



Riverfest 2025

Memorial Day Weekend May 23rd – 25th, 2025
Farmington, New Mexico
RiverfestNewMexico.com

Saturday May 24th 10am-8pm – Berg Park, Animas Park, and Boyd Park
Sunday May 25th 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 that 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 that wishes to share information about their service or event.

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

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

1. SALES

- Children’s Activity AREA** by the Splash Pad: \$200.00, per 10x10-space
- River Reach Plaza on Pavers at Berg Park: \$200.00 per 10 x10 space
- River Reach Terrace on Grass at Berg Park: \$200.00 per 10 x10 space
- Archway Court: \$150.00 per 10 x10 space
- Riverbend Overlook: \$150.00 per 10 x10 space
- Berg Park East Picnic & Play area: \$150.00 per 10 x10 space
- Rocky Reach Plaza: \$150.00 per 10 x10 space
- Y trail: \$150.00 per 10 x10 space
- Boyd Park: \$150.00 per 10 x10 space
- Animas Park – Red Barn: \$150.00 per 10 x10 space

2. PROMOTION

- 2-day event \$250.00

3. NON-PROFIT

- 2-day event \$100.00

Booths are on a first come first serve basis. Fees must be received by May 1st, 2025. Booth fees are non-refundable without notice before 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 \$150.00. **TABLES, CHAIRS, TENTS, CANOPIES ARE THE RESPONSIBILITY OF EACH VENDOR.** Neither the River Reach Foundation nor the City will provide tables, chairs, tents, or canopies. The Parks Department does NOT have tents or canopies for rent.

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). Repair costs caused by the vendor will be the responsibility of the vendor.

- ### **4. BOOTH ASSIGNMENTS:** Specific spaces will be assigned to each vendor but cannot be guaranteed. Mobile vending, approaching, or soliciting eventgoers outside of your designated



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10x10 booth space is NOT ALLOWED. Larger booths will be placed in locations with enough spacing to accommodate trails and public safety.

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. **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.**
7. **SECURITY:** The 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 the safety of any products overnight.
8. **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 Fun Run. For vendors with large or cumbersome displays, a Friday setup is recommended.
9. **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.**
10. **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.)

Before 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.**

Upon receipt of registration and payment, you will be contacted about your booth location.



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



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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: _____

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

PICK NON-FOOD VENDOR TYPE:

- SALES
- PROMOTION
- NON-PROFIT

Preferred Booth Location (Pick One):

- Children's Activity by the Splash Pad, Berg Park
- River Reach Plaza on Pavers Berg Park
- River Reach Terrace Grass at Berg Park
- Archway Court
- Riverbend Overlook
- Berg EAST Picnic and Playground Area
- Rocky Reach Plaza
- Y-Trail
- Boyd Park
- Animas Park – Red Barn



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Vehicle Access within the 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 a money order or check

Please include a money order or check number if mailing in payment. CHECK or MONEY ORDERS should be made out to the RIVER REACH FOUNDATION, INCLUDE BOOTH NAME and NON-FOOD VENDOR, and TYPE in the MEMO line of payment.

Money Order or Check Number: _____

Signature _____ Date _____

The signature above indicates that you have read the rules and regulations, understand them, and agree to follow them.

IF Mailing in the 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 at (505)402-3268 or email glendaalliesfox@gmail.com