



**Madison County Covered Bridge Festival
2018 "Made in Madison County" Vendor**

October 13 and 14, 2018

cbf@madisoncounty.com

www.MadisonCounty.com

515-462-1185 Fax: 515-462-1393

Office Use Only

Date Received _____

Check # _____

Juried _____

Accepted _____

Declined _____

Postcard Sent _____

Show Hours are 9:00 a.m. to 5:00 p.m. Saturday and Sunday

Vendor Name _____

Phone _____ Alternate Phone _____

E-mail Address _____

Address _____ City _____ State _____ Zip _____

Items for sale must be local handmade crafts, artwork or photos only

One shared vendor tent will be provided.

Each vendor may bring one 6' table. Approx. space 8' x 8'

Please Enclose:

\$65.00 Payment _____ Cash _____ Check (Non-refundable)

MC or Visa # _____

Exp. _____ V Code _____

**Checks postdated or returned unpaid by the bank
are subject to a \$25.00 service fee**

Deadline for applications is July 1, 2018.

Made in Madison County applications will be juried the first week in July with notification of acceptance by July 15, 2018

Note there is limited space available. If you require a full-size booth - see our Art & Craft Vendor application

Each Vendor 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 Vendor'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 vendor is responsible for all their own permits and exemptions including sales tax forms. 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 and participation in the Festival, including any moneys deposited to secure participation in the Festival.

Vendor agrees that it will protect, defend, hold harmless and indemnify the Madison County Chamber of Commerce, Covered Bridge Festival Vendor Committee, City of Winterset, Madison County Supervisors, 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, City of Winterset and Madison County Supervisors shall not be liable for any loss or damage to any merchandise or personal property in or about Vendor's booth(s) regardless of the cause of such loss or damage.

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

Signature

Date

“Made in Madison County”

Guidelines and Terms for Vendors

Rules and Regulations

- Vendor must be a resident of Madison County. Only local handmade crafts, photos or paintings may be sold. Vendor may not sell food, drinks or consumables of any kind.
- Once a space is sold, it must be occupied by the approved items and operated by the approved Vendor.
- The Festival will provide a shared tent for 10 vendors. Vendor may provide their own 6’ table.
- Be prepared for inclement weather. There are no provisions if it should rain.
- **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.
- 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.
- Vendor’s 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 one (1) ID 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.
- 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.

Check List: Items to be included with application:

- Submit at least 1 photograph of your product
- A general listing of the items you plan to sell
- 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