

Riverwalk Market Fair 2018 General Guidelines



Our Mission:

The Riverwalk Market Fair mission is to foster economic vitality by establishing and promoting a summer open-air Saturday venue and an indoor winter market for local arts, products, and services based on the assets of the downtown Riverwalk.

Our Farmers Market mission is to promote local, sustainable and organic agriculture; increase opportunities for farmers, small businesses and artisans; and promote healthy living by strengthening relationships between regional producers and consumers.

Our Artists Market mission is to foster economic vitality by bringing arts entrepreneurs and patrons together.

Riverwalk Market Fair's Special Collaborations

In addition to the Farmers Market and Artist Market, Riverwalk Market Fair (RMF) works collaboratively with the community by providing free of charge:

- A venue for area entertainers to perform their music.
- "Youth Booth" tent for area youth to sell the products they make.
- "Friends of the Market" tent for Northfield-area non-profit groups to share information about their activities.

Governance

RMF is governed by a [Board of Directors](#), which is responsible for the overall function of RMF; RMF retains a Market Manager to handle day-to-day market operations.

Contact Information

General inquiries: info@riverwalkmarketfair.org
Media inquiries: media@riverwalkmarketfair.org
Artists' or Farmers' Market inquiries: manager@riverwalkmarketfair.org

Mailing address: Riverwalk Market Fair, PO Box 725, Northfield, MN 55057.

More information:

Website www.riverwalkmarketfair.org

Facebook: [Riverwalk Market Fair](#)

Twitter [@RiverMktFair](#)

Instagram [@RiverWalkMarketFair](#)

Market Dates, Location, and Hours

RMF's summer markets are located outdoors on and around Bridge Square in downtown Northfield; this is a beautiful, historic riverfront location in the downtown shopping district. For the 2017 Season, the markets are held on Saturdays, June 2 through October 20, 2018 (20 Markets), *except* for September 9, [Defeat of Jesse James Days](#). Saturday hours of operation are 9 a.m.-1 p.m. RMF will also be open for the [Northfield Area Chamber of Commerce](#) Winter Walk event in early December at a location TBA from 5-9 p.m. Vendors may apply for as many or as few markets as they wish.

Application and Fees

Juried Marketplace: RMF is a juried marketplace. All vendor applications must be approved through the jury process. Please see Artist Market Rules or Farmers Market Rules for additional information about this process for the respective market.

Application fee: All vendors pay a \$20 non-refundable annual application fee. Our mission is to help entrepreneurs start and grow their business. The vendor application fee will be waived on request for entrepreneurs who have never been a vendor at RMF or any other market.

Weekly per-Market fee: Vendors also pay a fee for each market at which they sell which **must be paid with your application. Per-market fees** range from \$15 - \$25 per market, depending on the frequency of participation. The check for weekly fees will be returned to you if your application is not approved. Please see the Artist and Farmers Market Applications for details about the fee structure for each market.

Vendor fees include the following services provided by RMF:

- Event coordination and management, with onsite personnel every Saturday of operation.
- Event marketing, including regional and local media coverage (ads, articles, press releases, brochures, radio, and social media).
- Permit/coordination with the City of Northfield.
- Onsite signage and banners, and posters throughout the City.
- Onsite visitor information tent in Bridge Square.
- Outreach to local businesses.
- Music and strolling street entertainment.

Please note: individual vendor tents are NOT PROVIDED.

After receiving approval from the Market Manager, up to two approved vendors may share their space/tent on any given Market day, but each vendor must pay the weekly vendor fee.

Insurance

We highly recommend that you carry liability insurance, to protect yourself and your assets. If you do have insurance, we request a copy of it.

All vendors are required to submit an Indemnity Agreement (City of Northfield requirement); this agreement is included in the application form.

Taxes, Licenses and Certifications

Sales Tax: All vendors are required to submit a Minnesota Certificate of Sales Tax Compliance (Form ST19). Please see www.taxes.state.mn.us for current forms, information on how to obtain a Minnesota State Tax ID number and what is considered taxable or nontaxable as defined by Minnesota law. Each vendor is responsible for paying their own sales tax, as appropriate; the sales tax rate in Northfield is 7.375%.

Other rules, licenses and certifications: The RMF Farmers Market and Artist Market may require additional certification; see the appropriate Market Rules.

Conduct

Treat everyone with respect and cooperation.

Cancellations, Weather and Refunds

Vendors may not sublet their booths to any other vendors.

We are a rain or shine market. In case of dangerous weather, the market may be closed at the discretion of the market manager. Weather updates will be posted to the Facebook page.

RMF does not refund fees. In the case of extenuating circumstances, RMF may provide a vendor with a partial refund. Refunds will be determined on an individual basis by the RMF Board.

Stall Assignments

There are approximately 34 spaces available for vendor stalls in 2017, located on and around Bridge Square. Each stall will accommodate a 10' x 10' tent.

- Stall assignments: The Market Manager will assign vendors to stall spaces, and email those assignments to vendors before each Saturday market.
- Stall location subject to change: Because the vendors at RMF change every week, many vendors will not be in the same location every week; Change in location assignments may occur at RMF's discretion. Reservation of spaces establishes no right to, or guarantee of, space rental in subsequent years.
Cancellations: Vendors not able to attend their reserved Market date must [email the Market Manager](#) by noon on the Wednesday immediately preceding the market; emergency cancellations after Wednesday must be made as soon as is possible.

Set-Up, Take-Down, and Parking

Set-Up: For RMF's summer outdoor markets, vendors may arrive at 7:30 a.m. and should be ready by 8:45 a.m. If you are not set up and ready-to-sell by 9:00 your booth space will be forfeited for the day. If you have an emergency and are running late, please contact the Market Manager as soon as possible.

Parking: After unloading your vehicle, please park it away from the market area before you begin setting up your stall space. Do not park in front of downtown businesses or in the Post Office alley. Farmers, park your 'vend-from' vehicle in your stall space. Park any other vehicles in public parking.

Take-Down: Vendors may depart after 1 p.m. At end of Market day, pack up all belongings before your vehicle is brought on site. These are the ONLY times that vehicles are allowed on market site (except for farmers with vend-from vehicle permitted booths.) Booth disassembly is not permitted until the Market closes at 1:00, even if product is sold out. Booths must be removed no later than 3 p.m.

Vendors may leave early ONLY at the discretion of the market manager and must be informed by Wednesday prior to market.

Site Guidelines

Waste: Vendors are responsible for removing all trash, recyclables and compostables from their stalls and disposing of them in the proper receptacles. Please do not accept customer trash at vendor stalls. Direct all customer trash to public waste receptacles. All waste water must be disposed of in an approved sanitary sewer system. Disposal on the ground, in the river, or in a storm sewer is not acceptable.

Advertising: No commercial (non-vendor) advertising is allowed.

Tents and equipment: RMF encourages creating a booth space that is visually appealing.

- Booth space requirements: Vendors are responsible for providing all tables, chairs, scales, signs, containers, shopping bags, etc. All backstock and cardboard boxes must be stored under the tables or stacked neatly out of the way. Vendors must keep their site clean and free of trash during market hours. Displays, canopies, signage, etc. may not infringe upon walkways or neighboring booths.
- Tents and tent weights: Vendors are encouraged to use a canopy or tent. Effective weights (30# per tent leg) are required to hold down the tent in case of wind. Tents may NOT be staked to the ground. Vendors assume full responsibility for any damage or injury resulting from tents/canopies or other display items that fly away.
- Prohibited activities: Vendors may not smoke or play music at any booth. RMF prohibits solicitation and political activities during Market hours. Non-profit and not-for-profit groups may apply to participate in RMF in the Friends of the Market tent, and if approved, may present educational materials or information about their organizations, missions, etc., but may not engage in any political activities, canvassing, petitioning, etc. For more information, see the RMF Friends of the Market Rules and Application.

Enforcement and Disputes

No-shows: Vendors who are not set up and ready-to-sell at 9:00 will be considered a no-show and will forfeit the space for the day. Vendors who no-show twice will forfeit the remainder of the season with no refund.

Unacceptable merchandise: The Market Manager may request any vendor to immediately remove any merchandise deemed unacceptable.

Market Manager authority: The Market Manager has ultimate onsite authority and enforces all rules of RMF. If a vendor has a dispute or complaint, the vendor should discuss it with the Market Manager. If the dispute is not resolved with the Market Manager, the vendor must submit the dispute in writing to the Market Manager, who will forward it to the appropriate RMF Committee for final decision.