-5pm.
6. **SECURITY:** Security of materials is the sole responsibility of the exhibitor. Exhibitors should be prepared for winds and/ or rain. Overnight security is employed but cannot guarantee safety of any products overnight.
7. **ACCESS:** It is preferred that products and booth materials be hand carted to the vendor space. Vehicle access, which is limited to certain areas and times, will require PROOF OF INSURANCE, WHICH MUST ACCOMPANY THE VEHICLE REGISTRATION. Upon receipt of VALID Insurance

River Reach Foundation PO Box 2056 Farmington, New Mexico 87499-2056

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– 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 FunRun. For vendors with large or cumbersome displays, Friday set up is recommended.

8. **POWER:** There is no access to POWER for Arts & Crafts Vendors. If you need to use a generator, make sure to let us know, as your booth location/ position may need to be changed.
9. **NON-POLITICAL and NON-RELIGIOUS EVENT:** This event is not designed to promote any political or religious cause. No political or religious material, 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.)

ARTS & CRAFTS will be located at Berg Park, River Reach Terrace Pavers, and Grass. Additional spaces will be located up the main river trail at Riverbend Overlook and Archway Court. These areas are more wooded setting but get the same foot traffic. They are on the trail to the east of Berg Park, headed to Rocky Reach Terrace, the other main venue. Upon receipt of registration and payment you will be contacted about your booth location.

ONLINE REGISTRATION NOW AVAILABLE, follow these steps.

1. Go to riverfestnewmexico.com

2. Scroll to the bottom of the page “Support Banner”

3. Select Vendors

4. **ARTS & CRAFTS VENDORS**

5. **ARTS & CRAFTS VENDORS ONLINE REGISTRATION**

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ARTS & CRAFTS VENDORS Registration Form:

First and Last Name: _____

Booth or Company Name: _____

Mailing Address: _____

Email Address: _____

Cell Phone Number: _____

New Mexico Gross Receipt Tax Id Number (CRS) (Optional Field): _____

Product Description and Items Sold: _____

Number of Booth Spaces Needed (booth spaces are 10x10): _____

Preferred Booth Location (Pick One):

- ☐ River Reach Plaza on Pavers Berg Park
- ☐ River Reach Terrace Grass at Berg Park
- ☐ Riverbend Overlook
- ☐ Archway Court
- ☐ Boyd Park

Vehicle Access within Park needed for Loading and Unloading:

- ☐ YES
- ☐ NO

IF YES MUST ATTACH VALID VEHICLE REGISTRATION AND INSURANCE

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How do you plan to pay for your booth space:

- ☐ **Online Payment**
- ☐ **Mail in money order or check**

Please include money order or check number if mailing in payment. CHECK or MONEY ORDERS should be made out to the RIVER REACH FOUNDATION

Money Order or Check Number: _____

Signature _____ **Date** _____

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

IF Mailing in Application please include

- 1. Registration FORM**
- 2. If applicable VALID Vehicle Insurance and Registration**
- 3. Check or Money Order made out to RIVER REACH FOUNDATION**

Mail to:

**River Reach Foundation
ARTS & CRAFTS
Earleen Dudley
PO BOX 302
Farmington, New Mexico 87499**

If you have any questions, please contact Earleen Dudley at trgtessa@gmail.com or call 909-520-5887

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