



# Riverfest 2024

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

Farmington, New Mexico

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

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

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

### **1. NON-FOOD VENDORS: There are three (3) categories of VENDOR designations.**

1. **SALES:** Products & Novelties – Gifts, services, and manufactured products which are being sold.
2. **PROMOTION:** The sole purpose is to provide information or market the company and nothing is being sold.
3. **NON-PROFITS:** an official 501©3 nonprofit who wishes to share information about their service or event.

All items sold and personal selling must be “G” rated.

### **2. BOOTH FEES:** the fee the event is based on booth location.

#### **1. SALES**

- ☐ 2-day event at Berg Park East Picnic & Play area or Childrens Activity by Splash Pad: \$175.00, 10 x10 space
- ☐ 2-day event at Rocky Reach Plaza, Y trail, Boyd Park, Animas Park – Red Barn: \$150.00, 10 x10 space

#### **2. PROMOTION**

- ☐ 2-day event \$250.00

#### **3. NON-PROFIT**

- ☐ 2-day event \$100.00

**Booths are a first come first serve basis. Fees must be received by May 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).**

### **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.



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5. **HOURS: NON-FOOD VENDORS are ONLY 2-days SATURDAY & SUNDAY. NO SALES are allowed on FRIDAY.** Friday setup would be 2-5pm. Booths may not break down until the event is over on Sunday after 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** – 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 **NON-FOOD 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.)

**Prior to the event and upon receipt of the completed registration, directions and maps for access and parking will be shared with the vendor.**

**NON-FOOD Vendors** will be located at Boyd Park, Rocky Reach Landing, Animas Park, Berg East Picnic & playground area, and at the y trail. **Children's activities and the Riverkids Tent will be located on the grass area over by the Splash Pad at Berg Park.**

**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. **NON-FOOD VENDORS**

5. **NON-FOOD VENDORS ONLINE REGISTRATION**

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

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



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## **NON-FOOD VENDOR 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): \_\_\_\_\_

Product Description and Items Sold: \_\_\_\_\_

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

### **PICK NON-FOOD VENDOR TYPE:**

- ☐ SALES
- ☐ PROMOTION
- ☐ NON-PROFIT

### **Preferred Booth Location (Pick One):**

- ☐ Berg EAST Picnic and Playground Area
- ☐ Rocky Reach Plaza
- ☐ Y-Trail
- ☐ Boyd Park
- ☐ Children's Activity by Splash Pad
- ☐ Animas Park – Red Barn



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**Vehicle Access within Park needed for Loading and Unloading:**

- ☐ YES
- ☐ NO

**IF YES MUST ATTACH VALID VEHICLE REGISTRATION AND INSURANCE**

**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  
NON-FOOD Vendor  
Glenda Allies Fox  
1420 Camina Entrada  
Farmington, New Mexico 87401**

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

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

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