



**Madison County Covered Bridge Festival**  
**2021 Winter Solstice Market Contract**  
**Show Hours are 12:00 p.m. to 6:00 p.m.**  
**Saturday & Sunday December 11<sup>th</sup> & 12<sup>th</sup>, 2021**

Website: *madisoncounty.com*  
Email: *exec.dir@madisoncounty.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

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Firm/Organization

Authorized Agent/ Booth Holder

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Daytime Phone

Email Address

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Address

City

State

Zip Code

**The Chamber will provide a table and 2 chairs for this event**

**Cost of Vendor Booth**

\_\_\_ \$100 for each 10'x10' space only (non-member)

\_\_\_ \$50 for each 10X10' space MEMBER

\_\_\_ \$25 Electricity Needs

\_\_\_ I need 110 Electricity

\_\_\_ I need 220 Electricity

\_\_\_ \$25 for each extra table

\_\_\_ **Total Cost**

\_\_\_ \$300 Presenting Sponsorship

- Please fill out a separate contract for each booth
- The booths will be juried separately
- We will notify you of the committee's decision

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 Market.

Vendor agrees that it will protect, defend, hold harmless and indemnify the Madison County Chamber of Commerce, 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 Market. The Chamber, Vendor Committee, City of Winterset and Madison County Supervisors shall not be liable for with the application, which will be used in the jury 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. Only approved products will be displayed at the market.

- 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 Market.
- **If you are unable to set-up by one hour after your scheduled setup time on Saturday, please notify the Chamber Office. If not, your space may be forfeited or relocated, and your entry fee will not be refunded.**
- 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 12:00 PM to 6:00 PM. NO EXCEPTIONS. Vendors must be open and staffed the entire time both days.**
- Tear down **will begin after 6:00 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.
- 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.
- **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 Market.

**The Winter Solstice Market will follow all local and state guidelines for COVID-19 regulations.**

**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 November 1st, 2021 to:***

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

**Please list any specific requests:**

**PAYMENT INFORMATION**

_____ Check Enclosed
Credit Card: ___ VISA ___ MC ___ OTHER CREDIT
CARD NUMBER: _____
EXPIRATION DATE: _____
3 DIGIT CODE ON BACK OF CARD: _____
ZIP CODE: _____

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