



## 2024 Rules and Guidelines

- Vendors/businesses are encouraged to provide family-friendly activities or sell family-friendly items.
- Vendors must check in at the "Information" table to be assigned a spot. Booth fee must be paid before setting up.
- RiverArts is a smoking-free event.
- 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 canceled if Moorhead is in a severe weather warning. The event will be canceled due to heavy rain but may go on if it is only drizzle or intermittent sprinkles. Whenever possible, all cancelation 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 inoffensive. Vendors/booths may not be organized around political or religious themes. The Recreation Coordinator determines what may or may not 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.
- As possible, vendors are asked to park in the American Crystal Sugar or Moorhead Center Mall parking lots. Parking for RiverArts at the Heritage Garden and Amphitheater will be residential/street.
- Vendors may begin setting up at 3:30 pm and must be ready to sell to the public by 5:30 pm. Selling will end at 8 pm. You are asked to not leave the event early. Vendors must be packed and out of the park by 9 pm.
- Vendors are responsible for cleaning the area they occupy and must maintain an orderly space on all sides of their display.
- No pets are allowed in vendor booths, except for 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.
- Recreation 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 Recreation Coordinator directly.
- All vendors are responsible for obtaining a Minnesota tax ID number and all necessary permits or licenses for their booth.
- 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 reselling bottled/canned beverages MUST sell Pepsi products only (including bottled water, energy drinks, sports drinks or juice).