

**2020 RIVERWALK MARKET FAIR**  
**FRIENDS OF THE MARKET RULES**



Riverwalk Market Fair is happy to work with Northfield-area non-profit organizations that wish to be a part of the Riverwalk Market Fair Saturday market event.

Riverwalk Market Fair (RMF) intends to continue building an event celebrating Northfield's local art, artisan food, and local, healthy, delicious produce – all created and grown by our local artists, foodies and farmers. We want this event to be inviting and welcoming to Northfielders as well as visitors from surrounding communities and beyond.

RMF will provide local organizations with the opportunity to participate in one Saturday market each season and we will include your organization in our weekly marketing materials using the material your organization supplies.

Requirements for participation:

1. Complete application form (below).
2. Complete the City of Northfield's required Indemnity Agreement (included below)
3. Tent and equipment: Your organization will be provided a RMF tent the first date you are at the market, additional dates by availability will be \$25 each date RMF provides a tent and \$10 if RMF provides the booth space only. If you bring and set up your own tent, you must provide 30-lb weights on each tent leg. Tables, table coverings, displays and chairs will always be your responsibility.
4. Limit of one Saturday per organization (\$0 fee) Additional dates (\$25 with tent) and (\$10 for space only). You may contact [manager@riverwalkmarketfair.org](mailto:manager@riverwalkmarketfair.org) to check on date availability.
5. Prohibited activities: RMF prohibits solicitation, political activities and commercial advertising.
6. Youth activities: With RMF's prior approval, your organization is welcome to provide free, family-friendly activities in the tent. You will be responsible for maintaining the activities and clean-up afterwards.
7. Sale of products: Selling products is permitted only with RMF's prior approval, payment of a \$20 application fee, and after submitting a Minnesota Certificate of Sales Tax Compliance (Form ST-19) to the Market Manager. Please see [www.taxes.state.mn.us](http://www.taxes.state.mn.us) for current forms and information on how to obtain a Minnesota State Tax ID number, and what is considered taxable or nontaxable as defined by Minnesota law.

**2020 RIVERWALK MARKET FAIR FRIENDS OF THE MARKET APPLICATION**

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

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

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

Website (if applicable): \_\_\_\_\_

Name of contact person for your organization: \_\_\_\_\_

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

**PERSONNEL**

List all of the people who will represent your organization at the RMF:


**ORGANIZATION DETAILS**

1. Describe your organization, mission, outreach, etc. (Or enclose organizational brochure, etc.):
  
2. Describe the informational materials you will display and distribute at RMF:
  
3. Describe free, family-friendly activities your organization will provide, if applicable:
  
4. If you want to sell something at RMF, please list those items with their prices. (\$20 fee)
  
5. Will you need electricity (limited availability)? If yes, why?

Following is a list of the RMF Market Days for the 2020 season. Please circle the date you would like. You can check date availability with [manager@riverwalkmarketfair.org](mailto:manager@riverwalkmarketfair.org), or mark your choices in order of preference.

- RMF will NOT be held September 12, 2020 during the Defeat of Jesse James Days.
- Additionally, other large festivals which share Bridge Square with RMF may be scheduled; a FOTM space will not be available on such dates.

**OUTDOOR MARKET (20 Markets: all Saturdays)**

May (1)	June (4)	July (4)	August (5)	September (3)	October (3)
X X X X 30	6 13 20 27	4 11 18 25	1 8 15 22 29	5 XX 19 26	3 10 17

Please remit payment to Riverwalk Market Fair P.O. Box 725 Northfield MN 55057 \$ \_\_\_\_\_

RULES AGREEMENT

I have read and understand the rules of Riverwalk Market Fair as written in the General Guidelines, Friends of the Market Rules, and Friends of the Market Application, and agree to follow them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I will secure my tent with 30-lb weights on each corner every week that I am at Riverwalk Market Fair.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

MARKETING RELEASE FORM

- D Yes, RMF can use the information I provided in this application in their marketing efforts.
- D Yes, RMF can use the digital images that I supplied in its marketing efforts.
- D Yes, RMF can link my website to its website.

\_\_\_\_\_  
Signature of Organization Contact Person

\_\_\_\_\_  
Date

CHECKLIST FOR APPLICATION

- D Completed Application.
- D Signed Rules Agreement.
- D Signed Marketing Release Form.
- D Signed City of Northfield’s Participant Risk Acknowledgment, Release, and Indemnity Agreement.
- D Copy of your Certificate of Insurance, if available. RMF recommends you carry liability insurance.
- D Digital pictures for marketing purposes. Email to [manager@riverwalkmarketfair.org](mailto:manager@riverwalkmarketfair.org).
- D **Check for \$20 (if selling something). Check for additional dates \$25 with RMF tent or \$10 for space only.**
- D Signed MN Tax Form ST19 (if selling something).

Mail all materials and check (if applicable) to:

Riverwalk Market Fair  
PO Box 725  
Northfield MN 55057.

Questions? Contact us at [manager@riverwalkmarketfair.org](mailto:manager@riverwalkmarketfair.org).

**RMF is asking for *voluntary* sponsorship donations to coordinate and fund the Power of Produce (PoP) Club booth benefiting children from low income families the opportunity to purchase fresh fruit and vegetables from our RMF Market Vendors. This is a U of M Extension Program and our collaborative goal is to bring new families to our Market. Questions? Please contact Market Manager, April Kopack at [manager@riverwalkmarketfair.org](mailto:manager@riverwalkmarketfair.org)**

**Would you like to make a one time donation of \$5 \$10 \$15 \$20 or other amount? \_\_\_\_\_ You may add this donation with your vendor fee or mail a separate check made out to Riverwalk Market Fair and remit with your application materials and payment.**

This form is required by the City of Northfield. If you have questions about this Northfield Risk Acknowledgement, Release and Indemnity form, please contact Deb Little, City Clerk, directly: [deb.little@ci.northfield.mn.us](mailto:deb.little@ci.northfield.mn.us).

**PARTICIPANT RISK ACKNOWLEDGMENT, RELEASE, AND INDEMNITY AGREEMENT**

I HAVE READ, UNDERSTAND, AGREE AND ACKNOWLEDGE THAT:

1. "The Program" includes \_\_\_\*programs\* \_ provided by \_\*Riverwalk Market Fair Inc.\* \_ to the Participant.
2. I am a validly registered and voluntary Participant in The Program.
3. I will abide by all rules and regulations imposed on the participants in The Program. Failure to do so will result in removal from The Program as well as forfeiting any and all entry fees.
4. I understand that there are risks and hazards inherent to The Program, and that as a result of these risks and hazards I as a participant may suffer minor or serious personal injury, even death, as well as property loss. I nevertheless freely and voluntarily assume the aforesaid risks and hazards and accordingly my participation in the activity shall be entirely at my own risk. I acknowledge that I am physically able to participate.
5. In the event that I am injured while participating in The Program, \_\_\_\*Riverwalk Market Fair Inc.\* may, but is not required to, secure such medical advice and services for me as it, in its discretion, may deem necessary for my health and safety and I shall be financially responsible for such advice and services.
6. I hereby grant \_\_\_\*Riverwalk Market Fair Inc.\* \_ permission to use and reproduce any photographs, personal narrative, interviews, or audio and video recording of my and/or my child's participation for any and all purposes.

**RELEASE AND INDEMNITY**

In consideration of permission granted to me, the undersigned, by \_\_\_\*Riverwalk Market Fair Inc.\* \_\_, to participate in The Program, and for other good and valuable consideration, I hereby, for myself, my spouse (if any), my heirs, executors or administrators, and personal representatives:

- (a) Assume full responsibility for any personal injury or damage to my person or property that may occur, directly or indirectly, while participating in The Program;
- (b) Fully and forever release, waive and discharge the City of Northfield, its officers, employees, agents, and elected officials, and The Program organizers and volunteers, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my participation in The Program;
- (c) Agree to indemnify and hold harmless the City of Northfield, its officers, employees, agents, and elected officials, and The Program organizers and volunteers, for any acts or conduct by me of whatever kind or nature whatsoever, while participating in The Program;
- (d) Agree to defend and to pay any costs or attorney's fees as a result of any action brought by or against the City of Northfield, its officers, employees, agents, and elected officials, and The Program organizers and volunteers, for any acts or conduct by me of whatever kind or nature whatsoever, while participating in The Program;
- (e) Agree that it is my intent that this PARTICIPANT RISK ACKNOWLEDGMENT, RELEASE, AND INDEMNITY AGREEMENT be in full force and effect at any time after the execution hereof.
- (f) This release does not waive liability for any injuries that I obtain as the result of the willful, wanton, or intentional misconduct by the City of Northfield or any person acting on behalf of the City.

Participant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date \_\_\_\_\_

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If the above participant is under the age of 18:

I, the undersigned, have read this PARTICIPANT RISK ACKNOWLEDGMENT, RELEASE, AND INDEMNITY AGREEMENT and understand all of its terms and conditions. I agree that my Child/Ward may participate in The Program under the conditions listed above, and agree to be bound by the terms and conditions set forth herein. I execute it voluntarily and with full knowledge of its significance.

FURTHERMORE, in consideration of the permission granted to my Child/Ward by the City of Northfield to participate in The Program, I hereby release the City, its officers, employees, agents, and elected officials, and The Program organizers and volunteers, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my participation in The Program, except for any injuries obtained as the result of the willful, wanton, or intentional misconduct by the City of Northfield or any person acting on behalf of the City.

Parent/Guardian Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date \_\_\_\_\_ (Sign if participant is under 18)