



RiverFest 2009

ACTIVITY BOOTH RESERVATION FORM

Saturday, June 20, 2009

Event: 2-9 p.m. Activity Booths: 2-6 p.m.

RiverFest raised over \$35,000 for the Greenway in 2008. This year, the Portneuf Greenway Foundation wishes to provide fun hands-on activities for everyone at the 2009 RiverFest, and raise \$\$ for new Greenway trails through our RiverFest raffle, entry fees and beverage sales.

We hope that you will be a part of this important event by having a booth at RiverFest and providing activities to educate and entertain children and adults of all ages. With an expected attendance of 2,000+ people this is a great opportunity for you to gain additional public exposure and to demonstrate your support of the Portneuf Greenway.

We ask that all booths provide a *FREE* fun hands-on activity. You are welcome to display your own promotional materials – but we ask that the main focus of all activity booths be a hands-on activity. If you would prefer to focus on promoting your business, sponsorship booths are available for \$250.

We expect to have over 50 different booths, as well as a number of food vendors and of course the RiverFest Raffle. Admission is \$5/person (12 and under FREE). Free admission will be provided to all activity vendors.

Our goal is to create a greater sense of awareness and appreciation for our natural resources, the Portneuf River and Greenway, and our community through interactive art, science and physical activities.

Included with this letter is a Booth Application and Agreement form. If you are interested in having a booth at RiverFest, please fill out the form and return it to PGF. If you have any questions, concerns, or feedback please don't hesitate to call.

The Portneuf Greenway is an important community resource that enhances the quality of life for Pocatello residents and visitors of all ages. I hope you will consider partnering with us to make this celebration a success.

RiverFest 2009 Schedule (tentative)

Visit: www.pgfweb.com/Riverfest.htm for more information

2- 6 p.m.	Activities for kids and families
2 - 3 p.m.	Starbent
3:15 – 4:30	Bender
5:00 – 6:30	Aaron Ball Experience
7:00- 9:00	Jeremy Buck and the Bang
8:00ish	RiverFest Raffle Drawing!

Activity Vendors should be at their booths from 2-6 p.m.; set up by 1 p.m.

Food Vendors should be at their booths from 2-9 p.m.; set up by 1 p.m.

By submitting this application, exhibitor agrees to all terms outlined herein and to release the RiverFest Planning Committee, the Portneuf Greenway Foundation, and all sponsors from the liability for any personal injuries, theft, damage, or loss of property (Damages) that might occur as a result of exhibitor's participation in the RiverFest 2009. The committee reserves the right to refuse any application, or to remove any participant from the event for failure to abide by these conditions.

I pledge to join the 2009 RiverFest and to provide a hands-on activity for participants. I agree to the conditions outlined in the "Participant Agreement Form."

Signed _____ Date _____

Organization: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening or Cell Phone: _____

Fax: _____ E-mail: _____

Website: _____

1. Please elaborate on the HANDS-ON activity you will be providing:

2. Please provide information regarding your booth's physical requirements:

Booth placement: 10' x 10' area _____ Larger space _____ (please indicate the size needed)\

Do you need one 8' table? NO _____ YES _____ **Do you need a chair(s)?** NO _____ YES _____

Food Distribution. Will you be giving away/selling food or beverages? NO _____ YES _____

[NOTE: If Yes, you are responsible for contacting the Bannock County Southeastern District Health Department for their requirements for a temporary food booth. (208) 233-9080. If necessary, you must complete their application and pay their fee before the event – otherwise you will not be allowed to operate at RiverFest.; Vendors selling food must fill out a separate application (\$50 fee required)].

Would you like to be placed next to another organization? If so, please name. (not guaranteed):

Please return form to: Tamara Rayborn, PO Box 71 Pocatello, ID 83204

Email to pgf1@hostidaho.com

RIVERFEST 2009

Participant Agreement

1. Booth rental is for Saturday June 20, 2009, at RiverFest to be held at Taysom Rotary Park, 2-9 p.m.
2. Booth size is 10' x 10'.
3. Set-up will begin at 11 a.m. and must be completed no later than 1:00 p.m. Please let us know as soon as possible if your display requires you to start set up before 11 a.m. Vehicles are not allowed on the grass areas of the event.
4. Participants will set-up and break down their own booth. Break down of activity/sponsor booths will not begin before 6:00 pm; Breakdown of food booths will not begin before 9:00 p.m. Participants will need to supply their own awning covers if one is desired. (*highly recommended*)
5. There should be no charge to participants for hands-on activities. Please do not ask for donations at your booth.
6. Electricity is very limited and will be reserved for food vendors. There is no water on site. Food Vendors must supply their own extension cords.
7. Please include your bio or other marketing materials along with this agreement, if available, for promotional purposes.
8. Participants are responsible for any local, state, or federal laws applicable to their business. Participants agree to collect and remit all sales tax, pay any business fee, and/or government fines as legally required. The RiverFest planning committee is required to furnish a list of food vendors to the Idaho Department of Revenue.
9. If you are serving food and/or beverages (no alcohol) you are required to contact the Health Department and follow their regulations and guidelines. Liability insurance is required.
10. Due to park policy and safety issues of having so many small children at the event please leave your pets at home.
11. The RiverFest is for educational, informational, entertainment and fundraising purposes only. The planning committee and sponsors, wholly or individually, are not responsible for any negligence, claims or actions of the food vendors or exhibitors, although we will do our best to maintain the integrity and respectability of the event for the highest good of all concerned.
12. You are responsible for maintenance and cleanup of your booth area. You are required to dispose of your own trash. Please put all materials that can be recycled in the proper designated recycle bins and the rest of your trash in the designated disposal areas. Your area must be cleaned and vacated by 10:00 p.m.
13. The RiverFest planning committee has the right to refuse or cancel any food vendor or exhibitor without a reason and with full refund of any booth fees received. This includes prior to and during the event.