

General Event Requirements

All Vendors Will Observe These Requirements:

- Merchant, food and craft booths, both profit or non-profit, must display an identification card to distinguish themselves as a Riverfest vendor. Vendors may walk around the grounds of the event parks only, identified on the event map, but they **MUST** be identified with badges, which will be provided with your information packets. Any booths, walking vendors, or information disseminators who are not properly identified may be asked to leave the grounds without recourse or refund.

Vendors, in booths and walking, will only be permitted within the areas provided. Any vendor with or without Riverfest identification will be subject to the proper city ordinances and rules.

- Vendors will only be allowed to sell the products or items shown on their original application. If you intend to sell anything other than what was applied for, or additional items, you must first obtain permission from the committee, as well as Health Department approval where applicable.
- Any group or vendor selling or giving away food of any kind that is not commercially pre-packaged must have a **Health Department permit**. You are solely responsible for obtaining this permit and may be asked to be removed by the Health Department if their requirements are not met. There are no refunds for failure to satisfy Health Department rules. If you do not find a Health Department permit application in this package, you may obtain one from a link at the Riverfest website at www.portlandriverfest.com, or from the Ionia County Health Department at 616-527-5341..
- Vendor placements are at the sole discretion of the committee. It is helpful if you provide photographs of the types of items you sell for proper placement.
- In compliance with Michigan Law, please include a copy of your sales tax ID number or license, or an explanation in writing of exemption. Collection and transmission of all applicable fees and sales taxes to the local, state or federal government where applicable are the sole responsibility of the merchant or vendor. The Portland Area Chamber of Commerce has NO responsibility for collection, transmission or filing of any kind.
- We will let you know no later than 12 days prior to the event if your registration is not accepted. Likewise, we will endeavor to notify you no later than 12 days prior to the date of the event of your booth number, location and set-up times. Late registration may preclude your notification or participation.
- If you **REQUIRE** space for a trailer or truck from which to sell (such as a food vendor), you **must** make this arrangement ahead of time for planning purposes. If you bring a trailer that you sell from and have not notified us in advance, you may not be able to set up in the space you have been assigned. Please make sure you arrange this with us before hand to avoid any misunderstandings.
- There is most likely no electricity available for your booth. We will not allow gas-powered generators except with prior written permission of the committee, and only sparingly so as to not disturb the peace of the event participants, vendors or nearby residents. In no case will generators, if approved, be allowed to run overnight.

If you have further questions, please contact us at 517-647-2100.

Sincerely,

RJ Niklas
The Portland Area Chamber of Commerce.