



Madison County Covered Bridge Festival
2024 Art and Craft Vendor Contract
October 12 & 13, 2024
mccbfvendorchair@gmail.com
www.MadisonCounty.com
 515-462-1185 Fax: 515-462-1393

Office Use Only	
Date Received	_____
Check #	_____
Juried	_____
Booth Location	_____
Accepted	_____
Declined	_____

Festival hours are 9:00 am to 5:00 pm, Saturday and Sunday

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

Type of booth you are bringing:
 (Please list your actual booth size to help with placement)

_____ Pop up Tent
 _____ Size in Feet

_____ Building/ Structure
 _____ Size in Feet

The Covered Bridge Festival Committee appreciates vendor booths decorated in the spirit of the fall seasons!

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. **50% of items being sold must be hand made!**

Cost of Art and Craft Vendor Booth

_____ \$175 for each 10’ x 10’ space
 _____ \$50 late fee (if submitted after 5/1/24)
 _____ \$85 for each additional 5’ space
 _____ \$150 for 110 Electricity
 _____ \$300 for 220 Electricity
 _____ Amperage I use
 _____ **Total Cost**

No generators will be allowed. Application must filled out with ALL information (including amperage) to be considered.
 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, 2024

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 page 2.** 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.

- **New vendors must submit pictures of their booth and product with the application**, which will be used in the jury process. Only approved products will be displayed at the festival.
- 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.
- Be prepared for inclement weather. There are no provisions for rain, wind, snow, etc.
- 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 during authorized load-in/tear-down times. **You must unload your vehicle as quickly as possible then move your vehicle outside of the Festival grounds immediately to allow others to set-up or teardown.**
- 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 certified service animals will be permitted on festival grounds (no companion or emotional support pets).
- No smoking/vaping within festival grounds.

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: _____

By being a vendor, you agree to the Festival and Chamber can use Your likeness, business name, and image to promote the current And future festivals.

<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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Please list any specific requests:

Check List: Items to be included with your application:

- New Vendors:* At least 2 photographs (1 photograph of your booth & 1 photograph of your product)
- A general listing of the items you plan to sell** (listed below). Only approved products may be displayed at the festival.
- A copy of your Iowa Sales Tax Certificate or indicate the Sales Tax Number# here: __3-06-60531____
- 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 May 1st, 2024 to:

Madison County Covered Bridge Festival
c/o Madison County Chamber of Commerce
73 Jefferson Street
Winterset, IA 50273

Items I plan to sell: