



## RIVER FALLS DAYS - FOOD VENDOR INFORMATION

Festival Dates: Thursday, July 10 – Sunday, July 13, 2025

Location: Heritage Park, W Maple St, River Falls, WI 54022

Event Contact: Megan Hausch, [megan@rfchamber.com](mailto:megan@rfchamber.com)

Office Phone: 715-425-2533

***Thank you for your interest in becoming a food vendor for River Falls Days 2025***

Food Truck applications are required to be completed online. Incomplete, printed/paper, or late applications will not be considered.

1. Applications will be juried to offer quality, and menu diversity. No alcohol sales are permitted by food vendors. [Click here for the online application.](#) or visit [www.rfchamber.com/river-falls-days/](http://www.rfchamber.com/river-falls-days/)

2. This application is an invitation to participate and does not guarantee participation at the event. The Chamber reserves the right to reject applications based on information provided in the application.

### 3. Festival Staffing Hours

All food booths must be staffed and available to serve food during the following hours:

- Thursday, 4:00pm – 10:00pm
- Friday: 4:00pm – 11:00pm (11:00am – 4:00pm for lunch is optional)
- Saturday: 11:00am – 11:00pm
- Sunday: optional (Beer Garden closes Saturday night)

4. **Vendor Fee:** \$400 (Chamber Members) \$500 (Non-Members)

Memo Line: "River Falls Days Food Vendor"

Fee must be paid by the application deadline, May 2.

This fee is for 1 vendor spot. If your serving side (length) is more than 35ft you will be charged for 2 spots.

Check is the preferred method of payment. Fee must be submitted by the application deadline.

**Mail check to:** River Falls Chamber of Commerce, 215 W Maple Street, River Falls WI 54022.

There is no rain date or refund in the event of cancellation. Fees are nonrefundable after acceptance.

Checks returned due to non-sufficient funds will result in non-acceptance of the application and a returned check fee of \$100 to be charged to the applicant.

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## TIMELINE

**Application Deadline:** Wednesday, April 30, 2025

**Confirmation or Rejection of Application\*:** by May 2, 2025

*\*Applications may be accepted on an ongoing basis at the discretion of the River Falls Chamber.*

**Event Set Up:** Tuesday & Wednesday the week of the event; Your designated time slot will be confirmed with you directly in June. *\*Due to space restrictions in the food truck area, if you fail to show up at your assigned set up time, your spot is subject to relocation. Please note, we will do our best to stick to designated spots once assigned, but adjustments may be needed on site.*

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## RIVER FALLS CHAMBER OF COMMERCE CONCESSION STAND GUIDELINES & REQUIREMENTS

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**Eligibility:** Preference is given to Chamber members; however, the Chamber will also work to ensure menu quality and diversity. No exclusive menu items will be granted. No alcohol sales are permitted by food vendors. Vendor must be in good standing with the Chamber, and not have any outstanding dues/fees. **Please note, utility capacity and physical space factor into our ability to accept vendors and determine the assigned locations of vendors.**

**Fees:** \$400 (Chamber Members) \$500 (Non-Members). The chamber does not provide tents/tables/chairs for vendors. However, dining tents & eating areas are provided for festival attendees. Electricity, non-potable water, and dumpsters are provided. **Please refer to timelines outlined on page 1.**

**Remit fees to: River Falls Chamber of Commerce, 215 W Maple Street, River Falls, WI 54022.**

**Participation:** A confirmation of participation in River Falls Days will be sent in May. If you are not selected to participate, your check will be returned. *Applications may be accepted on an ongoing basis at the discretion of the River Falls Chamber.*

**Insurance:** All food vendors are required to provide the Chamber with proof of liability insurance naming River Falls Chamber of Commerce as additionally insured. The food vendor agrees to hold the Chamber, City of River Falls, and all other festival sponsors from damages and liabilities resulting from theft, fire, vandalism, act of God, crowd unrest, and claims arising from a third party.

**Hours:** All food booths must be staffed and available to serve food during the following hours:

- Thursday, 4:00pm – 10:00pm
- Friday: 4:00pm – 11:00pm (11:00am – 4:00pm for lunch is optional)
- Saturday: 11:00am – 11:00pm
- Sunday: optional

No tear down, including hauling supplies & equipment, shall be done until site has been cleared of pedestrians. We encourage serving food until entertainment & beer sales end each night. Booth/truck removal must be complete by Sunday evening. If you are able to leave Saturday night, due to your booth location, you may do so, but this is not guaranteed.

**Water:** Potable water can be obtained from the hose connection by the glass windows on the south side of City Hall. Please bring a method to carry the water across Maple Street to your booth.

**Code Requirements:** It is the responsibility of each food booth to meet *all* Wisconsin and Pierce County health codes relating to concession stands. Maintain a clean booth and provide hand-washing facilities for your volunteers. **For answers to health code questions, please contact Public Health at 715-273-6755.** In compliance with the Wisconsin State Fire Code, any additional tent structure must contain proof that it is flame resistant, LP gas tanks must be securely fastened to prevent unauthorized movement, and all fire extinguishers must be properly certified, including K-Class for cooking vendors and current tags on all others.

**Garbage:** Each booth is responsible for their own garbage. Please be sure to convey this information to all employees and volunteers. The Chamber will provide garbage cans for the general picnic area only. At the end of each day and after take-down on Sunday, please be sure your area is clean. A dumpster will be onsite for vendor use.

**Electrical Service:** Electrical service is provided at no additional cost and located within 100 feet of designated booth. Any necessary extension cords to be provided by the Vendor.

**Warranties:** While we make every effort to produce a successful festival, we cannot guarantee the level of attendance, weather conditions, sales, or any circumstances beyond our control.

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**WAIVER OF LIABILITY AND AWKNOWLEDGEMENT OF CONCESSION STAND REQUIREMENTS**

***The waiver is included in the online application.***

I have read and agree to comply with the River Falls Days Concession Stand Requirements. On acceptance of this entrant for River Falls Days, I expressly release River Falls Chamber of Commerce & Tourism Bureau (RFC), the City of River Falls, all members, directors, officers, agents, sponsors, or anyone related to the festival or event in any way from any cause whatsoever that may be suffered and/or claims that may be incurred by myself. I hereby understand and assume any and all risks of personal injuries and/or accidents and that each participant is responsible for any damage to his/her vending space and/or personal property.

I grant RFC the irrevocable and unrestricted right to use and publish photographs or images taken of the vendor for purposes such as promotional materials, website, social media, etc. I understand that these photographs may be used in print or electronic media, and I waive any right to inspect or approve the finished product wherein my likeness appears.

**AWKNOWLEDGEMENT:**

I, the undersigned, acknowledge that I have received, read, and understand the guidelines, waiver, and concession stand requirements outlined in the Food Vendor Application Form. I agree to comply with all rules and regulations governing food safety, hygiene, and operational standards. Furthermore, I understand that any non-compliance may result in the revocation of my vendor status for River Falls Days.

