

## Letter of Agreement

This letter of Agreement, the Certificate of Organization and Authority (Note: this must be notarized), a valid Certificate of Insurance, and the Riverfest Food Vendor Agreement must be signed and returned to the Riverfest Food Director along with your chosen entry fee on or before March 31<sup>st</sup>, 2023. Early Bird Fee entries must be postmarked by August 15<sup>th</sup>, 2022.

2023 Food Vendor Options			
Option	Base Fee	Early Bird Fee	Sales %
1	\$150	\$135	20%
2	\$500	\$450	12%
3	\$1,750	\$1,575	0

**PLEASE KEEP A COPY OF THE CONTRACT FOR YOUR RECORDS.**

Accepted by: \_\_\_\_\_  
Authorized Person, Title \_\_\_\_\_ Printed Name \_\_\_\_\_

For: \_\_\_\_\_  
Business Name (please print)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Sarah Sovereign, Food Director

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Barb Frahm, President

**PLEASE SEND TO: Riverfest, Inc.**  
**Attn: Sarah Sovereign, Food Director**  
**P.O. Box 1745**  
**La Crosse, WI 54602-1745**

**Make sure you have completed and enclosed the following:**

- \_\_\_ Letter of Agreement
- \_\_\_ Certificate of Organization and Authority (Note: This must be notarized.)
- \_\_\_ W-9
- \_\_\_ Food Fair Vendor Agreement
- \_\_\_ Entry Fee (payable to Riverfest, Inc.)
- \_\_\_ Certificate of Insurance (**valid for June 30th thru July 4th, 2023**)
- \_\_\_ OR My insurance expires on \_\_\_\_\_ I will have a valid copy sent upon renewal.

Note: All of the above must be received by March 31st, 2023, unless other arrangements are made in writing with the Riverfest Food Fair Director.