

Riverside Academy

2026 SPRING FEST COMMITTEE

(Please read carefully)

SPRING FEST BOOTH AGREEMENT

GROUP/ORGANIZATION NAME _____

CONTACT PERSON _____ PHONE _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

DESCRIPTION (**List and attach pictures of items being sold, games played, etc.** You are allowed one (1) main item with no duplication. Items will be approved in the order of applications submitted. Smaller items, for example- tattoos, stickers, invisible ink, and trinkets may be added by anyone but must be approved by the committee prior to purchase. **ABSOLUTELY NO CONFETTI EGGS ALLOWED**

A fee of \$100.00 per 10 x 10 ft. space is required.

Payments accepted are: cash, credit card and personal check. Please call the front office to make credit card payments and/or make checks payable to Riverside Academy.

The Riverside Spring Fest Committee agrees to supply the following:

PLEASE READ CAREFULLY-----CHANGES HAVE BEEN MADE

- RA will provide a 10 x 10 space only. (Tent, lighting, and extension cords are the responsibility of the vendor)
- Electricity requirement? _____ volts/amps
- BOOTH SPACE is assigned by the Spring Fest Committee Chairman. NO REQUEST FOR SPACE ACCEPTED.

The vendor is required to supply the following:

- 10x10 ft. pop-up tent.
- Start-up change, Cash Box. (The festival bank will be able to break large bills and supply change as needed on Saturday - after initial start-up).
- All booth equipment and supplies: Lighting, Extension Cords, tables and chairs, etc.
- If you require freezer/refrigeration, you are responsible for housing these items at your station. Cafeteria is no longer an option to house these items for you.
- Booth signs, table covers, etc. You may decorate your booth according to this year's theme if you so choose to which is Board Games

Hours of Operation:

Friday, April 17 – OPTIONAL DAY- booth set up to begin at 3:30PM. Festival booth times are from 6:00PM to at least 9:00PM. Festival will close at 11:00pm. *Festival grounds will be closed to vehicles by 5:30pm.*

Saturday, April 18- booths should be set up by 10:30AM, ready to open for 11:00 AM and remain open until at least 8:00 PM. The festival will close at 11:00pm. *Festival grounds will be closed to vehicles at 10:30am.*

Sunday, April 19 – booths should be set up by 10:30 AM and ready to open for 11:00AM and remain open until at least 7:00 PM. The festival will close at 8:00 PM. *Festival grounds will be closed to vehicles at 10:30am*

Rules & Regulations

- Items sold in booths should be appropriate for a family festival. **No stink bombs, confetti eggs or silly string allowed!** The committee reserves the right to ask that an item be removed if deemed inappropriate.
- Please keep the booth and surrounding area clean. Pick up trash, spills, etc.
- Empty garbage cans whenever possible.
- Soft drinks, bottled water, alcohol, and certain foods will ONLY be sold by the festival committee.
- At the conclusion of the festival each night, please make sure all personal items/belongings are picked up and covered/stored appropriately for the weather elements. Riverside Academy will not be held responsible for left, lost or stolen items. There is no overnight security.
- Vehicles will need to be removed from campus 30 minutes prior to festival opening and not be allowed back on campus until 30 minutes after closing of the festival each night.
- Please unplug all equipment when the booth is not occupied. Try not to leave the booth unattended.
- Any disagreements or conflict resolutions will be provided by the committee supervisor for vendor booths and/or festival director.
- *Please remember this is a family friendly event which we hope brings in people from all over our community to witness what our wonderful school has to offer and possibly encourage them to enroll in the future.*

I, _____ agree to abide by the rules as stated in the Spring Fest Booth agreement and understand that Riverside Academy is not responsible for any items lost, damaged or stolen as a result of Spring Fest.

WAIVER

I hereby hold the sponsors and organizers of the event, including but not limited to, Riverside Academy, harmless from any liability of any kind or nature for personal injury or property damage suffered while participating in this event.

Signature _____ Date _____