



Downtown Stores who have permanent space: **Fine Fettle (FF)**
Information Booth Change! Now located near the Popcorn Wagon

Riverwalk Market Fair Booth Assignments (Oct 1)

Booth #:	Vendor	Booth #:	Vendor
1	Crystals N Jules	30	Tong See Yang Farm (Tent Rental)
2	Monica Gullickson	31	
3	Sun Glowz	32	
4	Aunt Kris' Cupcakes & More	33 (T)	Ye Olde Farm
5		34 (D)	W.T. Farms
6		35 (T)	Radloff Sugar Bush
7	Lights Eye Art	36 (T)	Twin Oak Orchards
8	Davila Ceramics	37 (D)	Martha's Eats & Treats
9	HZS Designs	38 (D)	Martha's Eats & Treats (Cotton Candy)
10	Lee Family Farm	39 (D)	Rotational Roots
11	Lee Family Farm	40 (T)	
12	Nine Rock Shop	41 (T)	Cannon Valley Butcher's Block
13		42 (T)	
14	Treats by T – the Pepper People	43	Mana Mycelium
15	Fieldstone Apiaries	44	Darkhorse Hemp Farms
16	Blue Nose Bakery	45	Farming Gardens
17	J. Cora Studios	46	
18	Cedar Lake Woodworks	47	Farmstead Bikeshop (Education Booth) *own tent
19		48	Cub Scouts Popcorn (Youth Fundraiser)
20	Just Me Geralyn & Glass	49	Slimey Unicorn (Youth Entrepreneur) *own tent
21	Adriadna's Designs	50	Citizen's Climate Lobby (Friend of the Market)
22	Rokaturas	51	Sweet Ba Bake (Youth Entrepreneur)
23	Glitter Joy by Jenn	52	Tugi Enterprizes (Path to Brick & Mortar) *own tent
24	The Soapy Chic	53	Mercado Local (Path to Brick & Mortar)
25		54	Mercado Local (Path to Brick & Mortar)
26		55	Estella Freeman (Youth Entrepreneur)
27	Ben's Wife Made Treats	56	No Tummies Left Behind (Youth Entrepreneur)
28	Bakehouse 219	57	
29	Tong See Yang Farm (Tent Rental)	58	

Entertainment:

Tents Set up: 11

*****W. Memorial Tent (10am-12:30pm) Martin Anderson & Alex Sandbeg**

Welcome All Vendors to the 2022 Riverwalk Market Fair!

Thank you for registering to participate in the Riverwalk Market Fair located in downtown Northfield MN. In anticipation of a great season, I wish to introduce myself as the Market Manager as well as pass along the preliminary information to get us started. Another email with reminder information as well as booth assignments will be sent out each week by each Wednesday prior to your scheduled market. **Saturday market times are 9am-1pm.**

You will find myself or my assistant each Saturday assisting vendors in set up, in the RMF Information Booth, or visiting with each of you at some point during each market date. Should you have questions, please reach out. I'm very happy to assist you! Contact me in person at RWMF or phone (612) 201-8640 or email at Manager@riverwalkmarketfair.org.

Website and Social Media Profile

If you are vending at least 15 markets or more, you will be on our featured page on our website. Vendors registered for 10-14 market dates will also have their information on our website. **All vendors will be advertised on our weekly Saturday vendor list.** Please send Betsy Wentz, Assistant Manager and our Social Media lead, a PHOTO (jpg) and 3 sentence BIO of your business for our website vendor page, our weekly featured vendor social media posts, and our monthly newsletters. Email to Manager@RiverwalkMarketFair.org and Betsy.Wentz@gmail.com

Board of Directors

We have several Board of Director members that vend at the market each Saturday as well as several that you will see at the market regularly as patrons or helping at the information booth. I'd like to introduce those individuals:

Teresa Jensen, Chair * Martha Kasper, Vice Chair * Kathy Ness, Secretary * April Kopack, Treasurer * Betsy Wentz, Rotational Roots * Julie Johnson, Cannon River Fiber Farm * Kay Miller * Lisa Peterson * Kerry Hanifl, Hanappe Ranch * Harper Miller, Youth

Logistics Crew

RMF employs three Logistics Crew members to help with the market set up and take down each Saturday. These individuals are responsible for setting up and taking down the RMF tents such as the Info booth, the Youth booth, and Friends of the Market/Organizations booths. They also manage the tent rental equipment. **Although happy to offer a hand if they have free time, please note that they are not for personal use, hauling personal vendor belongings or helping with your own tents or products.**

We do, however, have a friendly and enthusiastic "consultant", Alex Fitzgerald who enjoys helping vendors at the market. He is available to schedule personal help with or to ask for assistance with booth set up on the day of. **Alex is not employed by RMF, He works for tips, so please don't take advantage of him** 😊 Please email me if you'd like his phone number to schedule a helper for set up in advance or feel free to grab Alex if you need an extra hand.

If you are new or returning, please keep this information for your reference (this notification will also be emailed every week prior to your scheduled Saturday market dates).

Weather: Because we do not attempt to control the weather, the Market policy is as such: Markets may be called off or cancelled for dangerous weather or if weather predictions are forecasted to be extreme winds, thunderstorms, or tornados. Although we will make every attempt to let you know in advance of such circumstances, please understand that we do not always know until we know! We are a "rain or shine" Market, so you can expect to sell in the rain, but if the weather turns dangerous, we may call off, giving you permission to leave at the discretion of yourself. We may suggest retreat to a safe place (emergency shelter is designated at the adjacent Post Office or Historical Society or nearby store) to wait to resume or tear down depending.

New Vendors: Please don't hesitate to ask me, and if unknown, I will find out the answer for you! Assistant Manager, Betsy Wentz, owner of Rotational Roots will be available in the farmer's market area nearest the post office. She can assist vendors in spaces 28 – 46 the easiest.

Arrival Time: Please be set up and ready to go by 8:45am. Please remember that everyone (including youth vendors), are expected to stay and remain set up until the end of the Market at 1pm. New and returning vendors, you may arrive as early as 7am – most arrive by 8am – depending. I will be onsite each Saturday morning.

Unloading: You may use the interior streets to unload. A map will be enclosed for your reference, or you may ask me or another vendor for directions. Please be patient and mindful of your safety and the safety of others – this may require some waiting time. There is also a “one way street” that you will need to adhere to. Access to the Bridge Square can be made from 5th Street (turn North onto Water St.), Fourth St. or Division Street. **The 5th Street Bridge is closed until July.** Remember if you are parked within the market to unload or on Division Street, you will need to move and re-park your vehicle for long term parking. **Please replace all barricades for everyone's safety.**

Parking: Parking is available in the parking lot between 4th and 5th Streets behind the downtown store fronts east of Bridge Square or the lot north of Water Street across from Basil's Pizza and Larson Printing. Please to not park in front of businesses downtown on either Division St. or Water St. We hope to keep these available for RMF patrons.

Weights: Please remember to weight down your tent properly using 30 lbs. weights every time on every “leg” of your tent! It may be windy, and we want to keep everyone safe. This is a liability risk that is your responsibility. I will be monitoring this every Saturday. Riverwalk Market Fair is not responsible for damaged tents or other personal property.

Sales figures: I will be stopping by your booth at the end of each Market to inquire about your daily sales. This is only to track how much the Market is contributing to the local economy. We hope to continue the viability of the Market for us and for you! We ask that you participate in this record each week by simply keeping and reporting, to me, an estimate of sales by the end of Market.

Restrooms: Are located in the porta potties or in the Historical Society (corner of Division St – these open at 10am).

ATM: The nearest ATM is located across Division St. at Merchant's Bank or south on Division at the Community Resource Bank.

To Note: We now provide Wi-Fi coverage on Bridge Square along with a city camera and the ability to Live Stream! We can capture lots of fun video to showcase your booth and the day's events. If you have electricity, remember to bring your own 100' cord. I will be sending out a map each week with vendor booth assignments. Please let me know if you have additional considerations that we may try to help you with.

Running Late or Need to Cancel? Please call or text me at 612-201-8640 and include your name, business name, phone number and date you are calling about. Thank you all and I look forward to meeting you!

Kind Regards,
April Kopack