



# Madison County Covered Bridge Festival

## 2021 Arts and Craft Vendor Contract

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

Saturday & Sunday October 9<sup>th</sup> & 10<sup>th</sup>, 2021

Website: [madisoncounty.com/covered-bridge-festival](http://madisoncounty.com/covered-bridge-festival)

Email: [MCCBFvendorchair@gmail.com](mailto:MCCBFvendorchair@gmail.com)

Phone: 515-462-1185 | Fax: 515-462-1393

### Office Use Only

Date Received \_\_\_\_\_

Check # \_\_\_\_\_

Juried \_\_\_\_\_

Booth Location \_\_\_\_\_

Accepted \_\_\_\_\_

Declined \_\_\_\_\_

Postcard Sent \_\_\_\_\_

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		Email Address	
Address	City	State	Zip Code

### Required - Type of Booth you are Bringing:

(Please list your actual booth size to help with placement)

\_\_\_\_\_ White Pop up Tent \*note cost of additional space

\_\_\_\_\_ Size in Feet

\_\_\_\_\_ Building/Structure \*note cost of additional space

\_\_\_\_\_ Size in Feet

Total length of trailer including hitch: \_\_\_\_\_

**The Covered Bridge Festival Committee expects vendor booths to be decorated in the spirit of the fall season and of the Pioneer era!**

Note: Vendors will be given a minimum of 2ft per side of additional space for inventory and 2 ft at the rear of the space for storage. A maximum of an additional 5 ft on the frontage of your space may be used for display items.

### Cost of Arts and Craft Vendor Booth

\_\_\_\_\_ \$175 for each 10'x10' space only

\_\_\_\_\_ \$85 for each additional 5' of space

\_\_\_\_\_ **\$50 late fee** (if submitted after 7/1/21)

\_\_\_\_\_ \$25 Electricity Needs

\_\_\_\_\_ I need 110 Electricity

\_\_\_\_\_ I need 220 Electricity

### \_\_\_\_\_ Total Cost

- Please fill out a separate contract for each booth
- The booths will be juried separately
- We will notify you of the committee's decision no later than July 15, 2021.

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. Sales tax in Madison County is 7%. Please attach either a photocopy of your Iowa Sales Tax Permit or list your Iowa Sales Tax Permit Number# on the following pages. A list of participating vendors is provided to the Iowa Department of Revenue. 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.

- Vendors **must** submit pictures on their booth and product with the application, which will be used in the jury process. Only approved products will be displayed at the festival.
- 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.
- The Committee recommends that Vendors obtain liability insurance for their booth space.
- Specific guidelines for booth set up and removal will be sent to Vendors approximately one month prior to the Festival.
- **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.
- Be prepared for inclement weather. There are no provisions if it should rain/snow. No Refunds.
- 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 7:30 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.

**The Covered Bridge Festival will follow all local and state guidelines for COVID-19 regulations.**

**Note: Changes may be made in regard to set up location(s) you have had in previous years you have attended our 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: \_\_\_\_\_

**Check List: Items to be included with application:**

- Submit at minimum, 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, 2021 to:***  
**Madison County Covered Bridge Festival**  
**73 Jefferson St. Winterset, IA 50273**

**Please list any specific requests:**

<p>PAYMENT INFORMATION</p> <p>_____ Check Enclosed</p> <p>Credit Card: ___VISA ___MC ___OTHER</p> <p>CREDIT CARD NUMBER:</p> <p>_____</p> <p>EXPIRATION DATE: _____</p> <p>3 DIGIT CODE ON BACK OF CARD: _____</p> <p>ZIP CODE: _____</p> <p><i>Checks postdated or returned unpaid by the bank are subject to a \$25.00 service fee</i></p>
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