



Madison County Covered Bridge Festival

2010 Demonstrator Contract

October 9 & 10, 2010

acctg.cbf@madisoncounty.com www.madisoncounty.com

515-462-1185 fax: 515-462-1393

Office Use Only

Date Received _____
Check # _____
Juried: _____
Booth Location: _____
Accepted: _____
Declined: _____
Postcard Sent: _____

Show Hours are 9:00 a.m. to 5:00 p.m. Saturday & Sunday – Demonstrators are asked for a commitment to be present, actively demonstrating your craft and interacting with the crowd on both days of the Festival. This is an outdoor show and subject to the elements!

This agreement is made and entered into by and between the Madison County Chamber of Commerce and

Firm/Organization		Authorized Agent/Booth Holder	
Daytime Phone		e-mail Address	
Street Address	City	State	Zip Code

Please check the Category for your Demonstration

Demonstrator – Category 1 Participating purely for the joy of demonstrating your craft and do not sell your products. If so, you may be eligible for reimbursement for mileage.
 I plan to apply for mileage reimbursement. Bring fuel receipts along with a request for reimbursement and your name and address to the Chamber Office. Checks will be mailed the week after Festival. Demonstrators receive no other compensation

Demonstrator – Category 2 Combining a live demonstration with the sale of handmade items

Cost for Category 2 Demonstrator is \$50.00

Each Demonstrator shall comply with the following rules and regulations in addition to complying with any and all statutes and ordinances of the State of Iowa, County of Madison and City of Winterset pertinent to the Demonstrator's participation in the Festival including, but not limited to, statutes and ordinances affecting gambling, health and sanitation, building, electrical construction, maintenance, and fire safety. Each Demonstrator is responsible for all of their own permits and exemptions including sales tax permits. Sales tax in Madison County is 7%. Please attach a photocopy of your Iowa Sales Tax Permit to your application. There is a place to check on the application form to request a Temporary IA Sales Tax Permit application. The Chamber and the Vendor Committee shall have the right to interpret the following rules and regulations, to amend or add such rules and regulations as it might deem appropriate and to enforce compliance with such rules and regulations. The Vendor Committee reserves the right to refuse rent of space to anyone and to regulate the types of items offered for sale. Any violation of these rules and regulations or of referenced statutes and ordinances shall result in immediate forfeiture of all rights of participation in the Festival including any moneys deposited to secure participation in the Festival.

Demonstrator agrees that it will protect, defend, hold harmless and indemnify the Chamber, Vendor Committee, and City of Winterset, their directors, officers, agents, employees, and volunteers from and against any and all expenses, claims, actions, liabilities, attorney fees, damages and losses of any kind whatsoever, actual or alleged, resulting from or concerned with the participation as a Vendor in the Festival. The Chamber, Vendor Committee, and the City of Winterset shall not be liable for any loss or damage to any merchandise or personal property in or about Demonstrator's booth(s) regardless of the cause of such loss or damage.

- Demonstrators **must** show proof of insurance with \$1 million liability coverage that lists Madison County Covered Bridge Festival as an additional insured covering the dates of the Festival.
- Category 2 Demonstrators **must** submit pictures of their booth and product with their application.
- The Festival Committee **encourages Demonstrators to promote our pioneer theme by decorating booths and dressing in pioneer costume.**
- If a Category 2 Demonstrator should sell out of an item, the Demonstrator shall keep their booth open for display of sample items and solicitation of orders until the close of the Festival.
- Once a space is sold, it must be occupied and operated by the approved Demonstrator. Subleasing of all or any assigned booth space is strictly prohibited. Demonstrator **cannot** allow another party to exhibit, promote in any manner, or take orders in the booth.
- Specific guidelines for booth set up and removal will be sent to Demonstrators approximately one month prior to the Festival. Booths must be constructed and ready for operation by 8:00 a.m. on Saturday. Demonstrators may bring vehicles onto the grounds to restock booths between 6:00 and 8:00 a.m. on Sunday. Vehicles on the grounds after 8:00 a.m. **will be towed.** Please note that while the gates do not officially open until 9:00 a.m. each day, people will have access to the square and the booths as early as 7:00 a.m. A member of the Vendor Committee will check each booth for rule compliance on Friday evening and periodically throughout the Festival. Tear down **will begin after 5:00 p.m. on Sunday** and must be completed by 9:00 p.m. Please be aware that streets may be open to through traffic by 6:00 p.m. on Sunday night.

Continued.

- Checks postdated or returned unpaid by the bank are subject to a \$25.00 service fee and/or disqualification.
- The Vendor Committee reserves the right to remove a booth from the Festival if the booth is constructed in an unsafe manner. Demonstrator booths and the area around them must be kept clean with all refuse, rubbish, and garbage deposited in containers provided.
- The Vendor Committee will provide each Demonstrator with one (1) vehicle pass/ID number that corresponds with their booth number. The pass allows entry of a vehicle through the barricaded boundaries of the Festival before and after hours of operation only. Please display the number in your vehicle throughout the event. All vehicles **must be parked** outside the barricades. Demonstrators will be provided with two (2) ID bracelets per booth which permits access to the Festival for both days. Additional passes are available by request.
- **Electric space heaters are NOT allowed** per the City of Winterset.
- Each booth **must have** a fire extinguisher.
- Only service and display animals **will be permitted** on Festival grounds. There are to be no pets inside the barricades.

Demonstrator – Category 3 There are some Demonstrators who may not fit into either of the first two categories but come by special arrangement. Call 515-462-1185.

Check List: Items to be included with application

- Pictures of product and booth
- Check or credit card information for \$50.00 – Category 2 Demonstrator
- Copy of current Iowa Sales Tax Certificate I request a temporary Iowa Sales Tax Permit
- Copy of Certificate of Insurance with \$1 million liability coverage that lists Madison County Covered Bridge Festival as an additional insured covering the dates of the Festival
- Vendor Contract signed and dated

Credit Card: Visa Master Card

Credit Card Number _____

Expiration Date _____

3 Number Code from back of Card _____

Mail all documents to Madison County Covered Bridge Festival, 73 Jefferson, Winterset, Iowa 50273.

I, the undersigned, dutifully swear that I have thoroughly read this contract. By signing this application, I acknowledge and accept all terms of this contract.

Signed: _____

Date: _____