

## Join us for the Annual

# FALL FESTIVAL

Saturday, September 28, 2019

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 August 15. Final deadline to register is Wednesday, September 25th.** 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. 23<sup>rd</sup>.

### **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' and specific location requests taken into consideration. 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 Chad Cunningham, Southwest Health & Human Services, at 507-537-6713 for more information.

**Publicity and Media coverage of the 2019 Fall Festival:**

We will be investing in promotion of the 2019 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](http://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; 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 business or organization’s opportunity to be seen by thousands!

We will be utilizing Social Media in a variety of ways leading up to this year’s event, and at the Fall Festival, so be sure to thoroughly complete the application, sharing your Social Media information and description of your products.

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](mailto:chamber@redwoodfalls.org)**.

# Fall Festival

Saturday, September 28, 2019  
 Downtown Redwood Falls  
**2019 Vendor Application**



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

<p style="text-align: center;"><b>CRAFTS VENDORS</b>  <b>Early Bird Rate</b>  <b>Before Aug. 15 (Postmark date)</b></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;"><b>Any payment received after Aug. 15</b></p> <p><input type="checkbox"/> 10' x 15' Space .....\$60 each  <input type="checkbox"/> 10' x 30' Space ..... \$85 each</p>	<p style="text-align: center;"><b>Food Vendors</b>  <b>Early Bird Rate</b>  <b>Before Aug. 15 (Postmark date)</b></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;"><b>Any payment received after Aug. 15</b></p> <p><input type="checkbox"/> 10'x30' Space..... \$85</p>
<p style="text-align: center;"><b>Redwood Area Chamber Members</b>  <b>No Fee</b></p> <p><input type="checkbox"/> 10' x 15' Space     <input type="checkbox"/> 10' x 30' Space</p> <p style="text-align: center;"><b>Non-Profit</b></p> <p><input type="checkbox"/> 10' x 15' Space ..... \$35 each  <i>Space is and on first come, first serve basis</i></p>	<p><b>Bringing own generator</b>          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>

2019 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: _____ |

**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, and the Redwood Area Chamber & Tourism Fall 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 Are Chamber & Tourism Fall 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 Area Chamber & Tourism Fall 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](mailto:chamber@redwoodfalls.org)

**Stay Connected:**



[www.redwoodfalls.org](http://www.redwoodfalls.org)