

- **Vendor must be an active member of the Madison County Chamber of Commerce in good standing as of June 1, 2018. If vendor is a new business to Madison County, an exception may be made.**
- **Once a space is sold, it must be occupied by the approved items and operated by the approved Vendor. Subleasing of all or any assigned booth space is strictly prohibited. Vendor cannot allow another party to exhibit, promote in any manner, or take orders in their booth.**
- Specific guidelines for booth set up and removal will be sent to Vendors approximately one month prior to the Festival.
- **NEW: If you are unable to set-up by one hour after your scheduled setup time on Friday, please notify the Chamber Office. If not, your space may be forfeited or relocated, and your entry fee will not be refunded.**
- Vendors may bring vehicles onto the grounds to re-stock 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 compliances on Friday evening and periodically throughout the Festival.
- Arts & Crafts vendor booths may not sell food or drinks of any kind.
- Must have Iowa sales tax permit, collect and pay 7% sales tax. Temporary permits are no longer issued by the state, you must register at <https://tax.iowa.gov>. A list of participating vendors is provided to the Iowa Department of Revenue.
- **Booths must remain open both days from 9:00 AM to 5:00 PM. NO EXCEPTIONS. Vendors must be open and staffed the entire time both days.**
- 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 the through traffic by 6:00 p.m. on Sunday night. No early teardown allowed.
- The Vendor Committee reserves the right to remove a booth from the Festival if the booth is constructed in an unsafe manner. Vendors will confine their operations to the booth and **shall not** solicit business outside the booth.
- Vendor's booths and the area around them must be kept clean of all refuse, rubbish, and garbage, which will be deposited in the containers provided.
- The Vendor Committee will provide each Vendor with one (1) vehicle pass/ID number that corresponds with their booth number. The pass allows entry of a vehicle through barricaded boundaries of the Festival before and after hours of operation only.
- Please display the number of your vehicle on your dashboard throughout the event. **All vehicles must be parked outside the barricades.** The Vendor booth fee includes two (2) ID's 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 animals will be permitted on Festival grounds. There are to be no pets inside the barricades.
- This is a no smoking event and there will be signs posted at the Festival.

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: _____

Please list any specific requests:

<p>_____ Check Enclosed</p> <p>Credit Card: ___ Visa ___ MC</p> <p>Credit Card Number: _____</p> <p>Expiration Date: _____</p> <p>3 Number Code from back of Card _____</p> <p>Checks postdated or returned unpaid by the bank are subject to a \$25.00 service fee</p>
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Check List: Items to be included with application:

- Submit at least 2 photographs (1 photograph of your booth & 1 photograph of your product)
- A general listing of the items you plan to sell. Only approved products may be displayed at the festival.
- A copy of your Iowa Sales Tax Certificate or indicate the Sales Tax Number# here: _____
- Vendor Contract Signed and Dated (This indicates full compliance to terms outlined above)
- Check or Credit Card Information
- Please keep a photocopy of this contract for your records

All documents due by July 1st, 2018 to:

Madison County Covered Bridge Festival
73 Jefferson St. Winterset, IA 50273