



## 2016 Rules and Guidelines

### **Vendors must abide by the following rules and guidelines:**

- All Vendors must sell fine art, hand crafted items, wood products, photography, fresh flowers, etc. – no retail or direct sales products can be sold.
- Vendors selling produce, canned goods, or other food items will be asked to participate in the Moorhead Farmers Market instead of RiverArts.
- Booth fee must be paid for before setting up.
- RiverArts is a tobacco free event. No smoking is allowed in the park.
- Vendors must check in at the “Information” table to be assigned a spot.
- Booth space is 12’ X 12’. Vendor display and storage areas shall not extend beyond the space allowed.
- There will be no refunds due to inclement weather. RiverArts will be cancelled if Moorhead is in a severe weather warning. The event will be cancelled due to heavy rain, but may go on if only drizzle or intermittent sprinkles. All cancellation decisions will be made at noon on the day of the event.
- RiverArts is held on city owned property - all products must be family friendly and not offensive. RiverArts coordinator has the final say on what can or cannot be sold.
- No canopies, tables, shade, extension cords, or supplies of any kind are provided.
- Vehicles are allowed to drive on the grass (weather permitting) for loading and unloading only.
- All vendors are asked to park on side streets or in the Moorhead Center Mall parking lot. Vendors cannot park in the park lot, Usher’s parking lot, or Eventide’s parking lot.
- Vendors may begin setting up at 3:00 pm and must be ready to sell to the public by 5:30 pm. Selling will end at 8:00 pm. You are asked to not leave the event early. Vendors must be packed up and out of the park by 9:00 pm.
- Vendors are responsible to clean up the area they occupy and must maintain a clean and orderly area on all sides of their display.
- No pets allowed in vendor booths, with the exception of service animals with proper documentation.
- Vendors are responsible for insuring their booth and personal property.
- The City of Moorhead will not be held responsible for theft or damage to your property.
- Moorhead Parks and Recreation RiverArts Coordinator has the responsibility to implement policy on all operations on the day of the event as the need arises.
- Please report any issues to the RiverArts Coordinator directly.
- All vendors are responsible for obtaining a Minnesota tax ID number and all necessary permits or licenses for their booth. Please see the enclosed Fact Sheet 148 for details.
- Request a Minnesota Tax ID number by calling 800-657-3605 or going to [www.taxes.state.mn.us](http://www.taxes.state.mn.us).
- All food vendors must apply for a temporary food permit through the Minnesota Department of Health. Please contact Clay County Environmental Health at 218-299-5002 for more information.
- Questions regarding food/produce can also be directed to the Minnesota Department of Agriculture at 800-967-2474 or [webinfo@mda.state.mn.us](mailto:webinfo@mda.state.mn.us).
- The City of Moorhead has an exclusive beverage contract with Pepsi. Any vendor selling beverages MUST sell Pepsi products only (including bottled water, energy drinks, sports drinks, or juice) – NO EXCEPTIONS!