Riverwalk Market Fair

General Guidelines

Our Mission:

*The Riverwalk Market Fair mission is to foster economic vitality by establishing and promoting a summer open-air Saturday venue and an indoor winter market for local arts, products, and services based on the assets of the downtown Riverwalk.*

*Our Farmers Market mission is to promote local, sustainable and organic agriculture; increase opportunities for farmers, small businesses and artisans; and promote healthy living by strengthening relationships between regional producers and consumers.*

*Our Artists Market mission is to foster economic vitality by bringing arts and fine craft entrepreneurs and patrons together.*

Riverwalk Market Fair’s Special Collaborations

In addition to the Farmers Market and Artist Market, Riverwalk Market Fair (RMF) works collaboratively with the community by providing free of charge:

* A venue for area entertainers to perform their music.
* “Youth Booth” tent for area youth to sell the products they make.
* “Friends of the Market” tent for Northfield-area non-profit groups to share information about their activities.

Governance

RMF is governed by a Board of Directors, which is responsible for the overall function of RMF; RMF retains a Market Manager and selected volunteers to handle day-to-day market operations.

Contact Information

All inquiries: manager@riverwalkmarketfair.org

Mailing address: Riverwalk Market Fair, PO Box 725, Northfield, MN 55057.

More information:

Website [www.riverwalkmarketfair.org](http://www.riverwalkmarketfair.org/) Facebook: Riverwalk Market Fair Twitter @RiverMktFair

Instagram @RiverWalkMarketFair

Market Dates, Location, and Hours

RMF’s summer markets are located outdoors on and around Bridge Square in downtown Northfield; this is a beautiful, historic riverfront location in the downtown shopping district. For the warm weather season, the markets are held on Saturdays, Mid-May through the October Fall Celebration market, *except* for the Saturday after Labor Day for Defeat of Jesse James Days. Saturday hours of operation are 9 a.m. - 1 p.m. RMF will also be open for the Northfield Area Chamber of Commerce Winter Walk event in early December at a location TBA from 5-9 p.m. RMF may also be open for 3-5 additional Saturdays indoors from November – April. Vendors may apply for as many or as few markets as they wish.

Application and Fees

Juried Marketplace: RMF is a juried marketplace. All new artist vendor applications must be approved through the jury process. Please see Artist Market Rules for additional information about this process for the respective market.

Application fee: All vendors pay a $25 non-refundable annual application fee. Our mission is to help entrepreneurs start and grow their business. The vendor application fee will be waived for entrepreneurs who have never been a vendor at RMF.

Weekly per-Market fee: Vendors also pay a fee for each market at which they sell which must be paid with your application. Per-market fees range from $20 - $30 per market, depending on the frequency of participation and as “new vendor” discounts apply. The check for weekly fees will be returned to you if your application is not approved. Please see the Artist and Farmers Market Applications for details about the fee structure for each market.

Vendor fees include the following services provided by RMF:

* Event coordination and management, with onsite personnel every Saturday of operation.
* Event marketing, including regional and local media coverage (ads, articles, press releases, brochures, radio, and social media).
* Permit/coordination with the City of Northfield.
* Onsite signage and banners, and posters throughout the City.
* Onsite visitor information tent in Bridge Square.
* Outreach to local businesses.
* Music and strolling street entertainment.

After receiving approval from the Market Manager, up to two approved vendors may share their space/tent on any given Market day, but each vendor must pay the weekly vendor fee.

Insurance

We highly recommend that you carry liability insurance, to protect yourself and your assets. If you do have insurance, we request a copy of it. RMF offers resources for group insurance and affordable umbrella policies. If insurance is a barrier, please speak with RMF manager.

All vendors are required to submit an Indemnity Agreement (City of Northfield requirement); this agreement is included in the application form.

Taxes, Licenses and Certifications

Sales Tax: All vendors are required to submit a Minnesota Certificate of Sales Tax Compliance (Form ST19). Please see [www.taxes.state.mn.us](http://www.taxes.state.mn.us/) or our website for current forms, information on how to obtain a Minnesota State Tax ID number and what is considered taxable or nontaxable as defined by Minnesota law. Each vendor is responsible for paying their own sales tax, as appropriate; the sales tax rate in Northfield is 7.375%.

 Conduct

Treat everyone with respect and cooperation.

Vendors may not sublet their booths to any other vendors.

Cancellations, Weather and Refunds

We are a rain or shine market. In case of dangerous weather, the market may be closed at the discretion of the market manager – *please see weather and closing policy*. Weather updates will be posted to the Facebook page and email notifications will be sent out.

RMF does not refund fees. In the case of extenuating circumstances, RMF may provide a vendor with a partial refund. Refunds will be determined on an individual basis by the RMF Board.

Stall Assignments

* Stall assignments: The Market Manager will assign vendors to stall spaces, and email those assignments to vendors 3-4 days before each Saturday market.
* Stall location subject to change: Because the vendors at RMF change every week, many vendors will not be in the same location every week; Change in location assignments may occur at RMF’s discretion. Reservation of spaces establishes no right to, or guarantee of, space rental in subsequent years. Cancellations: Vendors not able to attend their reserved Market date must email the Market Manager by noon on the Thursday immediately preceding the market; emergency cancellations after must be made as soon as is possible.

Set-Up, Take-Down, and Parking

Set-Up: For RMF’s summer outdoor markets, vendors may arrive at 7:00 a.m. and should be ready by 8:45 a.m. If you have not entered the set up space by 8:00am your booth may need to be moved to an outer edge as space permits. If you have an emergency and are running late, please contact the Market Manager as soon as possible so we can assist you.

Parking: After unloading your vehicle, please park it away from the market area before you begin setting up your stall space. Do not park in front of downtown businesses or in the Post Office alley. Vendors, park your 'vend- from' vehicle in your stall space. Park any other vehicles in public parking.

Take-Down: Vendors may depart at the end of the market or if you wish to leave early. Please inform the Manager for assistance in planning early take down safely. Booths must be removed no later than 3 p.m.

***\*\*\*Vendors may leave early ONLY if it is safe to do.*** *Please indicate on your application that you’d like a placement that allows for early departure if product runs out, etc and we will assign your booth accordingly. Please inform the Manager prior to that market if possible or indicate this will be a regular need.*

Site Guidelines

Waste: Vendors are responsible for removing all trash, recyclables and compostable waste from their stalls and disposing of them in the proper receptacles. Please do not accept customer trash at vendor stalls. Direct all customer trash to public waste receptacles. All waste water must be disposed of in an approved sanitary sewer system. Disposal on the ground, in the river, or in a storm sewer is not acceptable.

Advertising: No commercial (non-vendor) advertising is allowed.

Tents and equipment: RMF encourages creating a booth space that is visually appealing.

* Booth space requirements: Vendors are responsible for providing all tables, chairs, scales, signs, containers, shopping bags, etc. All backstock and cardboard boxes must be stored under the tables or stacked neatly out of the way. Vendors must keep their site clean and free of trash during market hours. Displays, canopies, signage, etc. may not infringe upon walkways or neighboring booths.
* Tents and tent weights: Vendors can use a canopy or tent (not required). Effective weights (30# per tent leg) are required to hold down the tent in case of wind. Tents may NOT be staked to the ground. Vendors assume full responsibility for any damage or injury resulting from tents/canopies or other display items that fly away. If you want a tent and do not have one, please speak with the Manager about a trial/rental program.
* Prohibited activities: Vendors may not smoke at any booth. RMF prohibits solicitation and political activities during Market hours. Non-profit and not-for-profit groups may apply to participate in RMF in the Friends of the Market tent, and if approved, may present educational materials or information about their organizations, missions, etc., but may not engage in any political activities, canvassing, petitioning, etc. For more information, see the RMF Friends of the Market Rules and Application.

Enforcement and Disputes

Unacceptable merchandise: The Market Manager may request any vendor to immediately remove any merchandise deemed unacceptable.

Market Manager authority: The Market Manager has ultimate onsite authority and enforces all rules of RMF. If a vendor has a dispute or complaint, the vendor should discuss it with the Market Manager. If the dispute is not resolved with the Market Manager, the vendor must submit the dispute in writing to the Market Manager, who will forward it to the appropriate RMF Board of Directors Committee for final decision.