



# Riverfest 2024

Memorial Day Weekend May 24<sup>th</sup> – 26<sup>th</sup>, 2024

Farmington, New Mexico

[Riverfestnewmexico.com](http://Riverfestnewmexico.com)

Friday May 24<sup>th</sup> 5pm-9pm – Berg Park Only

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

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

## **FOOD VENDORS: Rules & Regulations:**

1. **BOOTH FEES:** the fee for the event is based on booth location.

- River Reach Terrace (Berg Park): \$1,000.00
- Rocky Reach Landing: \$600.00
- Berg East Picnic & Playground: \$600.00
- Boyd Park: \$100.00
- Red Barn: \$100.00
- Cottonwood Landing: \$100.00

**Fees must be received by April 1<sup>st</sup>, 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). FOOD VENDORS are NOT guaranteed booth locations from prior years. ALL FOOD VENDORS SPACE ARE BASED ON FIRST COME FIRST SERVE.**

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.

2. **SPACES: Booth spaces are limited to 20x20 space. You may rent multiple spaces if needed.**
  - a) Vendors must provide a drawing floor plan /footprint /overhead view of your booth with dimensions. Indicate opening or awnings. If your booth is a trailer, show the hitch and on which sides the booth opens. Show or describe any accessory units needed to serve your booth, such as supply trailers, refrigerated trucks, generators, etc. Drawing must include the canopy, hitch and/or openings as part of the length or width.
  - b) In addition to your Overhead View Drawing, you **MUST** include a photo of the front of your booth with your application. Photo must be recent, clear and in color.
  - c) A menu or list of your products must be submitted with your application. If a product is not approved, you will be notified.
  - d) 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.
3. All Food/Treat/Drink vendors must obtain a **Purveyor' Permit from the New Mexico State Environmental Department**. FOOD VENDORS must comply by the rules enforced the by NMED, failure to comply in the rules will result in booth closer for the event. If a booth is closed by the NMED, Vendor Fees will not be refunded.

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

[www.RiverReachFoundation.com](http://www.RiverReachFoundation.com)



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4. 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). Must be valid for the dates of the event.
5. **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.
6. **SET UP TIMES**: Set up times will be sent to the vendors at a minimum of 1 week before the event.
7. **HOURS of OPERATION**: **Booths must operate during the event hours (see top) and adhere to set up times. Booths at River Reach Terrace at Berg Park have the option to be open for the Friday Kickoff from 5pm-9pm. No other FOOD vendor areas are allowed this option. All other food vendors are allowed Sunday and Saturday Sales ONLY.**
8. **SECURITY**: Security of materials is the sole responsibility of the vendor. Vendors should be prepared for winds and/ or rain.
9. **ACCESS**: Vehicle access, which is limited to certain areas and times, will require proof of Vehicle Registration and Insurance. Upon receipt of both VALID Vehicle Registration and Insurance – a vendor PASS will be issued for the vehicle. Vehicle access must take place before 8am on Saturday and Sunday morning. No vehicles will be allowed after that time.
10. **BOOTH WASTE and CLEANLINESS**:
  - a) **All waste, trash, and vendor garbage must be placed in 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 the park trash cans. The City of Farmington Park personnel nor Riverfest volunteers will not be responsible for vendor trash disposal.**
  - b) Do not throw waste water in the park, grass, bushes, ditches or river.
  - c) 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.
  - d) Vendors selling/cooking food in tents will be required to place tarps down to prevent grease spills and stains on pavement and brick pavers.
  - e) Food Vendors should not place signs or canvas on the grass when setting up or tearing down.
  - f) All Food Vendors are responsible for cleaning your space/ area before you leave. Your area should look like it did when you arrived.
  - g) Food Vendors are not allowed to pour ice or water on the grass.

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- h) 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).
- i) No food preparation will be allowed on the grass or nature areas located behind the booths. Use of the grass or nature areas behind the booth is prohibited. Vendors may only utilize the paved area.
- j) Failure to comply may be grounds for closure of your booth(s), removal from the event and denial of future participation at Riverfest.

## 11. **ELECTRICITY and WATER:**

- a) The City of Farmington will have water and 1- 120 electrical power outlet available for each food vendor at River Reach Terrace and Rocky Reach Landing. All other areas are required to provide their own water and electricity.
- b) Power is limited at all vending locations. 20 AMP MAX. 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 requiring larger AMP are required to provide their own power.
- c) Vendors are responsible for their own extension cord.
- d) Potable Water will be available.

**ONLINE REGISTRATION NOW AVAILABLE, follow these steps.**

**1.Go to [riverfestnewmexico.com](http://riverfestnewmexico.com)**

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

**3.Select Vendors**

**4.FOOD VENDORS**

**5.FOOD VENDORS ONLINE REGISTRATION**

**If you have any questions, please contact Monica Smith at 505-947-7899.**

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