



# 2023 Arts & Crafts Fair Hastings, MN



## 2023 VENDOR INFORMATION

Plans for the 2023 Rivertown Days are underway, and we invite you to participate! Rivertown Days started over 40 years ago when a group of business owners collaborated with a goal to bring the community together and attract visitors for one epic weekend out of the year.

### EVENT DETAILS

**Show Dates & Times:**

Saturday, July 22 from 9am - 5pm  
Sunday, July 23 from 9am - 4pm

**Location:**

Jaycee Park  
420 Lock & Dam Road | Hastings, MN 55033

**Set-Up:**

Friday, July 21 from 12:00pm – 5pm or  
Saturday, July 22 from 7am – 8:30pm

**Teardown:**

Sunday, July 23 from 4-6pm

**Fee:**

\$150 + City permit fee; *includes 10'x10' space*. You may reserve multiple spaces for \$100 each if needed.

**Entry Deadline:**

Wednesday, June 2, 2023, or when full; whichever is first

**Weather:**

This is a RAIN OR SHINE event. Plan for hot or inclement weather. NO REFUNDS.

- Applications are subject to approval - no guarantees.
- We reserve the right to jury the day of the show. All applicants **MUST** have their booths open ALL DAY in the park both Saturday and Sunday. Failure to comply with this will result in not being accepted to future Rivertown Days craft shows.
- Space pre-assigned upon receipt of application and payment. **No guarantee of location, shade, etc. will be made.**
- Past vendors are NOT guaranteed the same space as past years.
- Rivertown Days & Hastings Chamber of Commerce are not responsible for any damage or theft to your personal property.
- Booths must be staffed at all times during the posted hours.
- All confirmations and booth assignments will be sent **VIA EMAIL** mid-June 2023.
- Once accepted, no refunds – no exceptions.
- All NSF checks will be charged \$25.
- The fee covers a 10' X 10' space. Vendors are required to supply their own tent, tent stakes/weights, table(s), chair(s) and any other materials required.
- All Tents need to be staked down or taken down in the evening.
- No vehicles will be allowed on the grass and vendors must park in vendor parking only. Parking permit will be provided.
- If you fail to completely fill out the application and the Certificate of Compliance (ST19), *required by the MN Department of Revenue* your application will be returned. This form can be found through a simple Google search.
- The Rivertown Days Planning Committee reserves the right to limit the number/nature of vendors.
- Rivertown Days is a family and community event. Inappropriate behavior, business practices, or communicating messages that could be considered offensive will not be tolerated. If a vendor is asked to leave, their fee will be forfeited.
- Vendors may not sell or bring onto festival grounds any explosives, fireworks, or alcoholic beverages.



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## Requirements

All vendors must:

- Have a valid Minnesota Tax ID number
- Complete a Minnesota Form ST-19, regardless of if they are selling goods or services. *Form can be found online.*
- Supply their own equipment, including tents, weights, tables, chairs, safety rope, cleaning materials, etc. You may use a quiet personal generator; if it becomes too noisy for neighboring vendors, you will be asked to limit its use.

## Next Steps

- Complete and submit the vendor application
- Submit payment
- Await further detail, **which will be sent by email in June**; any changes in the details included on this form will be outlined in that communication
- NO NEWS IS GOOD NEWS. If you don't hear from us prior to June; you are IN the show!

## Legal

Indemnity:

*To the extent permitted by law, all vendors agree to protect, indemnify, defend and hold harmless, the Hastings Rivertown Days, its Planning Committee and members/volunteers; and the Hastings Area Chamber of Commerce & Tourism Bureau; and the City of Hastings and its elected officials, employees, agents and volunteers against all claims, losses, damages to persons or property and cost (including attorney's fees) arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of park premises or a part thereof, except those claims arising out of the sole negligence or willful misconduct of the festival Volunteers.*

Warranties:

*While the Committee of Rivertown Days will make every effort to produce a successful festival, they cannot warrant the level of attendance, weather conditions, sales, or any circumstances beyond their control.*

## Contact Information

Jessica L. Dodge, Hastings Area Chamber of Commerce & Tourism Bureau  
[jessica@hastingsmn.org](mailto:jessica@hastingsmn.org) | 651.437.6775



**2023  
Arts & Crafts Fair  
Hastings, MN**



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

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_ I am new to this event      \_\_\_\_\_ Please update my information

Special Requests: \_\_\_\_\_

*PLEASE NOTE: Specific locations (i.e., shade) are NOT guaranteed*

Type of Craft: \_\_\_\_\_

(1) 10' x 10' exhibit space:    **\$150 +**    ## of additional spaces @ \$100 each    \_\_\_\_\_    **+ \$15 City permit fee =**    \_\_\_\_\_    **Amount Enclosed: \_\_\_\_\_ (TOTAL)**

\_\_\_\_\_ Check enclosed      *made payable to Rivertown Days*

\_\_\_\_\_ Visa/Mastercard      *3% processing fee applies*

*Credit card #:* \_\_\_\_\_ *Exp. Date:* \_\_\_\_\_ *CVV Code:* \_\_\_\_\_

**Checklist & Enclosures**

\_\_\_\_\_ Payment in full is enclosed

\_\_\_\_\_ Completed application is enclosed

\_\_\_\_\_ Completed Certificate of Compliance (ST19) is enclosed

\_\_\_\_\_ I acknowledge that it is my sole responsibility to provide my own tents, weights, lights, tables, trailers, dolly, extension cords, power strips, power adapters, chairs, safety rope, cleaning materials, vendor products, etc.

\_\_\_\_\_ I will clean up my space upon departure

\_\_\_\_\_ I acknowledge this is a two-day rain or shine festival and that weather related refunds will not be issued

\_\_\_\_\_ I will staff my booth to cover all required vendor hours

\_\_\_\_\_ I understand that I will not be allowed to drive on the festival grounds except during designated times

*I, hereby, indemnify Hastings Rivertown Days and the Hastings Area Chamber of Commerce; and I accept the Terms & Requirements attached to this application regarding participation in the event.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*