

# RIVERTOWN ART FESTIVAL -EVENT DETAILS-



**Date:** June 4<sup>th</sup> and 5<sup>th</sup>, 2016. 10 a.m. to 5 pm. Saturday, 10 a.m. - 4 pm. Sunday

**Location:** Lowell Park –Final layout TBD. Check [RivertownArtFestival.com](http://RivertownArtFestival.com) for updates.

**Times:**

Set-up	Friday, June 3rd	12 pm. – 7 pm.
	Saturday, June 4th	7 am. – 9:30 am.
Teardown	Sunday, June 5th	4:15 pm. – 7 pm.

**Plans:** We are celebrating our 39<sup>th</sup> year for this popular community event, and have moved our dates, anticipating better weather conditions. We’ve hosted up to 100 artists in past years, and we’ll feature a separate area for Market Place vendors again this year.

**Note:** There are no rain dates or refunds for weather cancellations.

**Booth Fees – Food & Beverage Vendors** Food vendor fees are not refundable after acceptance.

Trailer / truck food vendor spaces	\$250
10 x 10 Booth food vendor spaces	\$150
Electrical Fee:	\$60
Waste Disposal Fee	\$25

## Entry Deadlines

Food & Beverage Application Deadline: Until Full

## Notification

- Food and beverage vendors will be notified by email if they are accepted, rejected or on a waiting list. Vendors will be notified within 20 days of the receipt of their application. The Greater Stillwater Chamber of Commerce and RAF committee reserve the right to reject applications. This applies to applications from past participants.

## Application Requirements

- Booth photos and sketches (see page 5) are required with application.
- Check-in is Friday from Noon to 7 p.m. ALL required permits must be provided at check-in.
- Participants are required to complete setup prior to 10 a.m. Saturday and remain open until closing is announced by event coordinators.
- Each vendor is responsible for providing and assembling his or her own booth.
- Only one vendor per space; however, one vendor may request and pay for more than one space.
- The Greater Stillwater Chamber of Commerce and RAF committee reserve the right to reject applications.
- Vendors must be present during show hours.
- When indicating booth space needed, please include room for hitches and other protruding items. (See page 5 for more details)

## **Parking**

Free parking will be available to participating vendors in nearby lots from 6 a.m. to 6 p.m. on Saturday and Sunday. Vehicles cannot be parked overnight in city lots. Secured food-trucks and trailers may be parked on event ground overnight. Some after-hours security will be available. The Greater Stillwater Chamber of Commerce is not responsible for property damage / theft.

## **Menu**

Please list all items to be sold or a sample menu. Only those items pre-approved by the RAF committee may be sold.

## **Waste Disposal**

Garbage service will be provided throughout the weekend. All raw/food vendor waste must be placed in the dumpster – not in trash cans. Participants must keep and leave their area clean.

## **Sales Tax**

All retail vendors are responsible for collecting the appropriate amount of sales tax. Please visit [www.revenue.state.mn.us](http://www.revenue.state.mn.us), or contact the City of Stillwater or Washington County for additional information.

## **Health Permit**

Food vendors must have a valid and current health permit with copy submitted with application.

## **Permits**

Food vendors are responsible for receiving and complying with all required permits. Please go to the event website for updated permit information for the State and County. If you have any questions please contact the City of Stillwater or Washington County for additional permit requirement information.

## **Fire Safety**

In compliance with our Minnesota State Fire Code, we require the following items:

- 1) If your booth is contained within a tent structure, that structure must have proof of being flame resistant.
- 2) If you use LP gas, the tank must be securely fastened in place to prevent unauthorized movement.
- 3) All fire extinguishers must be properly certified; including K-Class for cooking vendors and current tags on all others.

Stillwater Fire Department, or appropriate authority, will inspect all vendors prior to operation. For vendors cooking under tents, if tents do not show adequate proof of fire retardant as determined by the Stillwater Fire Department or appropriate authority, the booths will not be allowed to open. For more information on local fire regulations, please contact: Stillwater Fire Department, 250 Maryknoll Drive, Stillwater, MN, 651-351-4950. The RAF committee is not responsible for lost time or income if booths are not allowed to open until codes are met.

## **Electricity**

In order to provide an adequate electrical supply, please list your requirements on the food vendor application. Electrical availability will not be provided if required fee is not included with payment.



***Food Vendor Application*** (page 1 of 3)

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Mobile or Alternative Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Booth Type (circle one):                      Tent                      Trailer                      Other

Do you require an electrical hook-up?                      Yes                      No

Electrical Needs (# of Amps, type of receptacle): \_\_\_\_\_

\_\_\_\_\_

If no electrical hook-up is needed, will you use a generator?      Yes                      No

Menu Items (or attach menu): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Booth Payment – Check or Credit Card (Visa or MC) Payments Accepted**

Trailer / truck food vendor spaces:	\$250	\$_____
10 x 10 Booth food vendor spaces:	\$150	\$_____
Electrical Fee:	\$60	\$_____
Waste Disposal Fee:	\$25	\$ 25
TOTAL SUBMITTED:		\$_____

Name as it Appears on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV# (on back) \_\_\_\_\_

Circle One:    Visa    MC    AMEX    Discover

Card Statement Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Note: Food truck / trailer / booth fees are charged to card at time of acceptance and are not refundable.

All checks must accompany this form and be made payable to: Greater Stillwater Chamber of Commerce.

Mail payment and application to:            Greater Stillwater Chamber of Commerce  
200 Chestnut St. E, Suite 204  
Stillwater, MN 55082

**Applicant Checklist**

All items required before application can be accepted.

- Completed Application                       Photo of Booth (photos will not be returned to vendor)
- Insurance Certificate                             Menu or List of Menu Items
- Health Permit                                       Payment
- Certificate of Liability Insurance

(Cert holder: Greater Stillwater Area Chamber of Commerce, 200 Chestnut St E, #204 / Stillwater, MN 55082)

**Participation Agreement**

Submission of this application assumes acceptance by food vendors of all conditions and requirements listed herein. Neither the Greater Stillwater Chamber of Commerce nor its representatives shall be held responsible for any damage or loss to food vendor or equipment incurred from any cause, including inclement weather. I understand that if I or any representative of my group do not meet and abide by the regulations I will be asked to stop operations and not be eligible for a refund. No refunds will be made for any reason after I have been accepted for participation.

Application requirements may be changed or updated without prior notice. I accept the rules and requirements of the 2016 Rivertown Art Festival and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

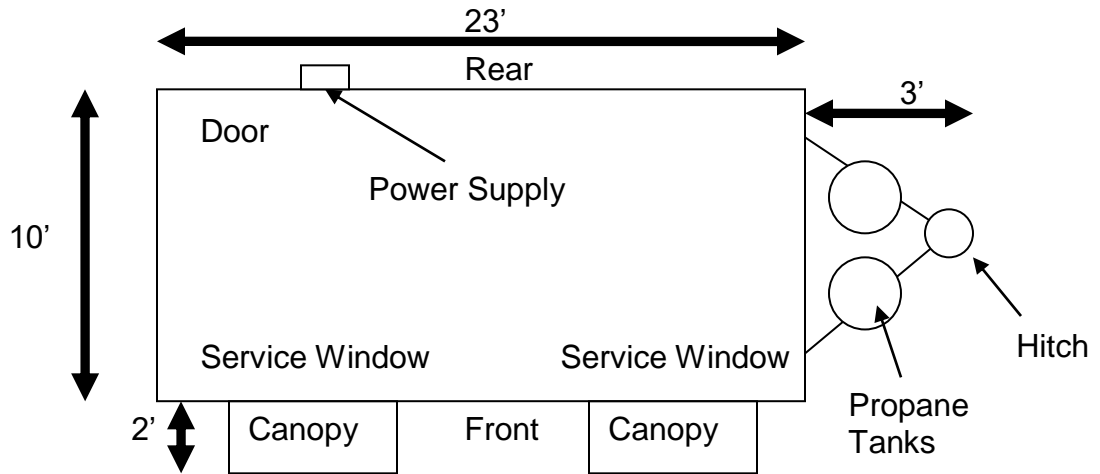
## Food Booth Dimension & Description

Using the drawing below, please indicate the length, width, location of hitch and location of serving window for your food booth. Failure to submit this information will result in non-approval of application.

Please indicate trailer items present below, their location and dimensions on the drawing:

- |  |   |
|--|---|
| <input type="checkbox"/> Trailer Hitch/Protruding Length _____ feet<br><input type="checkbox"/> Trailer Front / Service Area<br><input type="checkbox"/> Power Supply Hookup / Generator | <input type="checkbox"/> Propane Gas Tank(s)<br><input type="checkbox"/> Service Window(s)<br><input type="checkbox"/> Protruding Element(s) (canopy)<br>Approximate Length: _____ feet |
|--|---|

### EXAMPLE DRAWING



### SKETCH AREA