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

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**Eligibility:** Submitting a food vendor application serves as an invitation to participate but does not guarantee acceptance into the event. All applications will be reviewed and juried to ensure a high-quality and diverse selection, while minimizing duplicate offerings. While preference is given to Chamber members, final selections will be made with consideration for both menu variety and quality. Exclusive rights to specific menu items will not be granted. Vendors must be in good standing with the Chamber, with no outstanding balances. Please be aware that utility availability and physical space limitations also impact vendor acceptance and placement.

**Fees:** Chamber Member & Non-member rates apply. Cost varies per festival. (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. **Fees must be paid prior to the event.**

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

**Participation:** If you are not selected to participate, your payment will be returned or refunded. Once accepted, all fees are nonrefundable, including in the event of vendor cancellation.

**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 established festival hours. 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 on the last evening 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 the last day, 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 Chamber of Commerce Concession Stand Requirements. On acceptance of this entrant for the festival, 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 future festivals.

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