



August 25, 26 & 27, 2022

724 Main Street  
Towanda, PA 18848

Dear Vendors,

We invite you to join us for the 34<sup>th</sup> annual Towanda Riverfest held along the banks of the Susquehanna River on the Merrill Parkway in beautiful, historic Towanda, PA. Planning for 2022 is well underway and we hope you'll be a part of the fun activities for the event which will include fabulous food, crafters, carnival rides, games, live entertainment and more. Our spectacular fireworks show, "Fire over the Water" will again be the highlight of Riverfest. This show has become "the one to see" in the region and draws a crowd of thousands on Saturday night. We are pleased to have a few changes and added events.

Please see the enclosed vendor application to take part in this year's festivities. To avoid any late fees please have your **completed application** and **list and price of items/services for sale**, if applicable, **returned to us by July 8, 2022**. Please be sure to fill out the application to its fullest extent to ensure no delay or confusion. We would like Riverfest to grow each year and it can with your help and participation.

We hope you feel this event is worthy of your support. The Riverfest committee consists of volunteers working to better the event each year. We look forward to having you. If you have any questions regarding this request, please contact the committee by email at [riverfest@towandaborough.org](mailto:riverfest@towandaborough.org), Stacy Schoonover by phone/email at 570-268-9203, [stacy@towandaborough.org](mailto:stacy@towandaborough.org) or Dalton Maynard at 570-268-9208, [dalton@towandaborough.org](mailto:dalton@towandaborough.org).

Thank you,  
Riverfest Committee  
724 Main Street  
Towanda, PA 18848

## CONTACT

You can best reach committee members via email or phone Monday – Friday, 7:00 AM – 3:30 PM.

- Riverfest Committee – riverfest@towandaborough.org
- Dalton Maynard – dalton@towandaborough.org, (570) 268-9208
- Stacy Schoonover – stacy@towandaborough.org, (570) 268-9203

Please don't hesitate to send a message though our Facebook page,  
<https://www.facebook.com/TRiverfest>

**Hours of operation are 5:45 PM – 10:00 PM Thursday, August 25, 6:00 PM – 10:00 PM Friday, August 26 and 10:00 AM – 9:30 PM Saturday, August 27, 2022.**

## NEW & EXCITING

- Jim Houghton Enterprises will grace Riverfest as our amusement ride company for the first time.
- Riverfest intends to host its' first "Musicfest Saturday" filled with a showcase of our community's local musical talent.
- Friday's entertainment will shift to "Family Friday." We will welcome community groups to entertain all evening.

## EVENT SET-UP INFORMATION

Riverfest is held on the South end of the John B. Merrill Parkway along the Susquehanna River. Vendors will be permitted to set up **NO SOONER** than 12:00 PM Wednesday, August 25, 2022.

Trailers and large tent spaces are permitted and preferred to be set up from 12:00 PM Wednesday, August 25, to 5:00 PM Thursday, August 26, 2022. Smaller tents are permitted and preferred to be setup from 12:00 PM – 5:00 PM Thursday, August 26, 2022. We ask ALL VENDORS be setup and ready by 5:00 PM Thursday, 5:00 PM Friday and 12:00 Noon Saturday.

If you selected to participate on a limited schedule, please arrive to set up **NO LATER** than **2 hours** prior to the start of the event for which days you selected.

Vendor spaces are now **ASSIGNED** (new in 2021) to make the entire set up process easier on everyone. If you set up in a space you are not assigned to you will be asked to leave that space. You must stay in the assigned space unless otherwise directed. Set up is the vendor's responsibility **ONLY**. Vendors are responsible to bring sand bags or blocks to tie down tents. Most spaces are set up on black top road; no spikes/nails/pins will be permitted in those spaces.

## ELECTRIC

Our available electricity is vast, yet still LIMITED. Vendors requiring electric MUST bring a 12-Gauge extension cord and power strip and run 25 – 50 ft. in length depending on location. Receptacles supply a 110-amp service with a sole breaker switch.

Vendors requiring higher output please indicate on your application to meet your requirements. We are willing to accommodate most electrical needs. You are only permitted to use plugs/connections assigned to you. Vendors are responsible for the condition of their cords. We are not responsible for electrical issues/failures outside of our guidelines.

## **ARTS/CRAFTS/GAMES**

**All merchandise & services** to be sold at Riverfest **must be approved** prior to display. **The committee reserves the right to refuse any item deemed unfit or unsuitable.** Refusal will deem you unwelcome and you will be asked to leave.

## **NON-PROFIT**

**All vendors purchasing a non-profit space MUST provide proof of 501c determination or affirmation letter.** If you cannot provide this you are not, by our definition, non-profit and you must sign up using linear footage. All non-profit vendors will be allowed a 10-foot space at \$30 and will need to pay the \$8/foot if more space is required up to 20 feet. **The committee reserves the right to refuse any item deemed unfit or unsuitable.** Refusal will deem you unwelcome and you will be asked to leave.

## **LIABILITY INSURANCE**

All participants with the element of risk are required to carry their own liability insurance. A Copy of Certificate of Insurance is required naming Towanda Borough as certificate holder. This **MUST** be submitted with the completed application.

## **OTHER RULES & REGULATIONS**

**NO PETS** allowed at Riverfest under hours of operation.

**NO BICYCLES/SCOOTERS/SKATEBOARDS** or any like-objects will be permitted at the festival during hours of operation.

**NO ALCOHOL** consumption permitted whatsoever.

**Severe Weather Policy:** The Towanda Riverfest will be held RAIN or SHINE. No refunds will be awarded to vendors or attendees for bad weather. Riverfest will proceed unless conditions pose a severe threat to vendors or attendees. Any decision to cancel Riverfest for any reason will not be made earlier than 1 day prior to the festival. If cancelled for any reason beyond the control of the Riverfest Committee, we reserve the right to refuse refund for vendor fees. There will NOT be a “rain date” for this event.

## 2022 Towanda Riverfest Vendor Application

Please return all of the following information:

- This completed application
- A list of all items to be sold at the event. (If applicable)
- A picture of your booth/trailer/truck etc. (if you have not yet attended)
- Payment in full (Checks made payable to "Towanda Riverfest")
- Copy of Certificate of Insurance naming Towanda Borough as certificate holder.
- A signed copy of the Hold Harmless Agreement & Severe Weather Policy (on reverse side of this application)
- For Non-Profits, Copy of 501c Determination Letter or Affirmation Letter

\$30 late fee after July 8, 2022. No refunds will be issued after July 22, 2022. The Towanda Riverfest Committee reserves the right to accept or reject any application.

Mail to: RIVERFEST 2022, PO BOX 229, TOWANDA, PA 18848

**Vendor Information:**

|  |               |                  |                  |
|--|---------------|------------------|------------------|
| Contact Name:  |               |                  |                  |
| Business Name:   |               |                  |                  |
| Address:   |               |                  |                  |
| City:  | State:        | Zip Code:        |                  |
| Phone:   | Email:        |                  |                  |
| Days Attending:<br>(Check One)                               | 3 Days        | Thursday, Friday | Friday, Saturday |
|  |               |                  | Saturday Only    |
| Location Preference:<br>(Check One)                          | Carnival Side | Middle           | North End        |
| Electric Required:<br>(Check All That Apply)                 | Yes           | No               | 110 Volt         |
|  |               |                  | 220 Volt         |
| Rental Space:  | Price         | Quantity         | Total            |
| Non-profit 10 ft Space (Regardless of attendance schedule)   | \$30          |                  | \$               |
| Linear Footage Required (All 3 Days) (up to 20 ft) *         | \$6/ft        | x                | \$               |
| Linear Footage Required (Limited Attendance) (up to 20 ft) * | \$5/ft        | x                | \$               |
| Additional Footage Required * (Only if space is over 20ft)   | \$2/ft        | x                | \$               |
| Late Fee (If mailed after 7/8/22)                            | \$30          |                  | \$               |
|  | Check No.     |                  | \$               |

\* Linear footage measurement is the longest side of your setup space. **(MUST INCLUDE TRAILER HITCHES/JACKS & AWNINGS)** We ask that spaces be kept as close as possible to 10ft wide. Location preference does **NOT** guarantee location. There are many factors attributing to location that must be taken into account. The Riverfest Committee reserves the right to accept or reject any application.

## Hold Harmless Agreement

I, \_\_\_\_\_, a vendor at the Towanda Riverfest, hereby release the TOWANDA RIVERFEST, TOGETHER WITH ITS BOARD OF DIRECTORS, TOWANDA BOROUGH AND THEIR VOLUNTEERS from any responsibility should injury, loss due to theft or damage of water, fire, wind or otherwise occur within and around the space I have rented. The Towanda Riverfest shall not be liable for any damage done by me or my workers to any person attending the Festival or their property. I understand that my property is placed on the Festival grounds at my own or the owner's risk.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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I have read and agree to the above Severe Weather Policy (Initial here) \_\_\_\_\_

