

Join us for the Annual

FALL FESTIVAL

Saturday, September 23, 2017

Downtown Redwood Falls, MN

9am – 3pm

#RACTfallfestival #RedwoodArea

You won't want to miss this chance to be part of the Annual Fall Festival in Downtown Redwood Falls! It's a perfect opportunity to market your products at an outdoor, fun, family event. We are looking for vendors in all categories – crafters, artisans, flea market sales, distributors and direct sale companies, area businesses, and non-profit organizations, as well as food vendors. Our goal is to fill the streets of Downtown Redwood Falls again this year with interesting vendor items for all ages, great food, and live entertainment on the Fall Festival Stage.

Vendor Fees:

Your paid registration fee is non-refundable as Fall Festival will be held rain or shine. **Early-Bird Deadline to register is September 1. Final deadline to register is Monday, September 18.** Your cancelled check serves as your receipt. You will receive an **email** from us to confirm your registration. Vendor site assignments and directions will be e-mailed to you after Sept. 18.

Vendor Booth Space:

Each outdoor street vendor space is approximately 10' x 15'. All vendor applications will be accepted on a 'first come, first serve' basis, with one vendor per company, to comply with our "no compete" policy and avoid duplication. Vendors will be assigned specific locations, with food vendors designated in a 'food area'. Booth security is the responsibility of each vendor.

Booth Set-up:

Set up begins at 6:00 a.m. on Saturday morning. Volunteers will be on hand to assist you in locating your site and to answer your questions. All vendors must be ready for customers by 9:00 a.m. and are required to maintain your booth until the end of the Festival at 3 p.m.

Please note that you are responsible for providing your own tables, chairs, extension cords, duct tape, and protection from the weather. Fall Festival will be held **rain or shine** so plan accordingly. No selling from vehicles is allowed.

Electricity is not provided at the Fall Festival. If a craft or food vendor requires electricity for operation of their booth, the vendor is responsible for providing their own generator and must indicate “wattage capacity of generator” on the registration form. Craft vendors using a generator may require special placement at festival.

Vendor Parking:

Your vehicle must be unloaded and moved to a designated parking area (see map) **by 8:00a.m.** It is important for vendors to park in the designated areas or at least no closer than three blocks from the blocked-off downtown Festival streets to allow parking for customers.

Other items to note:

Liability insurance is your responsibility as a vendor. **Please sign and date the hold harmless agreement on the vendor application form.**

Your sales tax number must be listed on the application form.

Businesses/organizations selling food items must have a “**special event food license**” through the **Public Health Department**. Please contact Julie Isenberg, MN Dept. of Health, Marshall Office, at 507-476-4236 for more information.

Publicity and Media coverage of the 2017 Fall Festival:

We will be investing in promotion of the 2017 Fall Festival in **MANY** places and spaces to make your investment and appearance at our Fall Festival profitable for you! Publicity will include, but not limited to: www.redwoodfalls.org; Redwood Area Chamber & Tourism Facebook; Explore SW MN Facebook; Minnesota River Valley Scenic Byway Facebook; Events in Redwood County Facebook; KLGR Radio/Redwood Falls; KNUJ Radio/New Ulm; KDOM Radio/Windom, the Redwood Gazette; River Valley Woman Magazine; Windom Shopper; Hy Vee Trader; flyers and cards in Area Businesses, and additional media outlets. Please complete the **Publicity Information** on the registration form so we can promote you! Access your chance to be seen by thousands!

We will be utilizing Social Media in a variety of ways at this year’s event, including Instagram and Snapchat photo booths. Attendees and shoppers at the Fall Festival will register to win prizes promoting your business at the Fall Festival Photo Booth located by the Fall Festival stage on the corner of Washington and 2nd Street.

For further information or if you have questions, please contact Redwood Area Chamber & Tourism at 507-637-2828 or email us at **chamber@redwoodfalls.org**.

Fall Festival

Saturday, September 23, 2017

Downtown Redwood Falls

2017 Vendor Application



Name: _____ **MNTax ID #:** _____
 Address: _____
 City / State / Zip: _____ Phone Number: () _____
 Email Address: _____

<p style="text-align: center;">CRAFTS VENDORS Early Bird Rate Before Sept. 1 (Postmark date)</p> <p><input type="checkbox"/> 10' x 15' Space\$45 each <input type="checkbox"/> 10' x 30' Space \$70 each</p> <p style="text-align: center;">Any payment received after Sept. 1</p> <p><input type="checkbox"/> 10' x 15' Space\$60 each <input type="checkbox"/> 10' x 30' Space 80 each</p>	<p style="text-align: center;">Food Vendors Early Bird Rate Before Sept. 1 (Postmark date)</p> <p><input type="checkbox"/> 10'x30' Space..... \$70 <input type="checkbox"/> Trailer(Size _____) <input type="checkbox"/> Food license must be posted in booth/truck <input type="checkbox"/> Generator – Specify wattage generator capacity</p> <p style="text-align: center;">Any payment received after Sept. 1</p> <p><input type="checkbox"/> 10'x30' Space..... \$80</p>
<p style="text-align: center;">Redwood Area Chamber Members No Fee</p> <p><input type="checkbox"/> 10' x 15' Space <input type="checkbox"/> 10' x 30' Space</p> <p style="text-align: center;">Non-Profit</p> <p><input type="checkbox"/> 10' x 15' Space \$30 each <i>Space is and on first come, first serve basis</i></p>	<p>Bringing own generator Any vendor needing electricity <u>must provide their own generator. Please indicate this so that we can place you in an appropriate location.</u></p>

2017 Fall Festival Guidelines & Application

Would you like your website/Facebook information shared on our website/Facebook Page?
___Yes ___No (Name If Applicable):_____

Briefly describe all items to be sold:

Please indicate up to one category you would like to be listed under in the Fall Festival Directory.

- | | | | |
|-------------|---------|------------------|--------------|
| Accessories | Artwork | Furniture | Musical |
| Bath | | Games/Toys/Books | Painting |
| Clay | | Gourmet | Pottery |
| Clothing | | Jewelry | Repurposed |
| Dolls | | Leather | Seasonal |
| Fabric | | Metal | Wood |
| Floral | | Misc. Craft | Other: _____ |

Do you have a canopy? ___Yes ___No

Hold Harmless Clause

Exhibitor shall and will indemnify and hold harmless the City of Redwood Falls & its employees, Redwood Area Chamber & Tourism Board and its employees, Redwood Falls Festival committee members from and against any losses, liability, claim demands, expenses, fees, fines, penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of or in any way connected with Redwood Falls Festival. Exhibitor further agrees to adhere to all fair rules and regulations and state, federal, and local laws. Exhibitor also assumes responsibility for all personal property, materials, products, artwork, tools, equipment, etc. while participating in this event. As an exhibitor, I agree that if the Redwood Falls Festival committee finds fault, I will correct the fault. Further I acknowledge that there are no refunds.

Signature: _____ **Date:** _____

Fall Festival Vendor Checklist

Completed and signed application with following

- Vendor Application**
- Operator Certificate Compliance Form**
- Fall Festival Fee Payment**

NO POST-DATED CHECKS

please make your check payable to *Redwood Area Chamber & Tourism*

MAIL TO

**Redwood Area Chamber & Tourism
200 South Mill Street
Redwood Falls, MN 56283**

FOR OFFICE USE ONLY

Date Received: _____ Check #: _____ Space Assigned: _____

For Further information or questions, please call:

Redwood Area Chamber & Tourism Office at 507-637-2828 or email chamber@redwoodfalls.org

Stay Connected:



www.redwoodfalls.org