



Hastings, MN Food & Beverage

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

Festival Dates & Times:

Friday, July 21 from 5 pm – 11 pm
Saturday, July 22 from 11am - 11pm
Sunday, July 23 from 11am - 4pm

Set-Up:

Friday, July 15 from 9 - 11 am

Teardown:

Sunday, 4-6pm

Fee:

\$250 + City permit fee; *includes 12'x18' space*. You may reserve multiple spaces if needed.

Location:

Downtown Hastings
-OR-
Jaycee Park, 420 Lock & Dam Road
LOCATION WILL BE SENT IN CONFIRMATION LETTER

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.

- All vendors are required to submit an Operator Certificate of Compliance – ST-19 Form (enclosed), a Certificate of Liability Insurance form and a copy of your Food License. Your application will not be accepted unless appropriate certificates accompany this application.
- All confirmed vendors using a generator will be required to be set up by 12:00 noon on Friday, July 21 so the Electrical Inspector can inspect and sticker your booth for 2023. There is an additional fee for this inspection payable to the City of Hastings Building Department and is good for Hastings only. We encourage you to purchase a 2023 State of Minnesota sticker prior to our festival which will be recognized here as well as some other locations. If you are unable to meet the inspection requirements, you will not be allowed to sell your goods and no refund will be issued.
- Space pre-assigned upon receipt of application and payment. No guarantee of location, shade, etc. will be made. We are not responsible for any damage or theft to your personal property.
- Confirmation, including truck location, will be sent VIA EMAIL by the end of June. If your application is denied or modified for any reason, you will be contacted with an explanation, and your entry fee will be returned. Once your application has been accepted, there will be no refunds, no exceptions.
- Booths must be staffed at all times during the posted hours.
- All NSF checks will be charged \$25.
- All Tents need to be weighted or staked down (where possible) or taken down in the evening.
- Parking permit will be provided.
- If you fail to completely fill out the application and the enclosed Certificate of Compliance (ST19), required by the MN Department of Revenue your application will be returned.
- 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.

Hastings Rivertown Days | 314 Vermillion Street, Hastings, MN 55033 | 651.437.6775 | staff@hastingsmn.org



Hastings, MN Food & Beverage

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
- Carry commercial general liability insurance to cover claims for bodily injury and property damage
 - Coverage required is a minimum of \$1,000,000 combined single limits per occurrence and \$2,000,000 annual aggregate
 - Proof of liability insurance listing Hastings Rivertown Days as an “additional insured” party is required
 - Liability insurance must be carried during the entirety of the event and is subject to reverification
- 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

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
jessica@hastingsmn.org
651.437.6775

Kristy Barse
Kristy@hastingsmn.org
651.437.6775



Hastings, MN
Food & Beverage

Business Name: _____

Contact Name: _____

Email: _____ Phone: _____

Address:
(w/ City, State & Zip) _____

Food Truck Size: _____ Specific dimensions required

Special Requests: _____

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

Description of
Food Item(s): _____

Please include a sample photo with application. These are non-returnable.

of 12'x 18'
exhibit spaces: _____ X \$250 = _____ + \$25 City permit fee = Amount Enclosed: _____

IF YOU NEED ADD'L SPACE, ADD \$25.
SPACE CANNOT EXCEED 24'

_____ 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
Evidence of liability insurance is enclosed
I acknowledge that it is my sole responsibility to provide ALL of my own equipment
I will clean up my space upon departure
I acknowledge this is a three-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