

## 2017 RIVERTOWN DAYS COMMERCIAL EXHIBITOR APPLICATION

We invite you to participate in the Hastings Rivertown Days Festival, Friday through Sunday, July 21-23, 2017. Concessions and Commercial exhibits will be located in Jaycee Park and at LeDuc Historic Estate for the Arts and Crafts Fair. Rivertown Days is an annual event organized by a steering committee and coordinated by the Hastings Area Chamber of Commerce in cooperation with the City of Hastings. Any questions or concerns should be directed to the Chamber office (651) 437-6775.

### DEADLINE FOR APPLICATIONS IS APRIL 14, 2017 OR UNTIL FULL

First preference will be given to civic, church, Hastings Chamber Members and past vendors that come in prior to February 24, 2017. After that date, those applicants will not receive preferential treatment. **Please Note: All vendors are required to submit an Operator Certificate of Compliance - ST-19 Form (enclosed). All vendors need to submit a Certificate of Liability Insurance form except non food direct sales businesses.**

**CONFIRMATION:** A confirmation letter including booth location and parking information will be mailed in June. All confirmed vendors **MUST** have their booths open in the park both Saturday and Sunday. Failure to comply with this will result in not being accepted to future Rivertown Days. Vendors are required to supply their own tent, table and any other materials required. No guarantee of locations, shade, etc. will be made. We are not responsible for any damage or theft to your personal property. No vehicles will be allowed on the grass. Once your application has been accepted, there will be no refunds, no exceptions.

**All confirmed vendors using electricity or a generator will be required to be set up by 12:00 noon on Friday, July 21<sup>st</sup> at Jaycee Park**, so the Electrical Inspector can inspect and sticker your booth for 2017. There is an additional fee for this inspection payable to the City of Hastings Building Department and is good for Hastings only. We encourage you to purchase a 2017 State of Minnesota sticker prior to our festival which would be recognized here as well as some other locations. If you are unable to meet the inspection requirements, you will not be allowed to sell and no refund will be issued. If you cannot comply with these specifications, do not apply for a vending permit.

### Please print clearly

Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Description of Food Items, Game or Exhibit \_\_\_\_\_ E-mail \_\_\_\_\_  
*(be specific, use reverse side if necessary)*

### 2017 FEES

Hastings Chamber Members \$125  
 Commercial/Retail \$300  
 Non-Profit / Direct Sale Businesses \$150

### PREFERRED LOCATION

(Please Check One)  
 Jaycee Park \_\_\_\_\_ LeDuc Estate \_\_\_\_\_  
 (Riverfront) (16<sup>th</sup> & Hwy 61)

Make checks payable to **RIVERTOWN DAYS** and return with your **completed certificates** to:  
 Hastings Area Chamber of Commerce  
 314 Vermillion St., Suite 100, Hastings, MN 55033

### JAYCEE PARK FESTIVAL SCHEDULE

Friday, July 21, 5 p.m. - 9 p.m.; Saturday, July 22, 11 a.m. - 9 p.m. & Sunday, July 23, 12 noon – 5 p.m.

### JAYCEE PARK REGISTRATION & SET-UP

Thursday, July 20<sup>th</sup>\* 11 a.m. – 12 Noon (*Chamber Members Only - early set up, if preferred*)  
 \* Any non member setting up prior to Friday morning will be charged an additional \$250 due in cash.  
 Friday, July 21<sup>st</sup> 9:30 – 11 a.m.

Type of Trailer Size \_\_\_\_\_ Booth Size \_\_\_\_\_

Booth (Circle One) Trailer on Wheels or Free Standing Booth

Number of Exhibit Spaces (10 x 10) \_\_\_\_\_ \$ \_\_\_\_\_

Electricity (additional charge as available) **Jaycee Park Only (Limited number available)**

2 plug-ins / 120 Volt/ 20 amp @ \$50 \$ \_\_\_\_\_

City Permit Fee (Three Day) \$ 25.00

Total Amount Enclosed \$ \_\_\_\_\_

### LEDUC ESTATE ARTS & CRAFTS SCHEDULE

Saturday, July 22, 9 a.m. - 5 p.m. & Sunday, July 23, 9 a.m. - 4 p.m.

### LEDUC ESTATE ARTS & CRAFTS REGISTRATION & SET UP

Friday, July 21<sup>st</sup> 4:00 -7:00 p.m.

Saturday, July 22<sup>nd</sup> 6:30 – 8:30 a.m.

Number of Exhibit Spaces (10 x 10) \_\_\_\_\_ \$ \_\_\_\_\_

City Permit Fee (Two Day) \$ 15.00

Total Amount Enclosed \$ \_\_\_\_\_

**\*All tents must be staked down or taken down in the evening due to severe weather damages in the past**

**I have read and understand the above information and the terms contained in the memo.**

**PLEASE SIGN** \_\_\_\_\_

*If you wish to pay by credit card, you will be charged an additional 3% to cover processing fees.*