

Join us for the Annual

FALL FESTIVAL

Saturday, September 26, 2020

Downtown Redwood Falls, MN

9am – 3pm

#RACTfallfestival #RedwoodArea

We are excited to announce our plan to move forward with the 2020 Fall Festival! 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 for an event in Downtown Redwood Falls again this year, with interesting vendor items for all ages and great food!

Covid 19 Update Notice to Vendors regarding FALL FESTIVAL 2020:

In an effort to facilitate a safe outdoor environment for our much anticipated, annual and family-friendly, Fall Festival, we will be making some adjustments to the Fall Festival stage entertainment schedule and there will not be an in-person Princess Camp this year. Vendor booth space dimensions will remain the same, but extra spacing will be factored in the street layout this year. Vendors will be required to set up their booth tables to accommodate physical distancing from customers, and we are encouraging vendors to consider wearing a mask when physical distancing is not possible. Vendors should have a mask available for themselves at the event. We are also creating an Event Preparedness Plan for Fall Festival 2020.

Vendor Fees:

Your paid registration fee secures your spot and is non-refundable as Fall Festival will be held rain or shine. Full refunds will be distributed only in case of mandatory ruling by MN, or locally established restrictions and criteria for events, due to the rising Covid 19 cases or local breakout. **Early-Bird Deadline to register is August 31. Final deadline to register is Wednesday, September 23th.** 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. 22nd.

Vendor Booth Space:

Each outdoor street vendor space is approximately 10' x 15' but additional space will be provided to allow for physical distancing. 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, Southwest Health & Human Services, at 507-537-6713 for more information.

Publicity and Media coverage of the 2020 Fall Festival:

We will be investing in promotion of the 2020 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; Redwood Area Chamber & Tourism Facebook; Explore SW MN Facebook; Minnesota River Valley Scenic Byway Facebook; Southern MN Tourism Association. Facebook; multiple arts & crafts Festival pages on 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. 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. Please share our event page on Facebook also to help us tell all of your friends to attend! 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!

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.

Fall Festival

Saturday, September 26, 2020

Downtown Redwood Falls

2020 Vendor Application



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

<p style="text-align: center;">CRAFTS VENDORS Early Bird Rate Before Aug. 31 (Postmark date)</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;">Any payment received after Aug. 31</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;">Food Vendors Early Bird Rate Before Aug. 31 (Postmark date)</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;">Any payment received after Aug. 31</p> <p><input type="checkbox"/> 10'x30' Space..... \$85</p>
<p style="text-align: center;">Redwood Area Chamber Members No Fee</p> <p><input type="checkbox"/> 10' x 15' Space <input type="checkbox"/> 10' x 30' Space</p> <p style="text-align: center;">Non-Profit</p> <p><input type="checkbox"/> 10' x 15' Space \$35 each <i>Space is and on first come, first serve basis</i></p>	<p>Bringing own generator 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>

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 COMPLETED APPLICATION AND PAYMENTS TO
Redwood Area Chamber & Tourism
200 South Mill Street
Redwood Falls, MN 56283**

FOR OFFICE USE ONLY

Date Received: _____ Check #: _____ Space Assigned: _____

