



# 43<sup>rd</sup> RIVER FALLS DAYS

## MERCHANT VENDOR APPLICATION

The heritage and pride of River Falls' residents comes alive as the community celebrates its 43<sup>rd</sup> Annual River Falls Days. This community-wide event offers something for the entire family! Festivities include a Friday evening parade, 10K/2 mile/Kid's Fun Run, live music and outdoor dancing, beer tent, food vendors, fireworks and more! Organized by the River Falls Chamber of Commerce & Tourism Bureau.

Sat. 11AM – 4PM  
W. Maple St. Bridge (adjacent to City Hall)  
River Falls, WI 54022  
[www.rfchamber.com](http://www.rfchamber.com)

### Application Process

A complete Vendor Application and provide supplemental items (noted below) must be received by June 30<sup>th</sup>. Incomplete applications will not be considered. Preference will also be given to vendors in good standing. The Chamber reserves the right to reject applications. Fees are not refundable after acceptance. There is no rain date or refund in the event of cancellation. Checks returned due to non-sufficient funds will result in non-acceptance of the application and a returned check fee of \$50.00 to be charged to the applicant.

### Rules & Regulations

- **SALES:** All sales to be processed by vendor. All vendors selling items must post their state sales tax identification number onsite. Wi-Fi is not available for payment processing; however, there will be an ATM in close proximity to the merchant area. *\*NOTE: a completed Wisconsin Temporary Event Operator and Seller Information form (attached) is required per sec. 73.03(3), Wis. Stats. and must be submitted with Application.*
- **HEALTH PERMIT:** If you are providing food and are not sure if you need a permit, please call the Pierce County Health Department, Michele Williams at (715) 273 – 6755 with any questions.
- **INSURANCE:** Vendors are responsible for obtaining general liability insurance and must submit a Certificate of Insurance with their Application naming River Falls Area Chamber of Commerce & Tourism Bureau as additional insured.
- **BOOTH:** Vendors must supply own tent and/or awning with weights, table(s), chair(s), banner(s), and other supplies in compliance with fire safety requirements. It is the vendor's responsibility to provide, assemble and disassemble booth while ensuring safety to the public during set-up, operation and tear-down.

- **SET UP:** Vendor set up is Saturday, July 15<sup>th</sup> 10:00AM – 11AM. (Contact the Chamber if early set up is needed). No vehicles will be permitted within festival grounds after 11:00AM. Vendors must be fully set up and operational by 11:00AM.
- **STAFFING:** Vendors are required to have a minimum of one person staffing their space at all times during open festival hours which are Saturday 11AM – 4PM. Vendors are responsible for ensuring all event rules and guidelines are communicated and adhered to by staff members.
- **VENDOR PARKING:** A designated location will be provided near the event site and available on a first-come, first-serve basis. Additional parking is available on the surrounding streets and/or City of River Falls parking lots in assigned areas. All parking is free of charge.
- **SECURITY:** Area will be patrolled, but valuables are left at your own discretion. Chamber is not responsible for lost or stolen items.
- **GARBAGE:** Vendors are responsible for their own garbage/recycling receptacles and liners. The event will provide dumpsters in a designated area, but Vendor is responsible to transport garbage. All vendors are required to clean their area at the end of the festival.
- **BREAKDOWN:** Vendors are not permitted to begin breaking down their space until Saturday at 4PM. Vehicle traffic may resume on the festival grounds for break down only after event security has cleared the grounds of guests and deems it safe for vehicle traffic. Breakdown must be fully completed by 6PM Saturday. Early tear down is not allowed.



## RIVER FALLS DAYS – MERCHANT APPLICATION

**Remittance Checklist** – APPLICATION WILL NOT BE CONSIDERED UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED BY THE CHAMBER:

- Completed Application Form, including description and photo of item(s) being sold.
- Completed Wisconsin Temporary Event Operator and Seller Information (S-240 Form)
- Certificate of Liability Insurance
- Check payable to River Falls Chamber of Commerce for booth fee payment
- Mail all items to River Falls Chamber of Commerce at 215 W. Maple Street, River Falls, WI 54022.

### Vendor Contact Information

Company Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

Insurance Provider & Policy #: \_\_\_\_\_

### Space and Fees

#### VENDING SPACE

- 10' x 10' Space Only      \$50
- 10' x 20' Space Only      \$100

Electrical service is not available. No portable generators allowed.

### Item(s) To Be Sold or Promoted

Please provide a detailed description of item(s) that will be sold in your vending space. Additional literature and/or examples of prior vending experience are welcome.

ITEM(S) TO BE SOLD OR PROMOTED


**Waiver of Liability**

In consideration of your accepting this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators waive any and all rights and claims for damages I may have against the River Falls Area Chamber of Commerce and Tourism Bureau and the City of River Falls and their representatives, volunteers, successors, and assigns for any and all damages suffered by myself or my team at the event. Further, I grant full permission to the River Falls Area Chamber of Commerce and Tourism Bureau and/or other agents authorized by them to use photographs, videotapes, recording or other records of this event for legitimate reasons. I agree to abide by the rules and regulations of River Falls Days and have enclosed all required items. Acceptance of this Application constitutes a binding contract.

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

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

**Questions or for more Information:**

Contact Judy F. Berg, [judy@rfchamber.com](mailto:judy@rfchamber.com), (715) 425-1676, [www.rfchamber.com](http://www.rfchamber.com).

**Chamber use only:** Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_